



ANS Collaborate

Getting Started

Welcome

ANS Collaborate is the virtual networking site exclusively for ANS members. It is your portal to engage with your colleagues through discussion boards, to exchange information through document and file sharing, and to stay up to date on your division or committee activities through event postings. You can also establish mentor relationships, view your colleagues' profiles and communicate directly with other ANS members through the **ANS Collaborate** messaging service. Be involved!

Engage. Share. Develop.





What is ANS Collaborate?

ANS Collaborate brings together great ideas, lessons learned and valuable insights from within the nuclear science and technology community. This private, virtual networking site is your portal to engage with your ANS member colleagues through discussion boards, to exchange information through document and file sharing, and to stay up to date on your Professional Division or Committee activities.

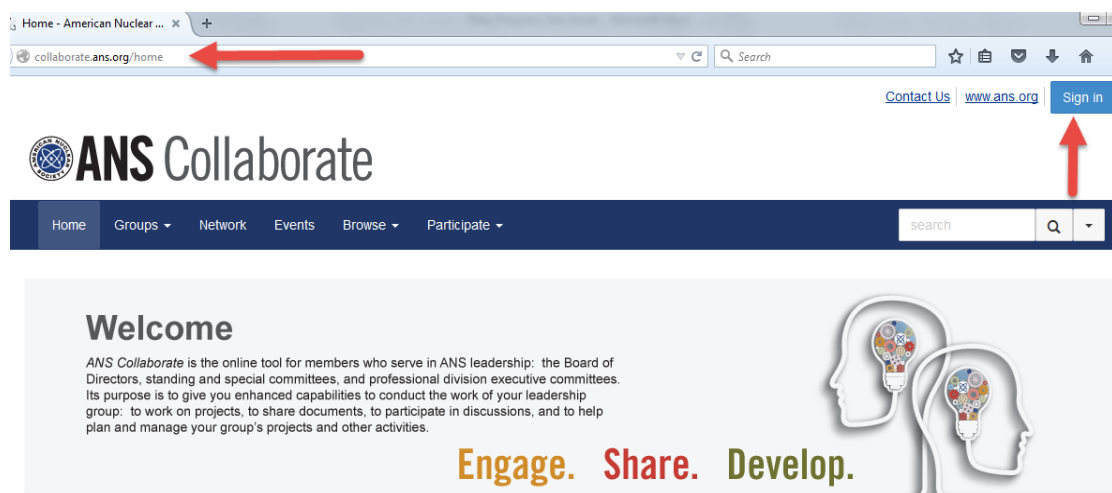
Should you have any questions, issues, or problems using ANS Collaborate, please contact Member Services at members@ans.org or 800-323-3044.

1. How to get to ANS Collaborate

Click on the link on the home page of the ANS Website:



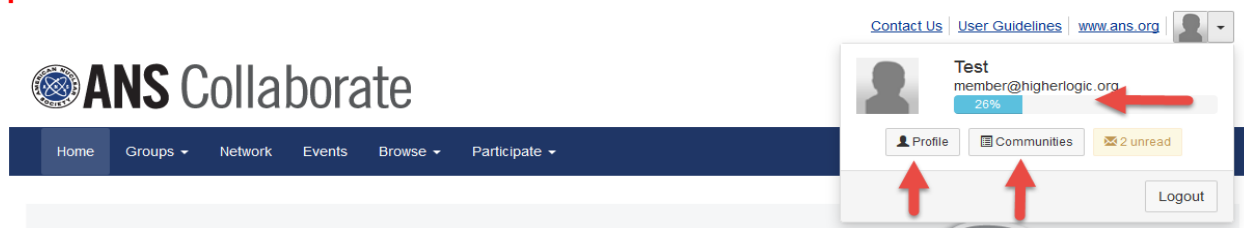
Or visit: <http://collaborate.ans.org/home> Bookmark this link!



If you are not already signed-in to the ANS website, the ANS Collaborate site will direct you to the ANS website login page. Once you have signed- in, you will be sent back to the ANS Collaborate home page.

