



AWTTC

All Wales Therapeutics & Toxicology Centre
Canolfan Therapiwteg a Thocsicoleg Cymru Gyfan

SHARE – AWTTC’S ONLINE COMMUNITY USER GUIDE FOR PCS

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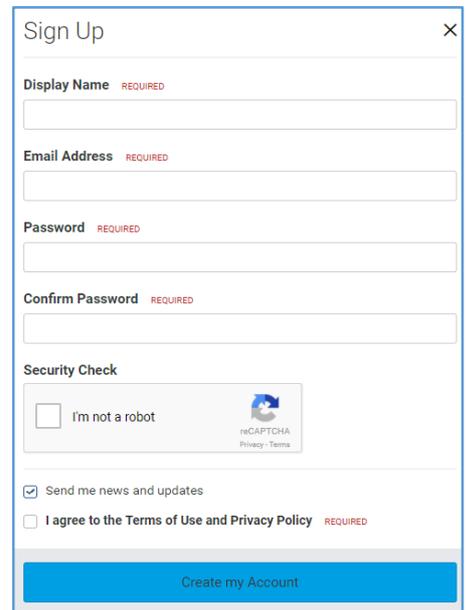
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GETTING STARTED

Signing up

1. Go to <https://share.awttc.org/> and click on the *Sign Up* button in the top right of the screen.
2. The sign up screen will then be displayed. Complete all fields marked **REQUIRED**.
3. Your *Display Name* should be your **full real name**. If your name has already been taken by another user try adding a middle name/initial or your role/organisation.
4. Your *Email Address* must be your **NHS email address**.
5. Follow the instructions for creating a **'strong' password**.
6. Make sure you check the *'I'm not a robot'* box and complete the short security test.
7. Agree to the Terms of Use and Privacy Policy.
8. Finally, click *'Create my Account'*.

Sign Up



The screenshot shows a 'Sign Up' form with the following fields and options:

- Display Name **REQUIRED**
- Email Address **REQUIRED**
- Password **REQUIRED**
- Confirm Password **REQUIRED**
- Security Check: I'm not a robot (with reCAPTCHA icon and links for Privacy and Terms)
- Send me news and updates
- I agree to the Terms of Use and Privacy Policy **REQUIRED**
- At the bottom is a blue button labeled 'Create my Account'.

If you experience difficulties accessing the sign up page, try using a different web browser. Google Chrome and Mozilla Firefox work better than Internet Explorer.

Validating your account

Once you have signed up you will receive a validation email. You will need to follow the link in the email to confirm that you are the owner of the email address.

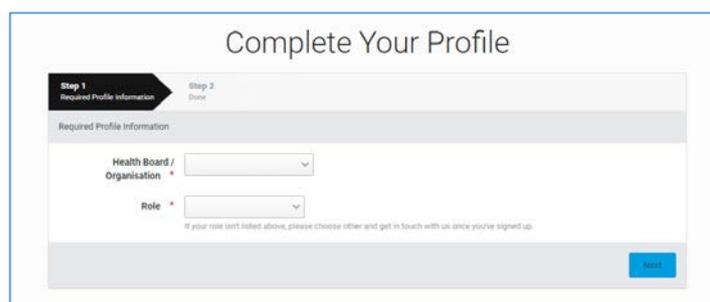
When you have done this you will be able to access your SHARE account from any device (computer, phone, tablet) using your Username and Password by clicking on *'Existing user? Sign In'* in the top right of the screen.

Existing user? Sign In ▾

Sign Up

Completing your profile

Once your account is validated you will be asked to complete your profile. If your role or organisation is not included in the drop-down list, please select *'Other'* and email awttc@wales.nhs.uk so that we can add missing options to our list.



The screenshot shows the 'Complete Your Profile' form with the following details:

- Progress indicator: Step 1 (Required Profile Information) is active, Step 2 (Done) is next.
- Section: Required Profile Information
- Fields: Health Board / Organisation * (dropdown), Role * (dropdown)
- Footnote: If your role isn't listed above, please choose other and get in touch with us once you've signed up.
- At the bottom right is a blue button labeled 'Next'.

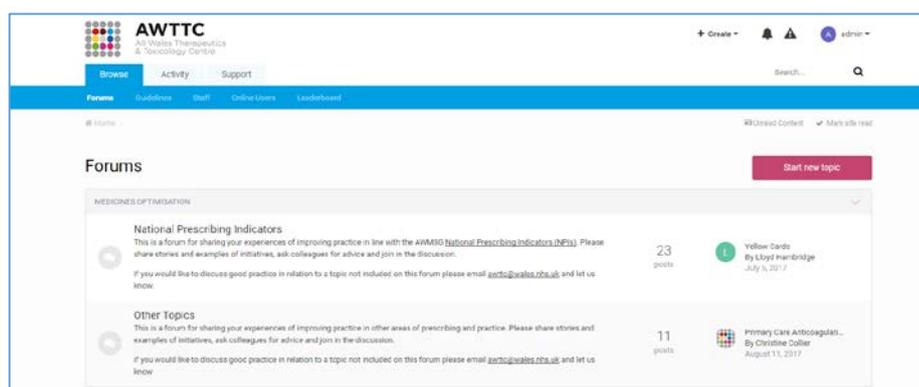
KEEPING UP TO DATE

Browsing the forums

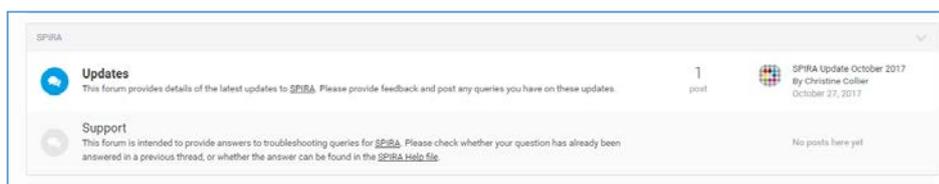
You should be able to see forums under the headings of:

- *Medicines Optimisation* – These forums are for sharing and discussing examples of good practice initiatives, including National Prescribing Indicators and other therapeutic topics.
- *SPIRA* – These forums provide details of the latest updates to the SPIRA dashboard and provide answers to troubleshooting queries.

