



APAN User Guide

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1.0 Summary

The APAN User Training and this APAN User Guide are intended for new APAN Users who want to understand what APAN is and how to get started using APAN.

After reading this guide you will be able to:

- Use and navigate APAN comfortably
- Setup your APAN Profile
- Find and connect with colleagues
- Find and join Groups
- Create and upload content, such as: blogs, forums, wikis, and media galleries
- Find answers on the APAN Support Center

APAN Overview

The **All Partners Access Network (APAN)** provides for effective information exchange and collaboration between the United States Department of Defense (DOD) and any external country, organization, agency or individual that does not have ready access to traditional DOD systems and networks.

APAN enables professional networking and communication, increases situational awareness, establishes pre-defined communications channels, relationships and information work flows, and provides a forum for sharing lessons learned and best practices in a wide variety of contexts including crisis response, humanitarian assistance, disaster relief, and training and exercises.

Why Use APAN?

- Establish your online identity within the DOD information sharing community
- Connect and share with other users
- Discover what actions are being taken by organizations involved in crisis events
- Request information from key DOD organizations and agencies
- Offer assistance to those seeking aid

Who Uses APAN?

- U.S. Federal, state or civil organizations and agencies
- Non-governmental & private agencies who work with the U.S. government
- Military (domestic and foreign) & and local civil / military authorities
- International organizations (IOs)
- Non-governmental organizations (NGOs)

Use Cases

- Humanitarian Assistance/Disaster Response
- Joint Exercises
- Working Groups
- Events
- Communities of Interest

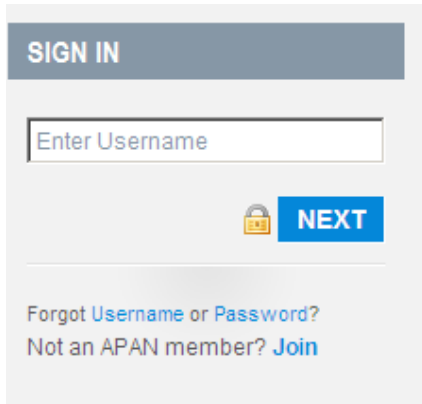
2.0 Join APAN

Register for an APAN Profile

Open your web browser and type in or copy this web address:

<https://community.apan.org>

Click “Join”



The screenshot shows a 'SIGN IN' form with a text input field labeled 'Enter Username'. Below the field is a blue button with a lock icon and the text 'NEXT'. At the bottom, there are two links: 'Forgot Username or Password?' and 'Not an APAN member? Join'.

Fill out the one page registration form

REGISTER FOR AN APAN ACCOUNT

Fill in the fields below to create an APAN account. All fields are required. [Need Help?](#)

Already have an APAN account? [Sign In](#)

NETWORK

First Name	<input type="text"/>	First Name
Last Name	<input type="text"/>	Enter your first name (given name)
Email Address	<input type="text"/>	
Password	<input type="password"/>	
Confirm Password	<input type="password"/>	

Security Image

<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	

Security Code Enter the code shown:

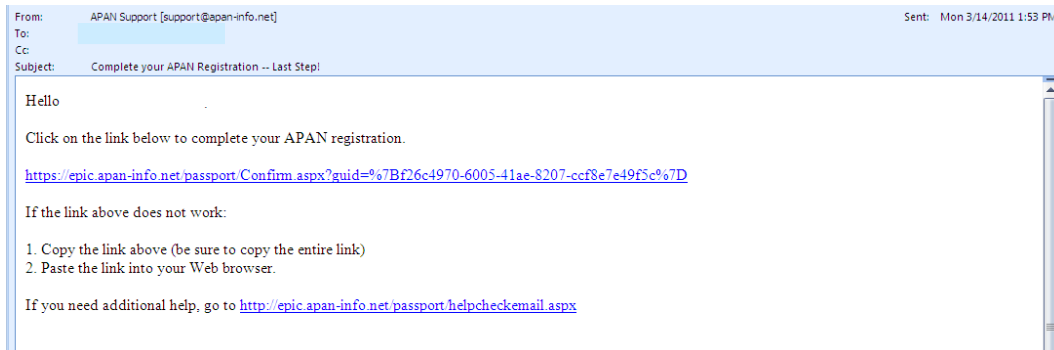
 [Try a new code](#)

By checking the box, I certify that I have read and agree to the [APAN Terms of Use](#) and [APAN Privacy Policy](#) and to receive account related communications from APAN electronically.

CONTINUE

Click **“Continue”**

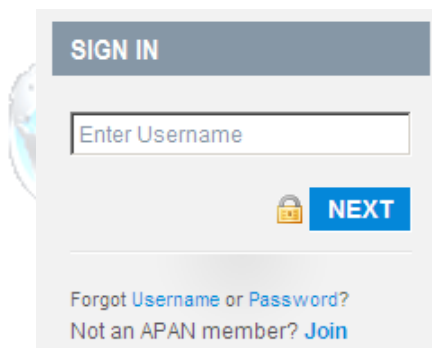
Go to your email account used in the registration form



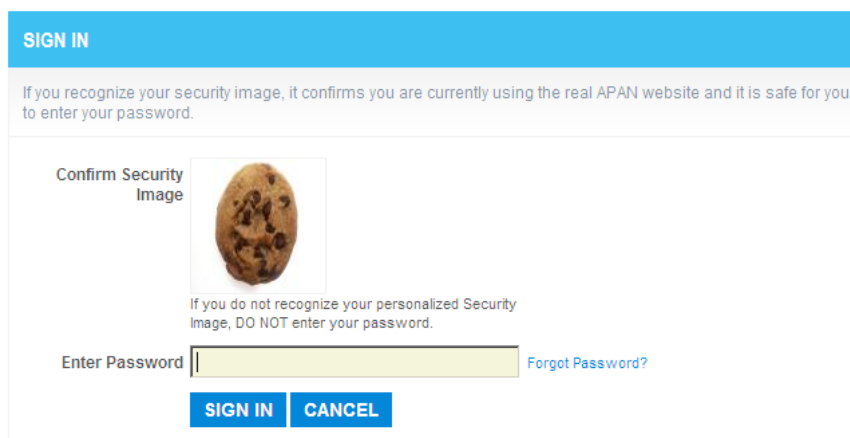
Click on the verification link

Sign In to APAN

Type in your APAN Username (typically first name.last name) and click **“Next”**



Ensure your security image is yours, type in your password, and click **“Sign In”**



More Information on [Accessing APAN](#)

3.0 Your Profile

Now that you are logged in to APAN you want to setup your personal profile. Having a complete profile will serve a number of purposes:

- **Comfort with APAN** - You will get comfortable with the basic functionality of APAN
- **Content Editor** - You will learn how to use the Content Editor, which is an essential feature to adding content to Groups
- **Community of experts** - Other APAN users search for experts in a certain field, location, or organization - You will be able to showcase your expertise and build your online network within APAN

Profile Information

- Name
- Biography
- Picture
- Title
- Citizenship
- Location
- Spoken Languages
- Organization
- Occupation
- Skills
- Regional Expertise
- Public Email
- Phone Number

The screenshot shows the user profile for Alex Conway on the APAN platform. The header includes the APAN logo and navigation tabs for MY APAN, EXERCISES, COMMUNITIES, and SUPPORT. The profile card displays the user's name, last active date (1/24/2011), and a '100% complete' status bar. Below the profile card are sections for 'ABOUT ALEX CONWAY' (biography and activity), 'ABOUT' (personal details like title, citizenship, location, and languages), 'PROFESSIONAL INFORMATION' (organization, occupation, skills, and region expertise), and 'CONTACT' (public email and phone number). A 'What are you doing?' chat box is also visible.