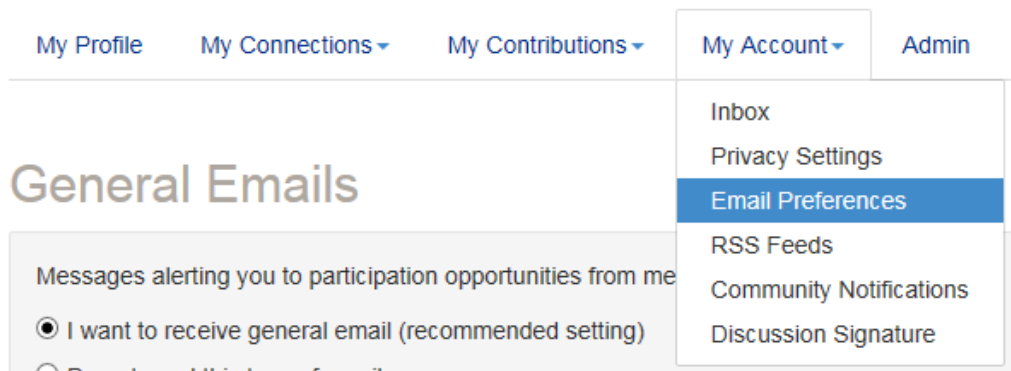
Log in to the ANS website (single sign-on):

2. Create and view your profile. After you are logged in, you can begin to build your profile and connect with others.



In the 'My Profile' section, you can update your profile and link to your social networks.

3. In the 'My Account' section, you can view your messages, create a signature, and set your communication preferences for ANS Collaborate. *Note: This has no effect on your email preferences from ANS National, and is only used to select how often you wish to be notified when members contribute to ANS Collaborate.*

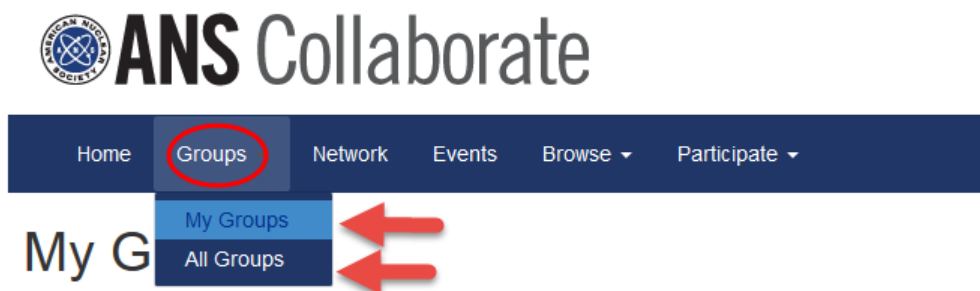


Basic Site Navigation

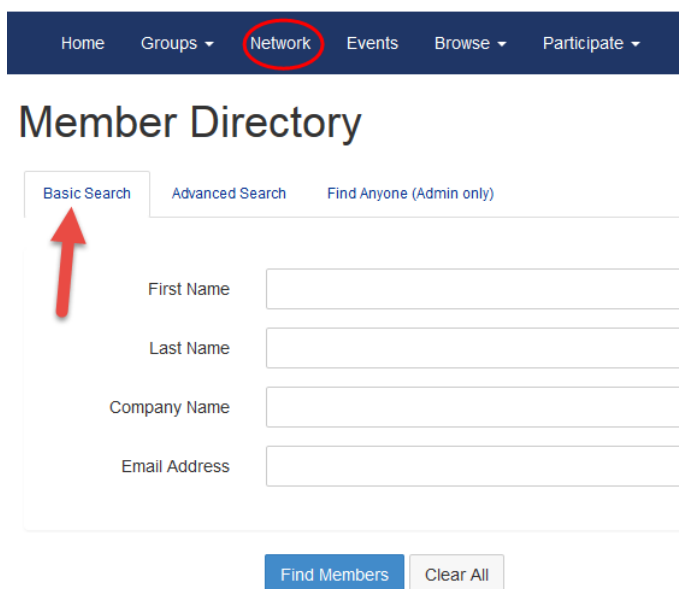
4. The 'Home' section is your personal home page. There you can view the latest discussions from all your ANS groups and any recently shared documents.



5. In the 'Groups' section, you can view the ANS groups you belong to (My Groups), or what groups may be open for any ANS member to join (All Groups) – future enhancement.



6. In the 'Network' section, you will find the member directory. Here you can search for other ANS members and invite them to connect with you within the site.



