



Lyris

User's Guide for Affiliates

1. Launch Internet Explorer and go to <http://www.ashp.org/ashp/<state>affiliates.aspx>, where *<state>* is the name of your state, e.g. <http://www.ashp.org/ashp/arkansasaffiliates.aspx>.
2. If you've purchased a product from ASHP, have attended a meeting, or are a member, please sign in with your email address and password.
 - If you don't remember your password, click on the link for **Forgot Your Password**.
 - If you don't remember your email address, contact Customer Service (866-279-0681 or webcustserv@ashp.org).
3. If you're new to ASHP, click on the link to become a registered user.

BECOME A USER

4. Select **Subscribed** or **Un-Subscribed*** and click on **Update**.



The image shows a web form with a dropdown menu and an 'Update' button. The dropdown menu is currently set to 'Un-Subscribed', which is circled in red. The menu options are 'Un-Subscribed', 'Subscribed', and 'Un-Subscribed'. The 'Update' button is located to the right of the dropdown menu.

- * The **Unsubscribe** link in the archives (<http://list.ashp.org/read/>) doesn't apply to this list. You must go to the above address (<http://www.ashp.org/ashp/<state>affiliates.aspx>), to unsubscribe. See the document **How to Access the Archives**, for instructions on how to access the archives.

HOW TO POST VIA EMAIL

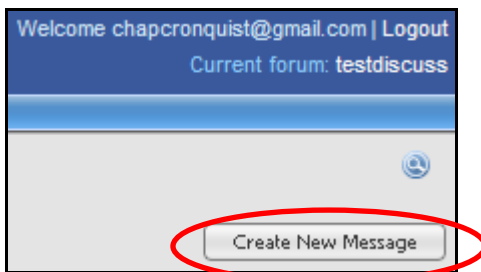
1. Send your message to **<state>_affiliate_ashp@list.ashp.org**, where **<state>** is the name of your state, e.g. **kansas_affiliate_ashp@list.ashp.org**.

HOW TO POST VIA THE WEB (a.k.a. the archives)

1. Launch Internet Explorer and go to <http://list.ashp.org/read/>. *(The last forward slash is required.)*
2. Click on your list.
 - You'll be prompted to log in. Use your email address and password for ashp.org.

Name	Description	Members Only?	
advocacy_updates	advocacy_updates	yes	Subscribe
affiliate_leader_group	Affiliate_Leader_Group	yes	Subscribe
affiliate_leaders_news	Affiliate_Leaders_News	yes	Subscribe
ar_assoc_hlth_sys_pharm	Arkansas Association of Health-System Pharmacists	no	Subscribe

3. Click on **Create New Message** in the top-right corner.



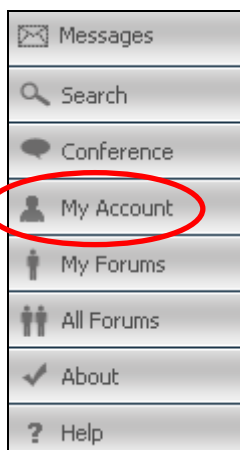
4. Enter a subject and your message, and click on **OK**.

A screenshot of a message composition form. It has a 'Subject:' field at the top. Below it is a large 'Message Body:' text area. At the bottom left, it says 'Attachment(s): None' and has an 'Attach File' button circled in red. To the right of the button, there is a red text warning: 'Messages are limited to 10 KB, including attachments.' At the bottom right corner, there is an 'OK' button.

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3. Click on **My Account**.



4. Change **Membership type** to the **Digest...** setting and click on **Save Changes**.

Membership type:	<input type="text" value="Digest: one daily email with all the messages for that day"/>	<input type="button" value="v"/>
Language:	<input type="text" value="English"/>	<input type="button" value="v"/>
<input type="button" value="Log Out"/> <input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>		

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2. Click on your list.
 - You'll be prompted to log in. Use your email address and password for ashp.org.
 - * FYI, the **Subscribe** link sends you to ashp.org. To subscribe, please go to <http://www.ashp.org/ashp/<state>affiliates.aspx>, where <state> is the name of your state, e.g. <http://www.ashp.org/ashp/arkansasaffiliates.aspx>.

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2. Click on a message to read it.

Date	Subject	Replies	Author
2009-02-04 15:04:00	Clinical pharmacist Helps Lower Hospitalization, Reduce Costs		ASHP Policy Alerts
2009-01-26 22:00:00	Pharmacists yield a five-fold ROI	0	ASHP Policy Alerts
2008-11-12 10:50:00	Pharmacy Resident's Recommendations Show High ROI	0	ASHP Policy Alerts
2008-10-23 13:13:00	Pharmacist-managed Clinic Improves Patient Outcomes, Lowers Costs	0	ASHP Policy Alerts

3. To reply to a message, click on **Reply** in the bottom-right corner, then enter your message and click on **OK**.

Training today -- pls ignore messages 2009-02-23 11:07:00 <Chap Cronquist>
[Click here to view in a new browser window](#)

I'm training later today, so please ignore the messages. Thanks

Subject:

Message Body:

Attachment(s):