How to update your Personal Profile

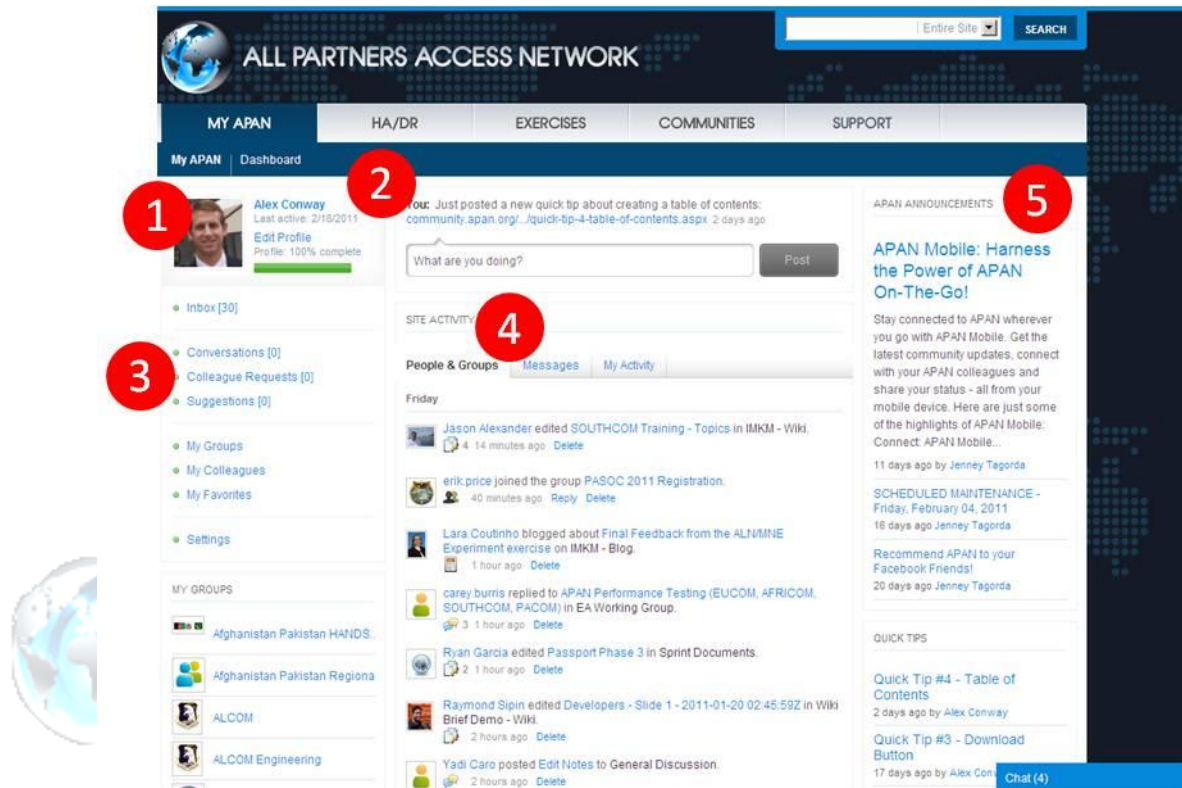
- Login to APAN
- Click on your name at the top right
- Click **'Edit Profile'** on the left next to your avatar
- Fill in the boxes with your information
- Click on the paper clip icon to change your picture
- Click **'Save Profile'**

The first screenshot shows the 'Edit Profile' button next to the user's name and a '100% complete' status bar. The second screenshot shows the 'Save Profile' button next to the user's name and a '100% complete' status bar.

More information on [Your Profile](#)

4.0 My APAN

Your “My APAN” Dashboard is the first screen that you will see when you log into APAN. Your “My APAN” is the central location for all of the activity happening in your APAN network. Think of My APAN as your APAN Home Page.



Elements of the My APAN Dashboard

- 1. Access to your Profile and to edit your Profile** – Click on your name to access your full user profile or click on Edit Profile to edit your Profile
- 2. Update your status** – Post short messages that your Colleagues can view
- 3. Access to your information** – Click on the links to find the following information
 - a. Conversations** – Messages you can send to Colleagues
 - b. Colleagues** – People you are connected with on APAN
 - c. Suggestions** – Content your Colleagues have shared with you
 - d. Groups** – Where information and people come together and collaborate on APAN
 - e. Favorites** – Save Groups or Pages on APAN for quick access
- 4. Your APAN news feed** – See the latest activity from your Groups and Colleagues
- 5. APAN Announcements and Quick Tips blogs** – Quick access to the latest APAN news, announcements, and tips

5.0 Colleagues

Colleagues in APAN are continuously updated on each other's activities within the community and can use Peer-to-Peer chat for one-on-one real-time communication.

Find Colleagues

Using the **Search** feature at the top of APAN is an easy way to search for Colleagues. You can search for Colleagues by username, first name, last name, organization, industry, location, etc.

Enter the information you are looking for and click search.



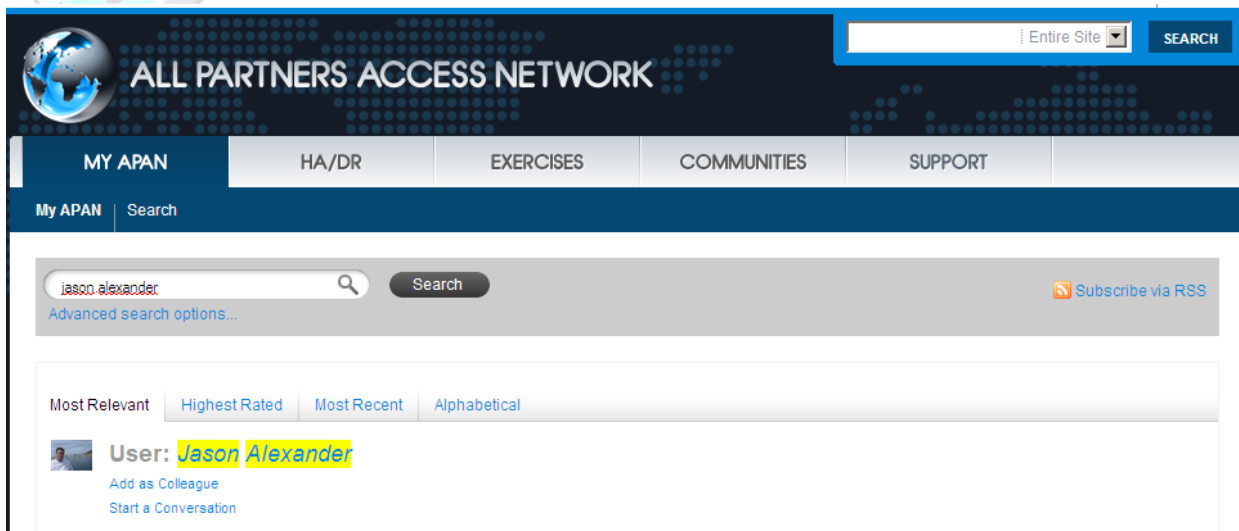
A search bar with a text input field, a dropdown menu labeled "Entire Site", and a blue "SEARCH" button.

You can narrow down this search by clicking the drop down menu and selecting "People".



The search bar with the dropdown menu open, showing options: "Entire Site", "People", and "Groups".

Once you perform a search you will see a list of possible matches. You may click on the user's name to see their full Profile or you may click "Add as Colleague" to connect with the person on APAN.



A screenshot of the APAN search results page. The header includes the APAN logo and navigation tabs: MY APAN, HA/DR, EXERCISES, COMMUNITIES, SUPPORT. The search bar contains "jason alexander" and a "Search" button. Below the search bar, there are sorting options: Most Relevant, Highest Rated, Most Recent, Alphabetical. The first result is for "User: Jason Alexander" with a profile picture and options to "Add as Colleague" and "Start a Conversation".

You will be prompted to send a Colleague request. The Colleague request is an email sent to the user who then has to verify if he/she wants to be Colleagues.

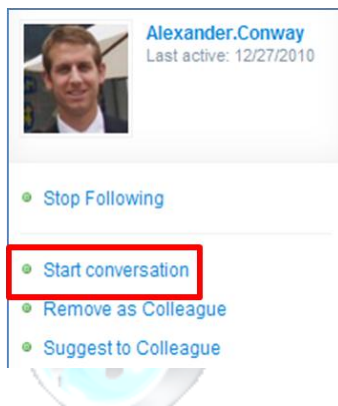
More information on [Colleagues](#)

6.0 Conversations

Once you are connected with colleagues you can exchange private messages with your colleagues using the **Conversation** Feature. Conversations messages are similar to email where you can send a message to your colleague and they will be notified of the message and can read it by viewing their conversation inbox. A conversation is different from a chat because the messages are sent one at a time whereas a chat is a real-time dialog between online users.

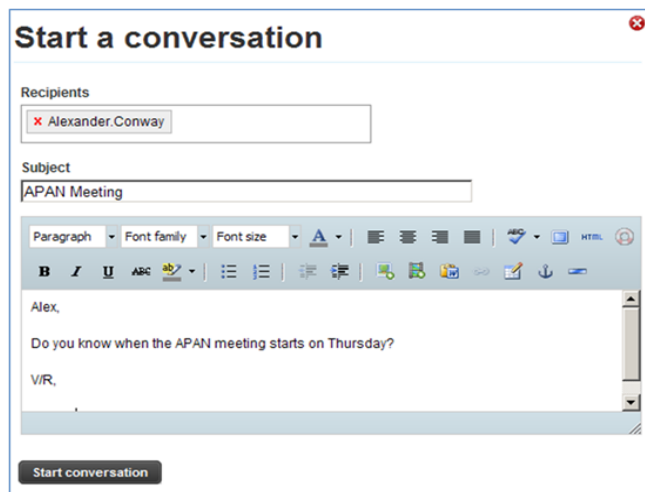
Start a Conversation

1. Navigate to your colleagues profile page by using the people search or clicking on their user name in an activity feed.
2. Click on the **Start Conversation** link on the right side of the user's profile.