Home Groups **Network** Events Browse Participate

Member Directory

Basic Search Advanced Search Find Anyone (Admin only)

First Name

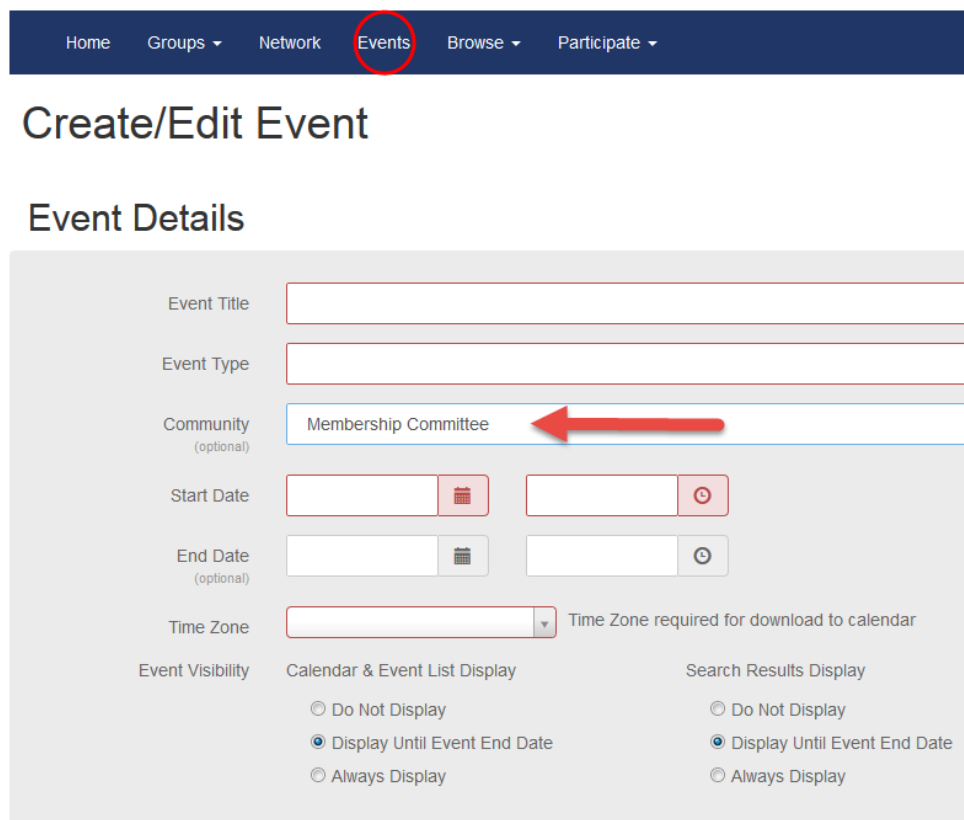
Last Name

Company Name

Email Address

Find Members Clear All

7. In the 'Events' section, you can post your Professional Division's meetings and other events. To make events visible only to your group, select the name of your group in the drop down box. If you want the event open to all members in ANS Collaborate, leave this space blank. (Note: ANS Collaborate cannot be used to publicize other organizations' events.)



Home Groups Network **Events** Browse Participate

Create/Edit Event

Event Details

Event Title

Event Type

Community (optional) Membership Committee

Start Date

End Date (optional)

