



Lyris


User's Guide for Affiliates

1. Launch Internet Explorer and go to <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' and is highlighted with a red circle. The 'Update' button is to the right of the dropdown menu. The dropdown menu options are 'Un-Subscribed', 'Subscribed', and 'Un-Subscribed'.

- * 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/arkansasaffiliates.aspx>), to unsubscribe. See the document **How to Access the Archives**, for instructions on how to access the archives.

HOW TO POST VIA EMAIL

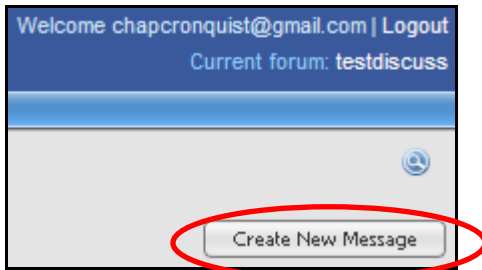
1. Send your message to ar_assoc_hlth_sys_pharm@list.ashp.org.

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**.

Subject:









Message Body:

Attachment(s): None [Attach File](#) *Messages are limited to 10 MB, including attachments.*



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affiliate_leaders_news	Affiliate_Leaders_News	yes	Subscribe
ar_assoc_hlth_sys_pharm	Arkansas Association of Health-System Pharmacists	no	Subscribe

3. Click on **My Account**.

 Messages
 Search
 Conference
 My Account
 My Forums
 All Forums
 About
 Help

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"/>	
Language:	<input type="text" value="English"/>	
<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/arkansasaffiliates.aspx>.

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

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):

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