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3. A **Conversation Box** will appear. Type the subject of your message in subject line and message text in the text box.

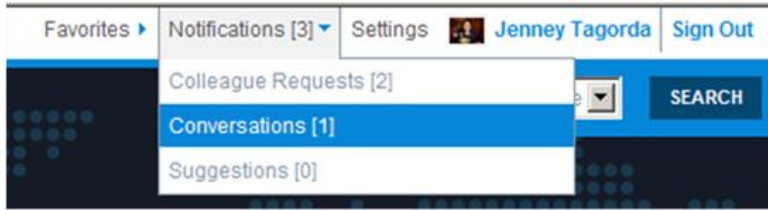


4. Click the **Start Conversation Button** to send your Conversation message.

Reply to a Conversation Message

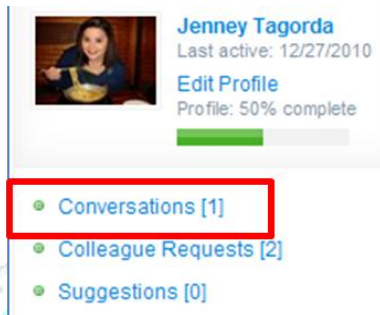
1. There are two ways to view your conversations:

Click on **Conversations** in the **Notification** drop-down menu on the Toolbar at the top of your page

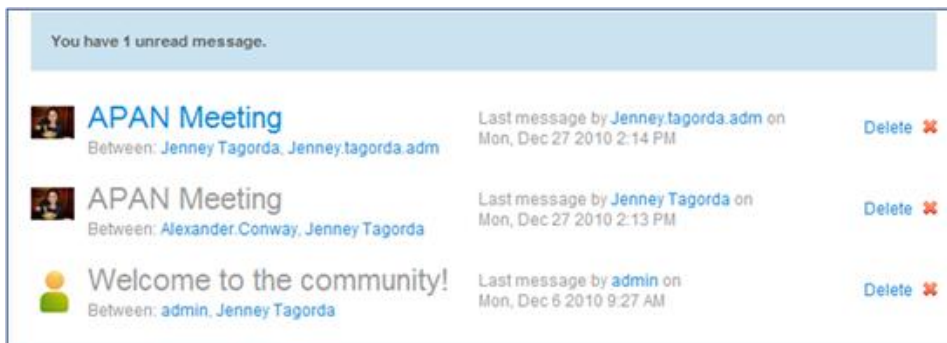


OR

Click on the **Conversation** link on your **My APAN** Page



2. You will be taken to your conversation page. Click on the Conversation Message you would like to read and respond to.



3. Your conversation message will appear. Type your response in the text box and click the **Reply Button**.

More information on [Conversations](#)

7.0 Chat

APAN chat lets you send and receive real-time, text-based messages with other APAN members. APAN currently provides two types of chat: **Group Chat and Peer to Peer Chat**

Group Chat - enables multiple users to have real-time, text-based conversations with other members of the same group. Group owners can create multiple chat rooms for their group.

Group Chat enables multiple users to have real-time, conversations with other members of the same group. The Group Chat feature allows group owners to create multiple chat rooms for their group. If there is no chat room currently associated with a particular group, contact the group owner for more information.

APAN Chat is currently compatible with Internet Explorer 6, Internet Explorer 7, Internet Explorer 8 and Firefox 3.0

Getting Started with Group Chat

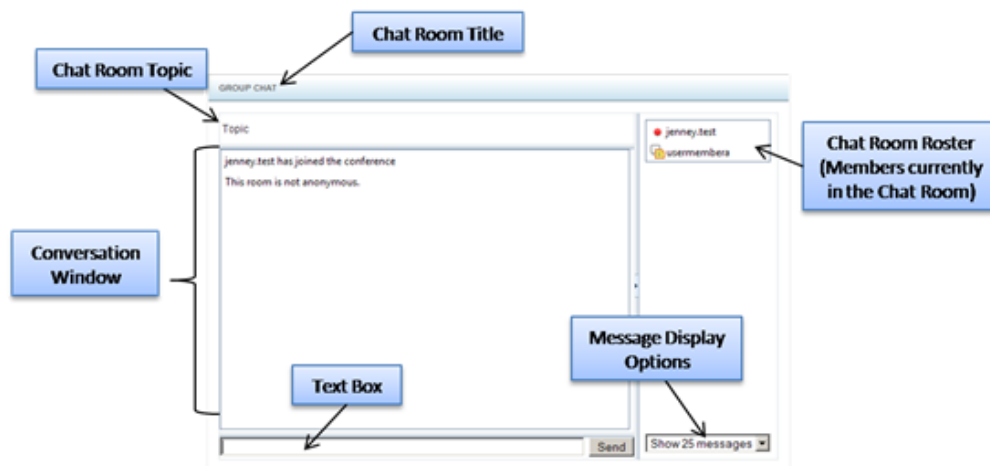
1. To join a group chat you must first make sure you are signed into APAN. If you are signed in, you will see a link that says **Sign Out** at the top-right corner of the screen.

2. Locate the group chat room that you would like to participate in. If you are a member of the group you will see the chat room (as pictured above) and automatically be added to the Chat Room Roster

If you are not a group member you will see a message saying "This Group Chat Room is visible only to Group Members." You will need to request and be approved for group membership before you can participate in the chat room.

3. Sign into chat if you are not already signed in. To sign-in, first click the chat title bar located in the lower right side of the screen to expand the window.

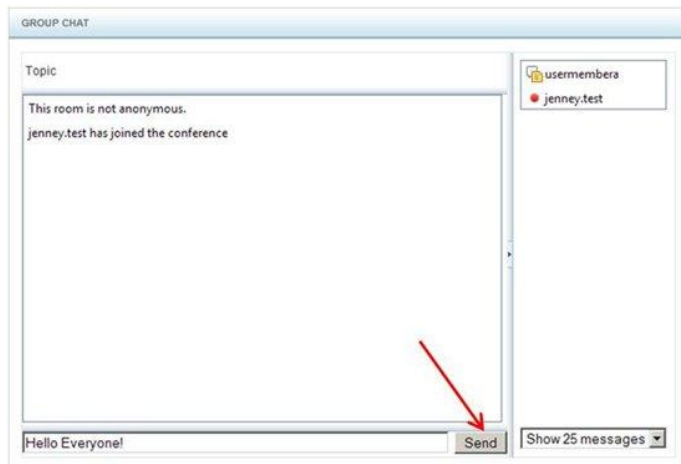
Parts of the Group Chat Window



Click on any username in the Chat Room Roster to view the user's profile.

Start Chatting in a Group Chat Room

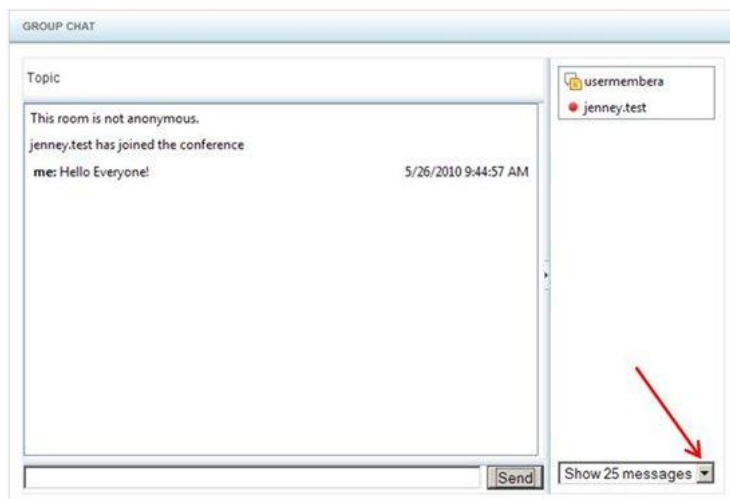
1. Once you are in the chat room, enter your message in the group chat text box and click on send or hit enter on your keyboard. Your message will immediately be displayed in the group chat conversation window.



Changing the Number of Messages Displayed

Each user can choose to see 25, 50 or 100 messages in their group chat conversation window. Depending on how many messages you choose to display, you will see the last 25, 50 or 100 messages sent in the chat room when you enter the room.

1. To set the number of message you would like to display, click on the messages displayed drop down menu at the bottom right of the chat room.



