

NTGPE GP Registrar Forum

Introduction:

This document will outline how to use the GP Registrar Forum. This document will not outline the technologies employed, it is intended that this document will provide the Registrar with instruction about how to use the Forum.

The Forum was created in response to Registrars seeking an online communication mechanism for discussion and was an initiative of previous Registrar Liaison Officers Tamsin Cockayne and Paul Burgess in conjunction with Bill Searle and the Top End Division of General Practice. NTGPE would like to acknowledge the Top End Division for hosting the Forum.

Using the Forum:


Getting Started:

The Forum is secured and moderated and requires all users to register prior to access being granted. Once you have registered with the forum you are then required to email the ICT Coordinator (Bill Searle) your user name. The ICT Coordinator will then apply permissions to your logon via the Forum administration page - you can then use the Forum.

The Forum Home Page

Below you can see NT General Practice Education General Practice Registrar's forum home.

NTGPE GPR Forum home:

NT General Practice Education							
Available forums in site ntgpe							
login register							
Forum	Access	Moderated	Moderator	Threads	Posts	Last post	
 General Practice Registrars Discussion Forum for GP Registrars	private	No	Bill Searle	8	8	Mar-2005-10	

To **view** the Forum - **Click** the link **General Practice Registrars**

To **register** for the Forum - **Click** link **register**. The registration form will open.

How to access and register for the Forum:

To access and register for the Forum **click** the link to the Forum from the registrars resources page on the website:

- Registrars' resources webpage - http://www.ntgpe.org/htm/Registrars/gpr_resources.htm

Or **copy** and **paste** the following web address into your **web browser Address bar location**.

- Registrars' Forum - <http://www.tedgp.asn.au/forum/index.php?site=ntgpe>

There is also a link to the forum at the NTGPE home page under the **Updates** section

Please Note: you are required to complete the registration form (see screen shot on the next page) before you can access forum

The registration form:

NT General Practice Education

Please fill in this form to register or edit your profile in the site ntgpe.
If you have questions, please refer to the [help](#) below form.

Enter user information

Login (user id):

User name:

E-mail Address:

Home page URL:

Notes:

Your email address is kept strictly confidential. Is it ok to email you from time to time? ☐ Y ☐ N

1. **Enter your Login** (user id) – this is the ID that will then be used to enter the Forum.
2. **Enter your User name:** - your user name is used for admin purposes to identify who you are.
3. **Enter your E-mail address** – your email address is used to verify who you are and for correspondence.
4. Enter a home page URL – if you have a website please enter the address.
5. Enter any Notes – notes could be an address, phone number or any other info you wish to include.
6. **Select the Y** radio button if you wish to be notified of new posts via email or **N** if you do not.
7. **Click the Register button** to complete your registration

Once you have received an email confirming your registration you will then have access to the forum.

View the Forums

To **view** the Forum - **Click** the link **General Practice Registrars** as explained in the Forum homepage section. The og in screen below will open

Login Screen:

General Practice Registrars

Please enter your login

Please identify yourself in the site ntgpe:

Username:

Password:

[Register](#) [Lost Password?](#) [Change password](#)

1. Enter your user name

2. Enter your password

3. Click the Login now button

Once you have **entered** your **login details** and **clicked** the **Login now button** you will be able to view the Forum list.

The Forum list will show the following:

- List all topic areas or messages in the forum.
- Date and time the messages were published.
- The author / owner of the message.
- No of responses to a message and the last date and time of the most recent response.
- Indicate any file attachments with a paper clip icon.

In addition the forum list allows you to:

- Post a new message / topic of discussion to the forum
- Change or edit your profile
- Subscribe to email – receive all post by email
- Search in the forum

The Forum List Page














General Practice Registrars

You are logged in as Bill Searle since 2005-16-05 15:45

[\[List\]](#) [\[Post\]](#) [\[Search\]](#) [\[Login\]](#) [\[Register\]](#) [\[Profile\]](#) [\[Subscribe\]](#) [\[Download forum\]](#) [\[Forum list\]](#)