Time Zone

Time Zone required for download to calendar

Event Visibility

Calendar & Event List Display

Search Results Display

☐ Do Not Display

☒ Display Until Event End Date

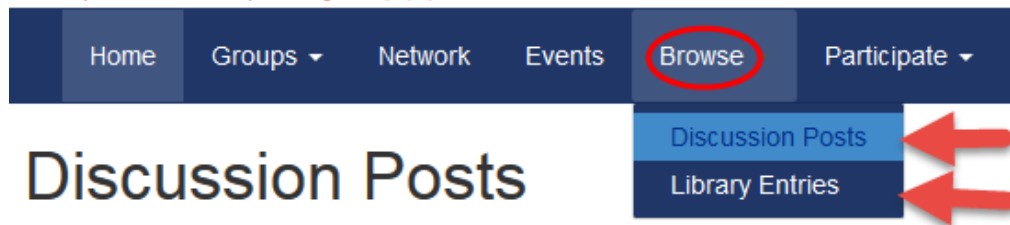
☐ Always Display

☐ Do Not Display

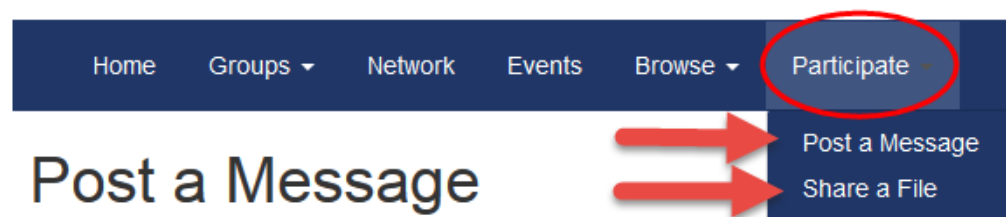
☒ Display Until Event End Date

☐ Always Display

8. In the 'Browse' section, you can search through the all the discussion posts and library entries of your group(s).



9. In the 'Participate' section, you can post a message, or share a new file with your group(s).




10. To upload a file or document, follow the steps shown below:

From Group Home Page, click on the “add” button next to “Latest Shared Files.”

A screenshot of the ANS Collaborate website. At the top is the ANS Collaborate logo. Below it is a dark blue navigation bar with white text: 'Home', 'Groups' with a dropdown arrow, 'Network', 'Events', 'Browse' with a dropdown arrow, 'Participate' with a dropdown arrow, and a search bar on the right. Below the navigation bar is the group name 'Membership Committee' with a 'Settings' button. Underneath is a horizontal bar with links: 'Group Home', 'Discussion' with a count of 8, 'Library' with a count of 5, 'Events' with a count of 1, and 'Members' with a count of 24. The main content area is divided into two columns. The left column is titled 'Latest Discussion Posts' with an 'Add' button. It contains three posts, each with a profile picture, a title 'RE: November 8, 2015 Committee Meeting', the author's name, and the post content. The right column is titled 'Announcements' with an 'Add' button. It contains a post titled 'Next Meeting' with details about a meeting on Sunday November 8, 2015. Below the announcements is a section titled 'Latest Shared Files' with an 'Add' button. A red arrow points down to the 'Add' button next to 'Latest Shared Files'. Below this section, there is a file titled 'Agenda' with a profile picture.


10. To upload a file or document (Continued)

Fill in requested information, then click “next”:



ANS Collaborate

[Home](#) [Groups ▾](#) [Network](#) [Events](#) [Browse ▾](#) [Participate ▾](#)

search  ▾

Add to a Library

Title

2015 Winter Meeting Agenda

Description

(optional)


Library

Membership Committee ▾

Entry Type: Select the type of library entry you will create

Standard File Upload ▾

Owner


Diane Cianflone 

Next

Cancel

(Next up: Upload Your Files)


Click “choose and upload”:




ANS Collaborate

[Home](#) [Groups ▾](#) [Network](#) [Events](#) [Browse ▾](#) [Participate ▾](#)