2. Select the number of messages you would like to be display from the drop down menu.

Peer to Peer Chat enables users to have real-time, one on one conversations with colleagues in the APAN Community. Users can set their online status, select their preferred language for receiving messages, and go "offline" if they would not like to receive messages. Users can also navigate through the community while maintaining and continuing their P2P chat conversations.

APAN Chat is currently compatible with Internet Explorer 6, Internet Explorer 7, Internet Explorer 8 and Firefox 3.0

Getting started with P2P Chat

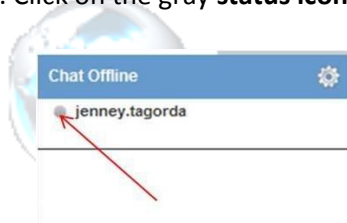
1. In order to begin using the P2P Chat, you must first be signed into APAN. When you are signed in, you will see a link at the top right-hand corner of the screen that says **Sign Out**.

Once you are signed in, the P2P Chat title bar will appear in the bottom right corner of your browser screen.

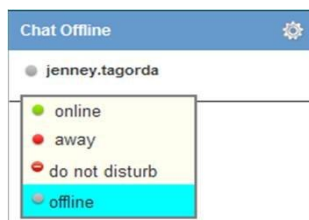
2. Click on the **P2P Chat title bar** to expand the P2P Chat Window



3. Click on the gray **status icon** in front of your username to display the status menu



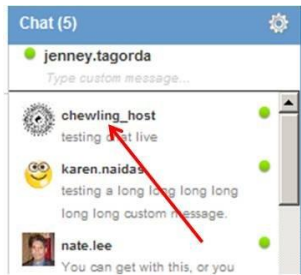
4. Select one of the **online statuses** (Online, Free for Chat, Away, not available, do not disturb)



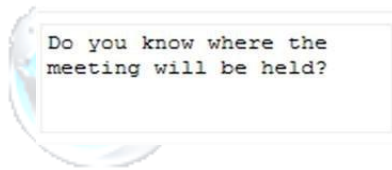
Once you select an online status, your status icon will change and your chat window will be populated with a list of your colleagues.

Start Chatting in P2P Chat

1. To start chatting, **click on the name of a colleague** in your chat list. This will cause a new chat window to open.



2. In the box at the bottom of the new chat window, **type in your message** and hit **enter** on your keyboard to send the message.



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More information on [Chat](#)

8.0 Groups

Groups are where people and information come together on APAN. Each Group has a name, description, logo, topic, and location. Groups are made up of **Users, Applications, and Widgets**. Each Group has two types of Users: Owners and Members.

- **Group Owners** are the administrators of the Group and are responsible for Group setup, managing members, and facilitating the information and collaboration that occur on the Group.
- **Group Members** are all the other Users who join the Group and add content or collaborate

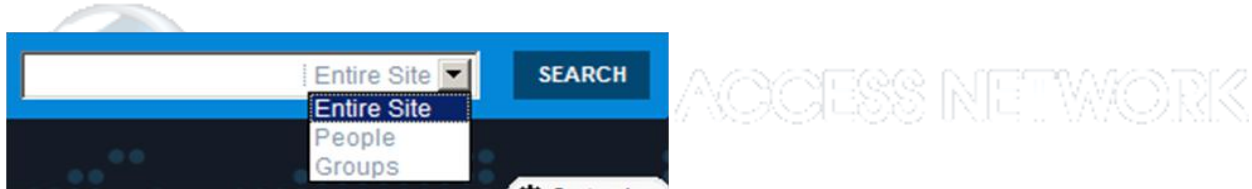
Search for Groups

Using the **Search** feature at the top of APAN is an easy way to search for new Groups. You may search by Group name, topic, location, or any keyword that would describe the Group you are interested in finding.

1. Enter the information you are looking for and click search.

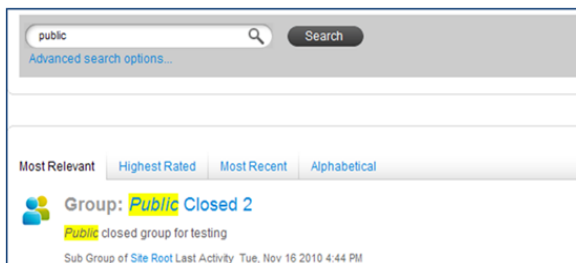


You can narrow down this search by clicking the drop down menu and selecting "Groups".



Note: If a group is private Unlisted it will not appear in search results. You will need to contact the group owner directly to get access to the group

On the results page, you can further narrow down your results by clicking on **Advanced Search Options** link or clicking on one of the results filters (highest rated, most recent, alphabetical)



Search for Exercises by clicking the **Exercises Tab**.



You will see a list of Exercise Groups in the center of the screen or you can enter the name of the exercise in the search box to the left or select a region to narrow down the list.

Find Exercises

Use the search box to find a specific exercise or select a region to find all exercises associated with that area.

REGIONS

- Africa (1)
- Americas (2)
- Asia-Pacific (4)
- Europe (1)





To find a specific community or group, click on the Communities Tab



Enter the name of the community or group in the search box to the left or select a region or topic from the list.

Join Groups

The process of joining a group depends on the privacy level of the group. If you want to join a Group, navigate to the Group and click on the "Join Group" link at the top right

-  [Suggest to Colleague](#)
-  [Join Group](#)
-  [Add Group to Favorites](#)
-  [Get this RSS feed](#)

Group Privacy Levels

Joinless -Does not require membership. You are a member by default.

Public (Open Membership)-The group is listed publicly. The public can read its contents. If you become member, you have the advantage to perform certain tasks based on the default "Member" permissions. Any registered user can join by clicking the "Join Group" link. You do not have to await approval from the group owner.

Public (Closed Membership) - The group is listed publicly. The public can read its contents. To become a member, a registered user must request membership by clicking the "Join Group" link on the "Browse Groups" page or on the group page. You will receive email notification upon approval of your membership request by group owner.

Private (Listed) - The Group is listed publicly. The content is accessible by members only. When you click the group name or the "Join Group" link, the "Request Membership" window pops up. Provide a reason for access in the message text box and click "Request Membership" button request. An Email notification will be sent on acceptance to the group.

Private (Unlisted)- The group is NOT listed publicly and its content is accessible by members only. Users must be invited to join via email or added to the group by the group owner.

Group Type	Listed Publicly	Contents Available to Public	Membership	Approval Required
Joinless	✓	✓	Default	N / A
Public (open)	✓	✓	Not required. Join group to perform certain tasks restricted to members only	X
Public (closed)	✓	✓	Required. Join Group to perform certain tasks	✓
Private (listed)	✓	X	Required. Request membership	✓
Private (unlisted)	X	X	Receive an invitation or be added to the group by the owner	N / A

More information on [Groups](#)

9.0 Blog

What is a Blog?

- A way to quickly and easily create webpages/articles on your Group
- Usually maintained by an author or small Group of authors
- Used to create regular entries of commentary, descriptions of events, news, or opinions
- Entries are displayed in reverse-chronological order
- One-to-many communication
- Often used to relay Group announcements
- Readers can subscribe via email or RSS
- Readers can favorite, rate, and comment on each blog post

Blog Terms

- **Blog** - Short for Web Log – a way to quickly publish to the web
- **Blog Post** - An entry in a blog
- **Comment** – A short snippet of text under a blog post left by a blog reader
- **Publish** - To release a blog post to the public
- **Subscribe** – Receive new blog posts automatically in your email inbox or RSS reader

Create a blog post

By default, only group owners can create blog posts.

In some cases, group owners will allow group members to publish blog posts. If you have the necessary permissions you can use the following steps to create a new blog post.

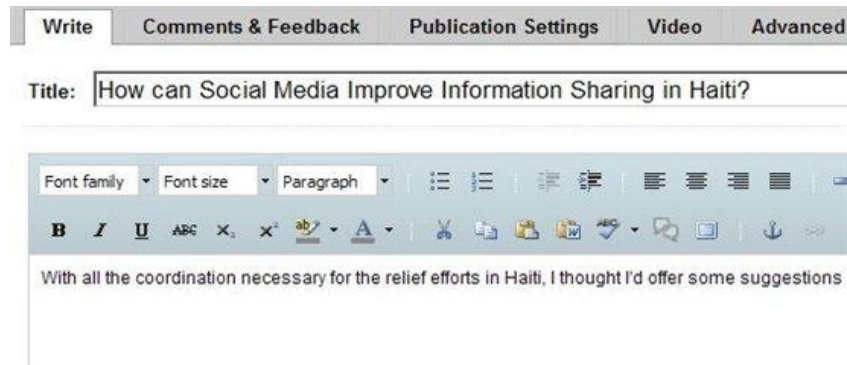
1. Navigate to the page where a blog is located
2. If you have permissions to write blogs, you will see a **New Post** on the right side of the screen. Click this button to begin creating your blog post.