If you are a member of a specific group you might be able to see other relevant forums.



If new content is posted and you have not read it, it will appear in bold with a coloured icon until you open and read it (e.g. **Updates** in the below screenshot). So each time you log in you will be able to immediately see if new content has been posted.



Following forums or members

If you would like to receive notifications about new content you can 'Follow' a forum/topic or member.

You can 'Unfollow' content or members at any time if you wish.

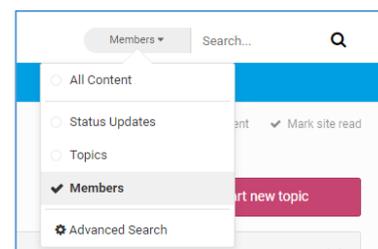
Following a forum/topic

You can follow a forum (e.g. *National Prescribing Indicators*) or a topic (e.g. *Biosimilars*) by opening up the forum/topic of interest and clicking 'Follow' in the top right of the screen.

If you follow a forum, you will be notified when a new topic is started. If you follow a topic you will be notified when a new post is made in that topic. This means that it is a good idea to follow a forum and then also follow each new topic that is posted there if it is of interest to you.

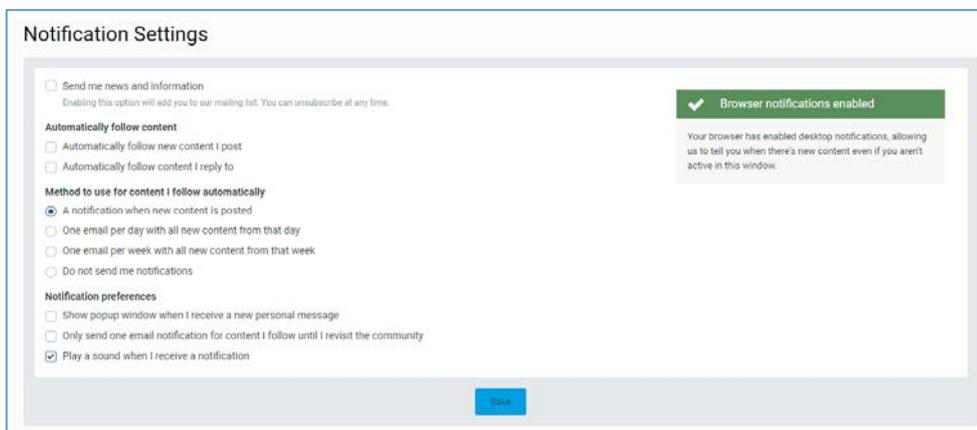
Following a member

You can follow a member by clicking on their name, and then clicking 'Follow member' within their profile. Alternatively, you can search for the member using the search bar in the top right of the screen and selecting 'Members' in the drop-down menu (see opposite). You will be able to follow the member on the search results page itself. If you follow a member, you will be notified whenever that member creates a new post.



Setting up notifications

You will receive email notifications whenever content you are following is posted. You can edit your notifications by clicking on the bell icon in the top right hand corner and then clicking on 'Notification Settings'. The following screen will appear.

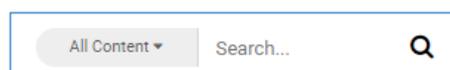


This screen lets you can decide how you want to be notified of new content. You can change these settings at any time.

GETTING INVOLVED

Searching for a topic

If there is a particular subject that you would like to discuss you can search for it using the search bar in the top right hand corner. If the subject you would like to discuss is not there, please get in touch on awttc@wales.nhs.uk and let us know.

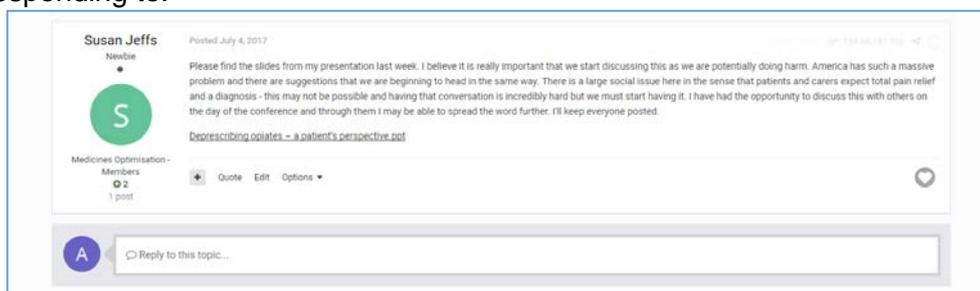


When you have found the discussion of interest you can read what others have posted, 'Like' their content and 'Follow' the discussion.

Joining a discussion

You can contribute to a discussion by clicking on the 'Reply to this topic' button at the top right of the discussion, or by typing directly into the 'Reply to this topic...' box underneath the discussion.

If you would like to quote an earlier post you can click 'Quote' to show others who you are responding to.



You can attach documents to your post or include links to external web pages. Then click on 'Notify me of replies' (optional) followed by 'Submit Reply'.

ANY PROBLEMS

Get in touch

If you have any questions about using SHARE, please get in touch by emailing awttc@wales.nhs.uk.