Upload Your Files

 Choose and Upload



Next

Finish

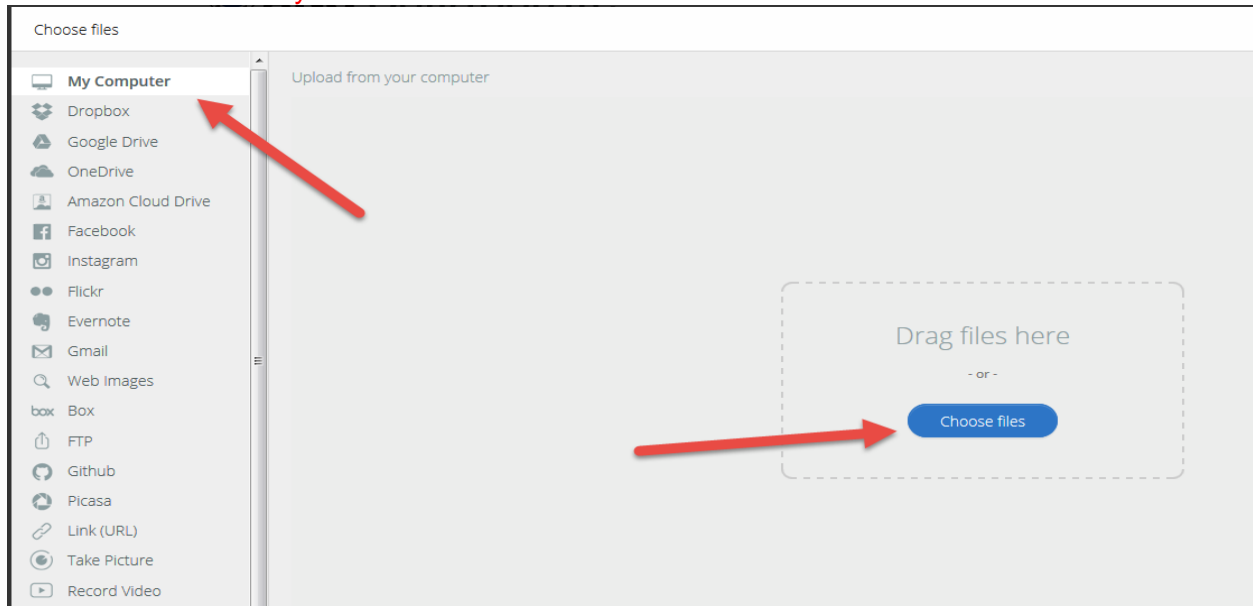
Previous

Cancel

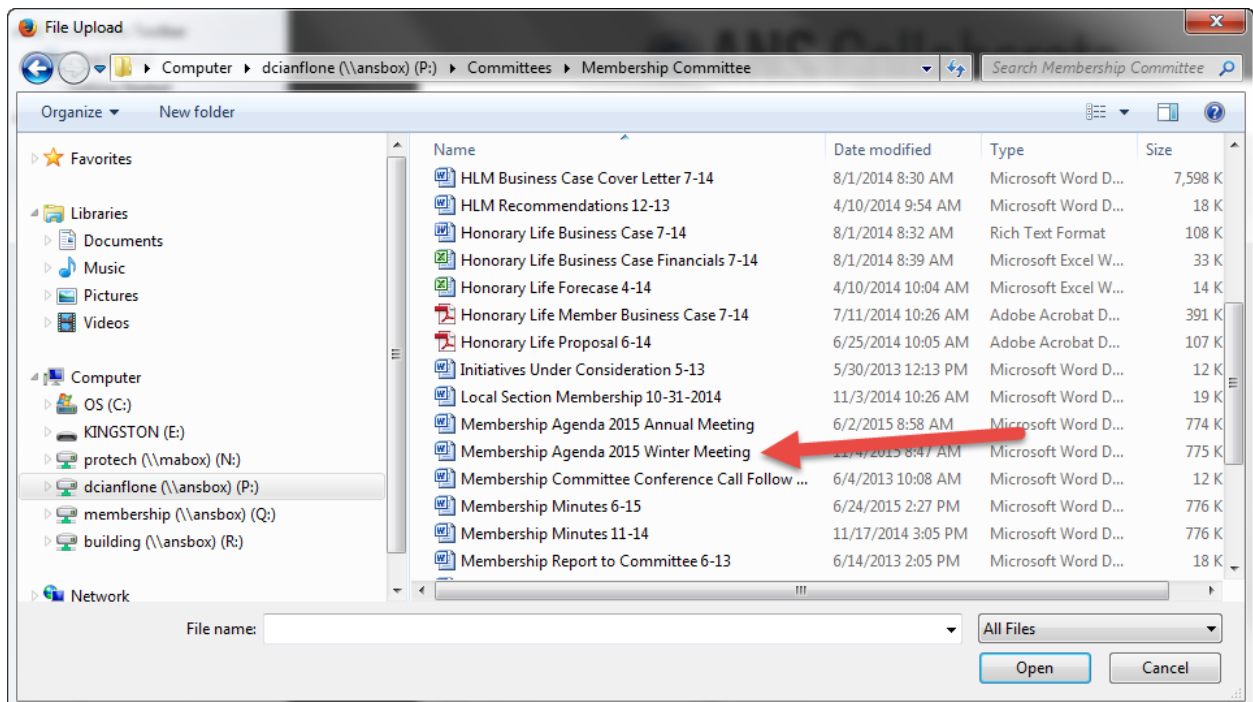
(Next up: Describe Your Files)

10. To upload a file or document (Continued)

Choose the source of your file or document:

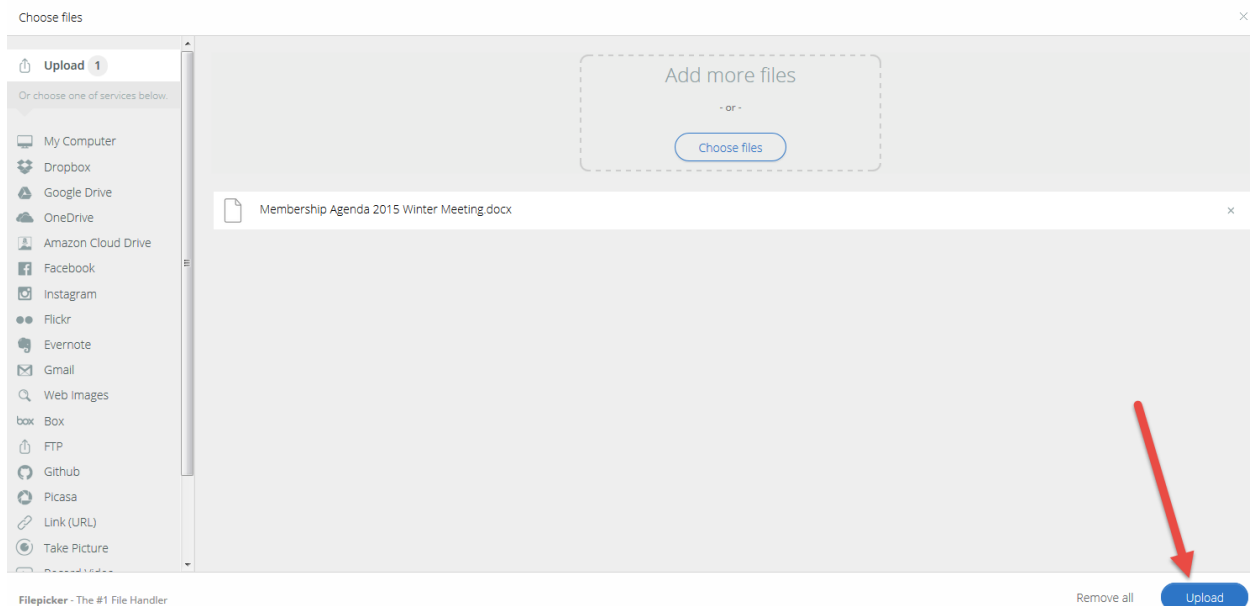


Select the file from your computer or other place:



10. To upload a file or document (Continued)

Click on “Upload” button:



And, it is posted!

A screenshot of the ANS Collaborate website. The header shows the ANS Collaborate logo and navigation links: Home, Groups, Network, Events, Browse, Participate, and a search bar. The main section is titled 'Membership Committee' with a 'Settings' button. Below this is a sub-navigation bar with 'Group Home', 'Discussion 8', 'Library 6', 'Events 1', and 'Members 24'. The content area is divided into two columns. The left column is titled 'Latest Discussion Posts' with an 'Add' button. It lists three posts, all titled 'RE: November 8, 2015 Committee Meeting', by Brett Rampal, Tinh Tran, and Carl Mazzola. The right column is titled 'Announcements' with an 'Add' button. It shows a post titled 'Next Meeting' by Diane Cianflone, dated Sunday November 8, 2015, from 10:00 am to 12:00 pm at Marriott Wardman Park. Below this is a section titled 'Latest Shared Files' with an 'Add' button, showing a file titled '2015 Winter Meeting Agenda' by Diane Cianflone, uploaded 6 minutes ago. A red arrow points to the '2015 Winter Meeting Agenda' file.


11. To edit an existing document, you have to navigate to the library of your group. Select the document, go to 'Actions', and select 'Edit'.

Membership Committee [Settings](#)

[Community Home](#) [Discussion 0](#) [Library 2](#) [Events 0](#) [Members 24](#)

[Back to Library](#)

June 2015 Meeting Minutes



[Diane](#)
[Cianfione](#)

[Actions](#)

- Add to Favorite
- Share
- Permalink
- Edit
- Delete

0 Downloads

Attachment(s)

 [Membership Minutes 6-15.docx](#) [775K](#) [1 version](#)

[Download](#)

This will change depending on the # of versions

Direct any questions, issues, or problems you may have while using ANS Collaborate to Member Services at members@ans.org or 800-323-3044.

June 22, 2016