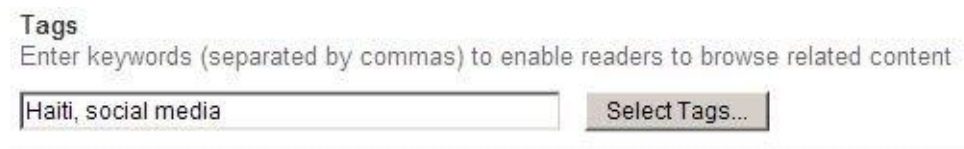
3. Enter a title for your blog in the **Title** text box. The title is what will appear on the blog main page with a link for users to click on to read the full post.

Write	Comments & Feedback	Publication Settings	Video	Adv
Title:	How can Social Media Improve Information Sharing in Haiti?			

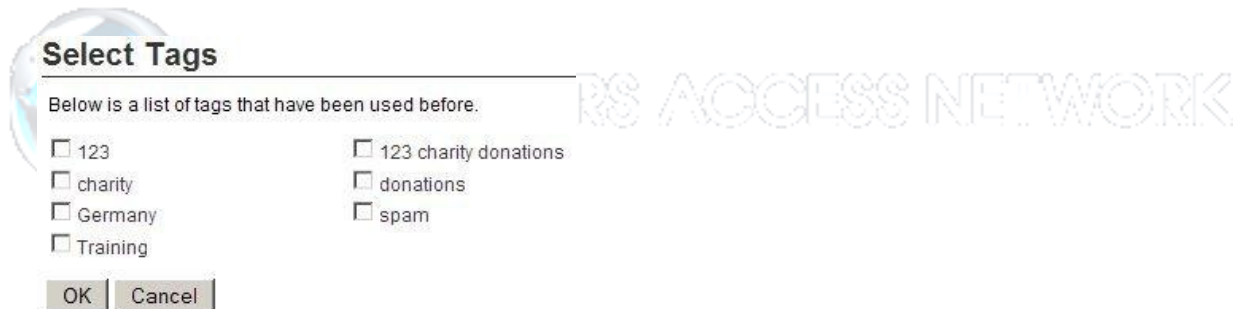
4. Enter the text for your blog in the text editing area shown below.



5. Add any appropriate tags for your blog. Tags are labels or categories for content that can be used to link similar content or to search for content.



You can create your own tag for your blog or choose from a list of tags already created by clicking the **Select Tags** button.



After you have checked the tags you'd like to add from this list, click the **OK** button to return to the blog editing screen

6. Geo-tag the post - See [Inserting a Geo-tag How-to](#)

7. To publish your blog and make it viewable to all group members, click the Publish button.

More information on [Blogs](#)

10. Forum

What is a Forum?

- A way to have an online discussion between Group members
- Usually maintained by a moderator or small Group of moderators
- Used to create discussions on your Group
- Users can create discussion topics or ask questions
- Other users can respond to discussions or answer questions
- Open communication between all Group members
- Users can subscribe via email or RSS
- Users can favorite, rate, and respond to any forum thread

Forum Terms

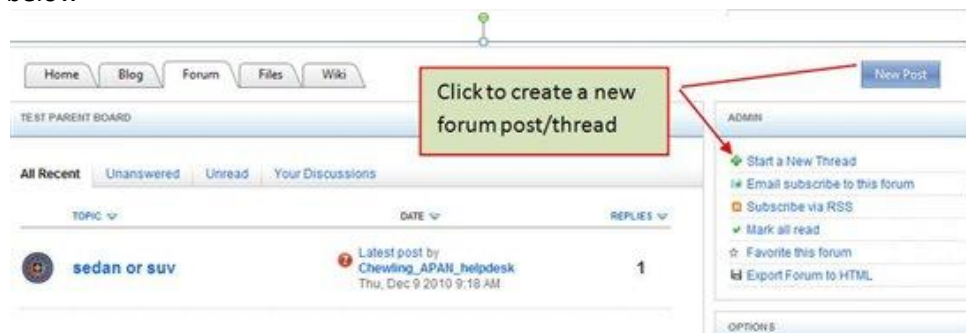
- **Forum** – Online discussions, message board, Q&A, or RFI
- **Thread** – A group of forum messages focused on one topic
- **Reply** – A response to an initial forum post
- **Subscribe** – Receive Replies automatically in your email inbox or RSS reader

Creating a New Forum Post

Before you create a new forum post, make sure that the subject matter has not been posted to avoid redundant posts and confusion.

To begin a new forum post, do one of the followings to launch the content editor:

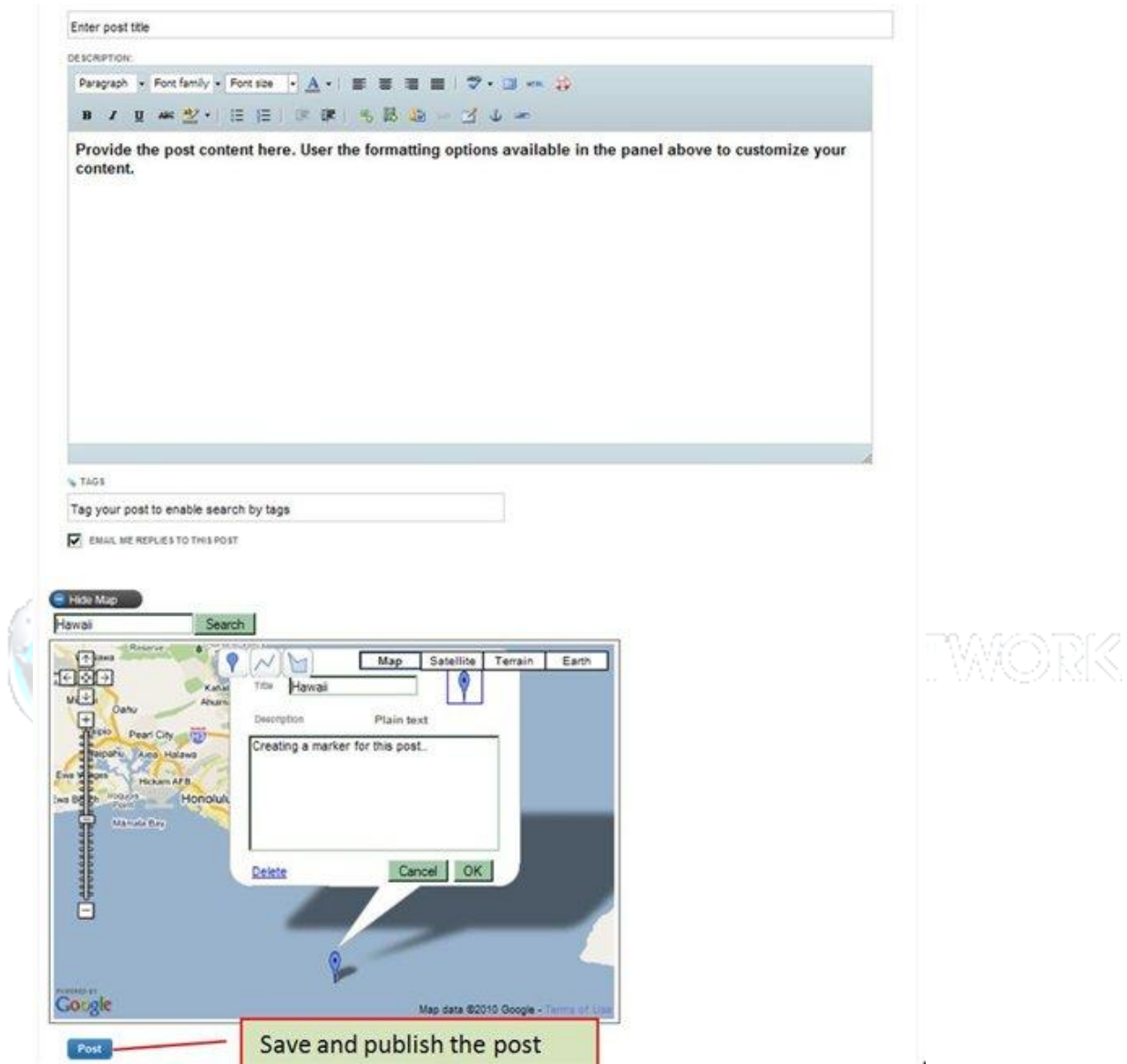
1. From the Forum page - Click the "New Post" button and select the appropriate Forum [if more than one Forum has been created] from the dropdown list. Or, click the "Start a New Thread" link as shown below



2. From the home page - Click the "New Post" button then select forum among other applications [if enabled] such as Blog, Media Gallery/Files, and Wiki from the dropdown list.

- Subject - Enter a subject title for the forum thread.
- Descriptions - Provide the descriptions/details for the subject.
- Tags - Enter keyword(s) to your post to enable search by tags
- Geotagging - You may elect to provide the geographic information of the post here. The geotagged post will appear on the map viewer represented by a marker if it is enabled by group owner.

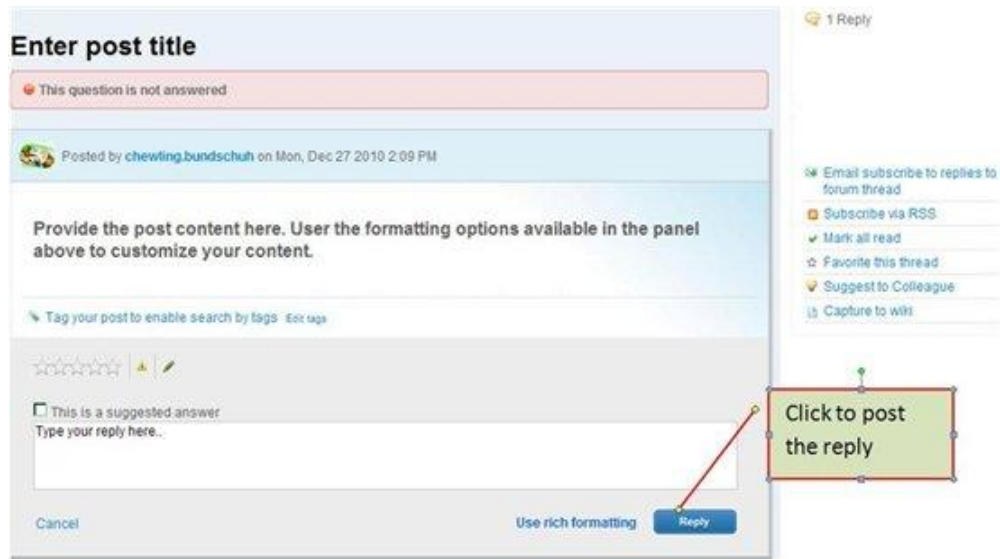
- Email me Replies to This Post - Make sure that your private email is provided [in the Settings page] in order to receive notifications such as this.
- Post - save and post the thread



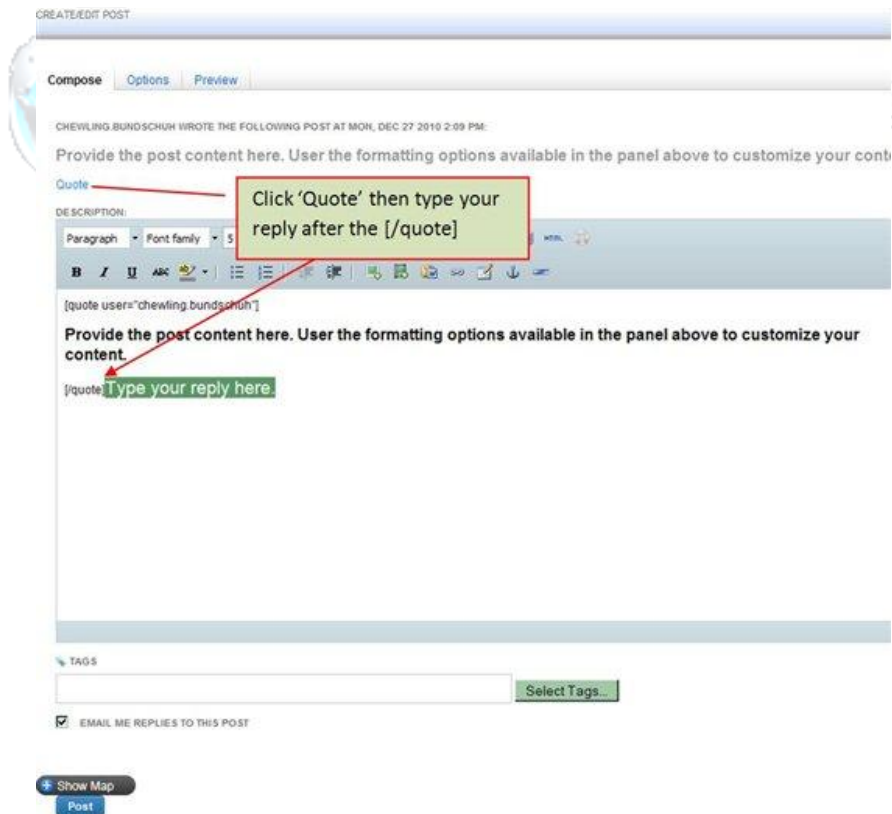
Please note: If forum moderation is turned on for this forum, the post will not be published until it was approved by the group owner. An informative message will be displayed after clicking "Post", "You have posted to a forum that requires a moderator to approve posts before they are publicly available. If the administrator has configured this forum to support email notifications you will receive an email when your post is either approved or denied (if you have emails enabled in your profile)."

Replying to a Forum Post

Provide a reply in the text box below the forum post then click "Reply" to post the thread. See Figure 3.



If you want to specify which thread you were replying to (to differentiate between the reply made to the post and the one made to the other "responses"), simply click the "Use rich formatting" link to launch the content editor where you can reply by way of quotes. Click the "Quote" link then enter your reply in the content editor as illustrated below.



More information on [Forums](#)

11. Media Gallery

What is a Media Gallery?

- A simple way to upload and download files to your group
- Reduces the need to email multiple document versions with a team
- Each document has a unique title, description, and link
- Add multiple media galleries to manage your files
- Subscribe to media galleries
- Leave ratings and comments

Media Gallery Terms

- **Gallery** - A collection of files on APAN
- **Post** – How to add a new file to a gallery
- **File Title** – Add a title to each file you post
- **File Description** – Add a description so users know what the file is about
- **Tags** – Add tags to make your file searchable

Upload a file

1. Navigate to the Media Gallery where you wish to upload a file, hit the New Post button at the top right



WORK

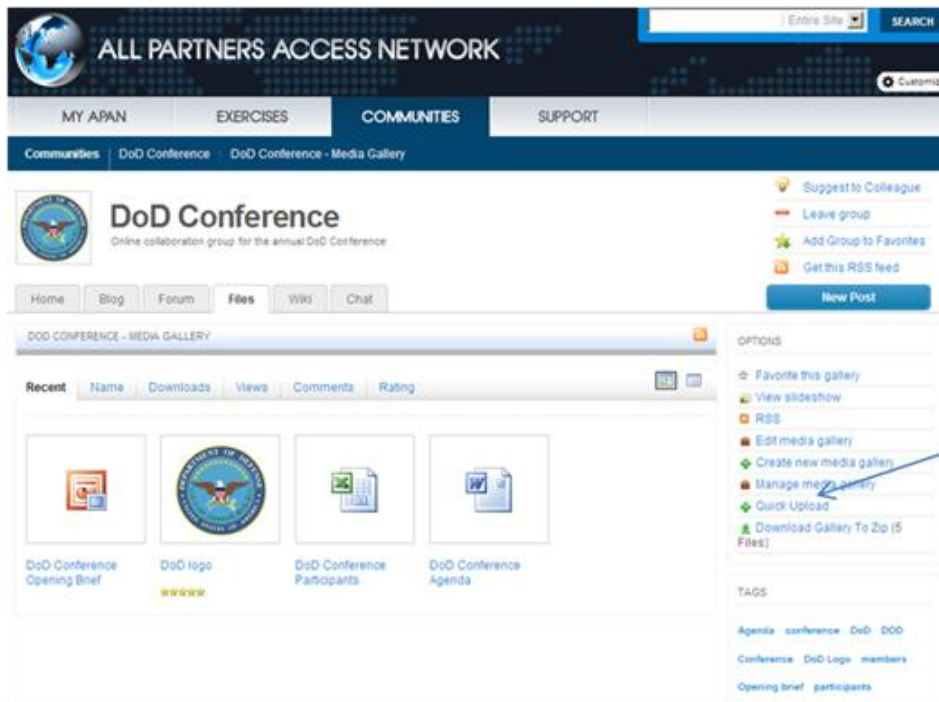
2. Find the file you wish to upload, add a title, add a description, add tags, and then hit the "Post" button at the bottom

The screenshot displays the 'ALL PARTNERS ACCESS NETWORK' header with a search bar and navigation tabs for 'MY APAN', 'EXERCISES', 'COMMUNITIES', and 'SUPPORT'. The 'DoD Conference' community page is active, featuring a navigation bar with 'Home', 'Blog', 'Forum', 'Files', 'Wiki', and 'Chat'. The main content area is titled 'UPLOAD/EDIT FILE' and includes a 'Compose' section with a 'Preview' button. Below this is a 'File/URL' section with a 'Specify File/URL' button, a 'Name' field with a prompt 'Choose a concise, but descriptive, name', and a 'Description' field with a prompt 'A full description of the file'. A rich text editor toolbar is visible above the description field. At the bottom, there is a checkbox for 'Email me comments to this post', a 'Tags' field with a 'Select Tags...' button, a 'Show Map' button, and a 'Post' button.

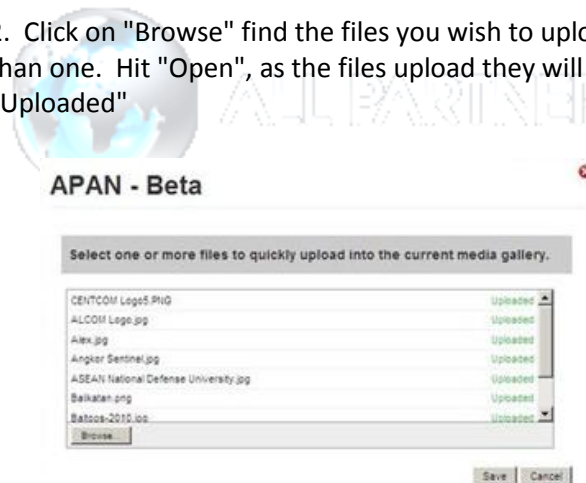
Upload multiple files at once

If you add multiple files at once you will not be able to add a Title, Description, and Tag during the upload process. To do so, you must go back into each file individually once uploaded.

1. Navigate to the Media Gallery where you wish to post files and click on "Quick Upload" on the right



2. Click on "Browse" find the files you wish to upload - hit shift and select multiple files to add more than one. Hit "Open", as the files upload they will appear with the green text next to them that says "Uploaded"



3. Hit "Save" and the files will be added to the Media Gallery

Edit a File

1. Navigate to the File you wish to edit and click the "Edit" link on the right hand side

The screenshot shows the 'ALL PARTNERS ACCESS NETWORK' header with a search bar and navigation tabs for 'MY APAN', 'EXERCISES', 'COMMUNITIES', and 'SUPPORT'. Below this is the 'DoD Conference' community page, which includes a breadcrumb trail: 'Communities > DoD Conference > DoD Conference - Media Gallery > DoD Conference Opening Brief'. The main content area displays the title 'DoD Conference Opening Brief' with a 'RATE THIS' section and a 'DoD Conference Opening Brief' image. To the right, an 'OPTIONS' menu is visible, containing items like 'Download file', 'Email subscribe to updates to this media gallery item', 'Edit', 'Delete', 'Favorite this gallery', 'View slideshow', 'Manage media gallery', 'Quick Upload', 'Download Gallery To Zip (5 Files)', and 'Suggest to Colleague'. A blue arrow points to the 'Edit' option.

2. Edit the Title, Description, or Tags and click "Save"

This screenshot shows the 'UPLOAD/EDIT FILE' interface. It includes a 'Compose' tab and a 'Preview' tab. The 'FileURL' field contains 'DoD Conference Opening Brief.ppt' and a 'Specify File/URL' button. The 'Name' field is highlighted and contains 'DoD Conference Opening Brief'. Below it is the 'Description' field with a rich text editor toolbar. The 'Description' field contains the text 'DoD Conference Opening Brief'.

Download a File – Click on the Green arrow on the bottom right corner of any file



More information on [Media Galleries](#)

12. Wiki

What is a Wiki?

- Enables multiple members to edit a web page
- Can be edited by a single user, multiple users, or the entire group
- Edit the contents of the page using a Word like editor
- Review the document's edit history and revert back to an older version
- Create a table of contents for all wiki pages

Wiki Terms

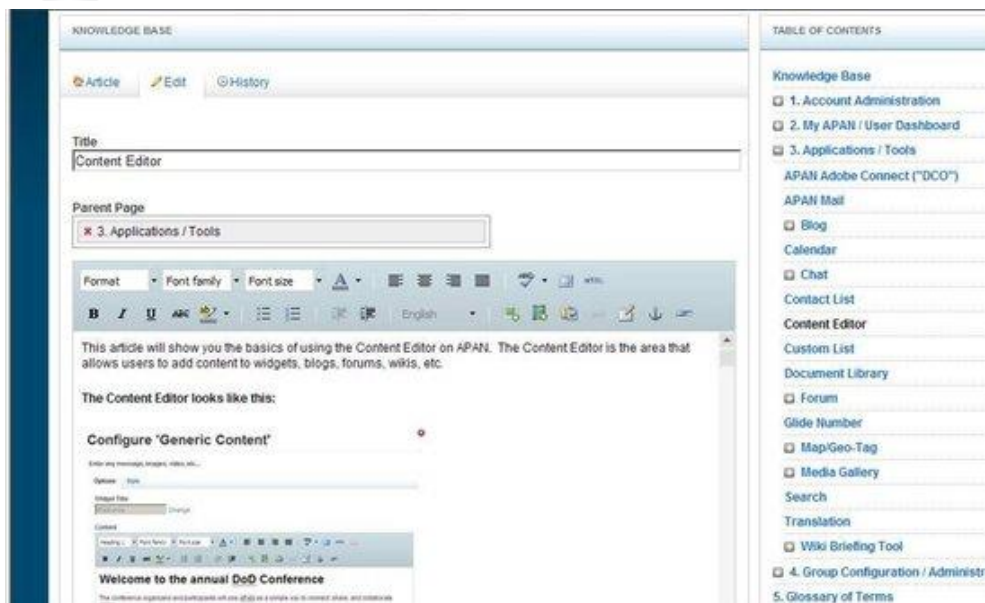
- **Wiki Pages** – Allows users to create and edit interlinked web pages via a web browser
- **Comment** – A short snippet of text under a Wiki page
- **Publish** - To release a wiki page to the public
- **Subscribe** – Receive an email every time a Wiki page is updated
- **History** – View all changes made to a Wiki page
- **Parent Page** – The main Wiki page
- **Sub Page(s)** – Exist under or within the Parent Page

Add a Wiki Page/Article

1. Click the New Post button.



2. Give the Page a Title, specify a parent page (optional), and body.



The screenshot displays the 'KNOWLEDGE BASE' editor interface. At the top, there are tabs for 'Article', 'Edit', and 'History'. The 'Title' field contains 'Content Editor'. The 'Parent Page' dropdown is set to '3. Applications / Tools'. Below the form is a rich text editor with a toolbar including options for font family, font size, bold, italic, underline, link, unlink, list, and image. The main content area shows a preview of the article text: 'This article will show you the basics of using the Content Editor on APAN. The Content Editor is the area that allows users to add content to widgets, blogs, forums, wikis, etc. The Content Editor looks like this: Configure "Generic Content"'. The right sidebar contains a 'TABLE OF CONTENTS' with a list of items: '1. Account Administration', '2. My APAN / User Dashboard', '3. Applications / Tools', '4. Group Configuration / Administration', and '5. Glossary of Terms'. Under '3. Applications / Tools', there are sub-items like 'APAN Adobe Connect ("DCO")', 'APAN Mail', 'Blog', 'Calendar', 'Chat', 'Contact List', 'Content Editor', 'Custom List', 'Document Library', 'Forum', 'Glide Number', 'Map/Geo-Tag', 'Media Gallery', 'Search', 'Translation', and 'Wiki Briefing Tool'.

3. Click Save

Edit a Wiki Page

1. Click the Edit tab.



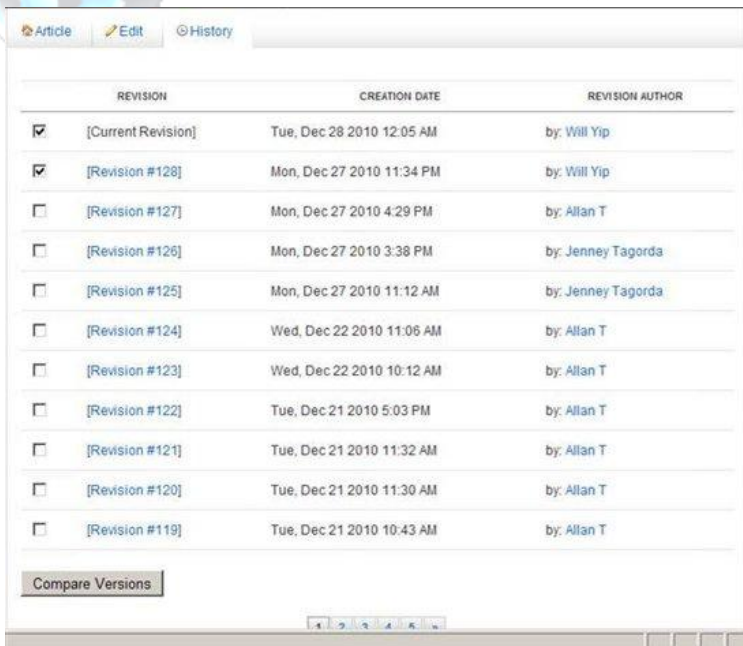
2. Edit either the title, parent page, or body.
3. Click Save.

Compare Versions

1. Click the History tab,



2. Check two versions you want to compare.



REVISION	CREATION DATE	REVISION AUTHOR
<input checked="" type="checkbox"/> [Current Revision]	Tue, Dec 28 2010 12:05 AM	by: Will Yip
<input checked="" type="checkbox"/> [Revision #128]	Mon, Dec 27 2010 11:34 PM	by: Will Yip
<input type="checkbox"/> [Revision #127]	Mon, Dec 27 2010 4:29 PM	by: Allan T
<input type="checkbox"/> [Revision #126]	Mon, Dec 27 2010 3:38 PM	by: Jenney Tagorda
<input type="checkbox"/> [Revision #125]	Mon, Dec 27 2010 11:12 AM	by: Jenney Tagorda
<input type="checkbox"/> [Revision #124]	Wed, Dec 22 2010 11:06 AM	by: Allan T
<input type="checkbox"/> [Revision #123]	Wed, Dec 22 2010 10:12 AM	by: Allan T
<input type="checkbox"/> [Revision #122]	Tue, Dec 21 2010 5:03 PM	by: Allan T
<input type="checkbox"/> [Revision #121]	Tue, Dec 21 2010 11:32 AM	by: Allan T
<input type="checkbox"/> [Revision #120]	Tue, Dec 21 2010 11:30 AM	by: Allan T
<input type="checkbox"/> [Revision #119]	Tue, Dec 21 2010 10:43 AM	by: Allan T

Compare Versions

3. Click Compare Versions.
4. The page that will be displayed will indicate inserted text in green, and ~~deleted text as struck through~~.

Article Edit History

You are currently comparing revision 1 and the current version. Go to current version

Translation

There are several language translation services available to APAN Community members:

Site Language

First, you can change the "labels" of links and some content, and email notifications of the site by changing your Site Language Preference.

More information on [Wikis](#)



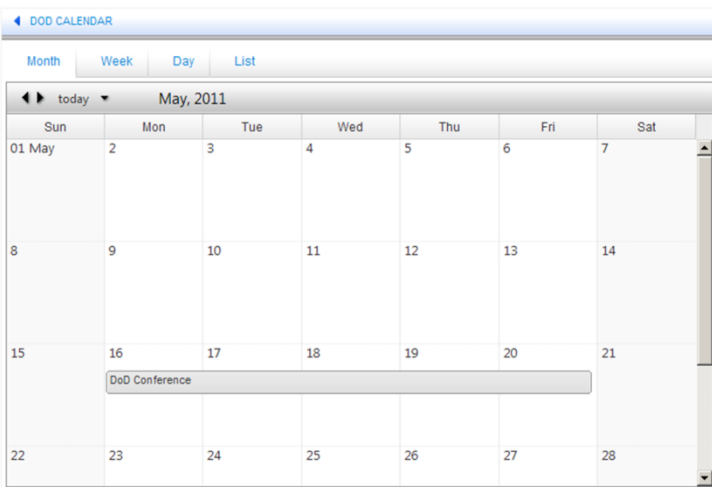
ALL PARTNERS ACCESS NETWORK

13. Calendar

The APAN Calendar allows Group Owners to display events happening with their group and allows members to view and RSVP to events, view a location for the event, see who the organizer is, and what other members are attending the event.

By Default, only Group owners can create, edit and delete calendar events.

Calendar View



Event View

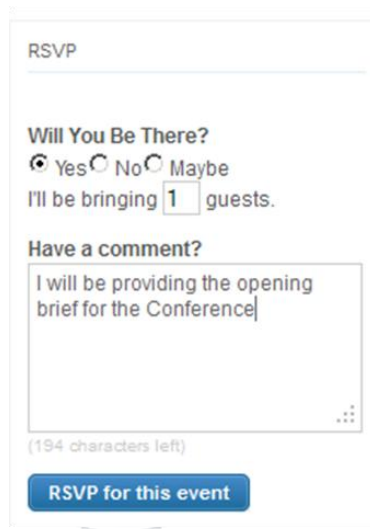
The screenshot shows the 'DoD Conference' event page. At the top are navigation tabs: Home, Media Gallery, Blog, Forum, Wiki, Tags, DoD Calendar, and a New Post button. The event details include:

- 1**: Event title 'DoD Conference'.
- 2**: Date and time 'May 16 Mon 12:00 AM - Fri 11:59 PM'.
- 3**: Location map of Honolulu, HI United States.
- 4**: Organizer 'Alex Conway' and tags 'DoD Conference'.
- 5**: RSVP section with radio buttons for 'Yes', 'No', and 'Maybe', and a field for '0' guests.
- 6**: Social sharing options: 'Add event to favorites', 'Follow', '0 Comments', 'Export'.
- 7**: 'LEAVE A COMMENT' section with a text input field and a 'Post' button.

On the right side, there are 'OPTIONS' (Feature this event, Create new event, Edit this event, Delete this event, Calendar Administration) and 'RSVP' (Will You Be There? Yes/No/Maybe, I'll be bringing 0 guests, Have a comment?, RSV for this event).

1. Event Information – View the name of the event, the date, and the time the event will occur
2. Event Details – See When, Where, Organizer Name, Tags, and Attendees for the event
3. Location – See where the event is taking place on a Map
4. Event description – Read more about the event
5. RSVP for the event – Tell the event organizer if you are able to attend, how many guests you will bring, and leave a comment
6. Event Bookmarks – Add the event to your Favorites and export the event to your Outlook Calendar
7. Leave a comment

How to RSVP



The screenshot shows an RSVP form with the following elements:

- RSVP** header
- Will You Be There?** section with radio buttons for Yes, No, and Maybe.
- A text input field for the number of guests, with the value **1** entered.
- Have a comment?** section with a text area containing the text: "I will be providing the opening brief for the Conference".
- A character count below the text area: "(194 characters left)".
- A blue button labeled **RSVP for this event**.

PARTNERS ACCESS NETWORK

To RSVP for an event, click on the radio button for your response, include a number of guests that are attending, and leave a comment for all the group members to see.

More information on the [Calendar](#)

14. APAN Support

Now that you know the basics of using APAN, take the following next steps:

- Explore the APAN Knowledge Base for more detailed articles
 - <https://community.apan.org/support/w/knowledge>
- Read and subscribe to the APAN Support Blogs
 - <https://community.apan.org/support/b/>
- Be active in the APAN Support forums
 - <https://community.apan.org/support/f>
- Explore the APAN University and enroll in training classes
 - <https://community.apan.org/support/p/apanu.aspx>
- Browse the APAN University Library
 - <https://community.apan.org/support/p/library.aspx>
- Find and connect with colleagues
- Start creating and adding content to Groups
- Share information and collaborate online
- APAN email support: support@apan-info.net
- APAN help desk: 808-472-7841 (Monday – Friday from 0700 – 1700 HST)

The screenshot displays the APAN community website interface. At the top, there are four main navigation tabs: **START** (Getting Started), **LEARN** (Knowledge Base), **ASK** (Members' Forum), and **READ** (Support Blogs). Below these tabs, the page is divided into four main content areas:

- 1. Getting Started:** A section for new users with a "GETTING STARTED" header and a 5-star rating. It includes introductory text and links for "My APAN", "Search", "Connect", and "Collaborate".
- Knowledge Base:** A section for finding articles, also with a 5-star rating. It features a "RATE THIS" button and a list of "Applications / Tools" including Account Registration, Password, Security Image, Update Email Address, Username, APAN Adobe Connect, APAN Mail, Blog, Calendar, and Chat.
- ASK Members' Forum:** A forum section with "Ask", "Answer", and "Discover" sub-sections. It shows a list of recent questions and answers, including "Avatar help?", "Generic Content widget update?", "Group member contact list?", "GIS Map Display", and "New Group Tab?".
- READ Support Blogs:** A section for reading support blogs, with sub-sections for "APAN Support", "Quick Tips", and "Group Owners Blog". It features a "Most Recent" list of blog posts, such as "APAN Group Owner Training - Thursday Feb 15:00" and "Quick Tip #4 - Table of Contents".