List of messages

8 messages - 2005-16-05 15:45

-  2005-10-03 13:05 [To NT GP Registrars](#) (Peter S) [Latest: 2005-10-03 13:05] (0)
-  2004-14-04 09:30 [Analysis Of GPR Learning Experiences Toward RACGP Learning Outcomes](#)  (Bill Searle) [Latest: 2004-14-04 09:30] (0)
-  2004-14-04 09:29 [Analysis of GPR Learning Experiences Toward RACGP Learning Outcomes](#)  (Bill Searle) [Latest: 2004-14-04 09:29] (0)
-  2004-14-04 09:26 [Analysis of GPR Experiences Toward RACGP Learning Outcomes](#)  (Bill Searle) [Latest: 2004-14-04 09:26] (0)
-  2004-14-04 09:25 [Analysis of GPR Experiences Toward RACGP Learning Outcomes](#)  (Bill Searle) [Latest: 2004-14-04 09:25] (0)
-  2004-06-02 12:10 [hello to the New Registrars](#) (Bill Searle) [Latest: 2004-06-02 12:10] (0)
-  2004-28-01 16:50 [Survey Results](#)  (Paul Burgess) [Latest: 2004-28-01 16:50] (0)
-  2003-25-11 07:27 [Welcome to the NTGPR forum](#) (Paul Burgess) [Latest: 2003-25-11 07:27] (0)

1. **Click List** - see a list of all messages / topics in the forum
2. **Click Post** – post a new message / topic in the forum
3. **Click Search** –search the forum
4. **Click Login** - login to the forum
5. **Click Register** – register as a new user of the forum
6. **Click Profile** – edit / change your profile
7. **Click Subscribe** – to register your email address for new messages that have been posted to the forum
8. **Click Download forum** – downloads a copy of all messages in the forum to your computer.
9. **Click Forum List** to display the list of messages in the forum

To **view a message** and related thread **click** the message topic. A new page will open showing the detailed message and any other replies that have been made; any file attachments will also be available.

For Example:

To view the message **To NT GP Registrars** (Peter S) **click the message title**. A new page will open detailing the message as illustrated below:

Message View:

General Practice Registrars

You are logged in as Bill Searle since 2005-16-05 15:45

[\[List\]](#) [\[Post\]](#) [\[Search\]](#) [\[Login\]](#) [\[Register\]](#) [\[Profile\]](#) [\[Subscribe\]](#) [\[Download forum\]](#) [\[Forum list\]](#)

Subject To NT GP Registrars

Posted by [Peter S](#) on 2005-10-03 13:05

Test message. Hello NT GP registrars. Hopefully you should all recieve this message. This is been sent from a secure sight that only registrars can access. You get there from the NTGPE web page -go to GP Reg forum-on left side of page. You will need a username and password. If you have not been sent one or have lost it contact bill.searle@ntgpe.org and ask for one.

I have just returned from a RLO workshop in Canberra and there is alot of national news about training. I will slowly disseminate this to you . Alot of it is very exciting. Don't worry if you don't read it all however, as there will be a full face to face update at the upcoming workshop in Alice. Bring your beanies!

I'll be in touch,
Pete Silberberg
NTGPE RLO

Click **[Reply]** to reply to this message

[\[Subscribe\]](#) [\[Reply\]](#) [\[Edit\]](#) [\[Delete\]](#) [\[Close/Reopen\]](#) [\[List\]](#)

➡

Current thread

From the **message page** the options detailed in the **forum list** are available and you can also send a **Reply** to the message, (which will establish a thread). As more replies are added to the original message a tree structure will display indicating:

- The date and time of the reply 2005-10-03 13:05
- The message topic **To NT GP Registrars**
- Name of the person posting a reply (Peter S)
- The latest reply date and time [Latest 2005-10-03 13:05]

Reply to a Message

To **Reply** to the message it is a simple click of the **Reply** link, which will open the page below:

Reply to this message form:

General Practice Registrars - [Post] - Mozilla Firefox

Reply to this message

Your name: Bill Searle

Your mail Address: bill.searle@ntgpe.org

Subject: Re: To NT GP Registrars

Please enter your text:

Quote reply

Select a file to attach to your message : Browse...

☒ I want to be notified by e-mail of the reply

☒ preserve HTML tags

preview Send Clear Cancel

Reply to a message

Your name: defaults to your name

Your mail address: defaults to your email address

Subject: subject line you are replying to

Please enter your text:
Enter the text you wish to send

If you wish to send a file (upload) with the reply click the **Browse...** button

Click the **send** button to send the message

Posting a new message

To post a new message to the forum select **[Post]** from the **Message view or forum list page**. Once you have clicked the **[Post]** link the post new message form below will open.

Post a new message

Your name: Bill Searle

Your mail Address: bill.searle@ntgpe.org

Subject:

Please enter your text:

Select a file to attach to your message : Browse...

☒ I want to be notified by e-mail of the reply

☒ preserve HTML tags

preview Send Clear Cancel

Post a new message

Your name: defaults to your name

Your mail address: defaults to your email address

Subject: Please enter a subject line

Please enter your text:
Enter the text you wish to send

If you wish to send a file (upload) with the new post click the **Browse...** button

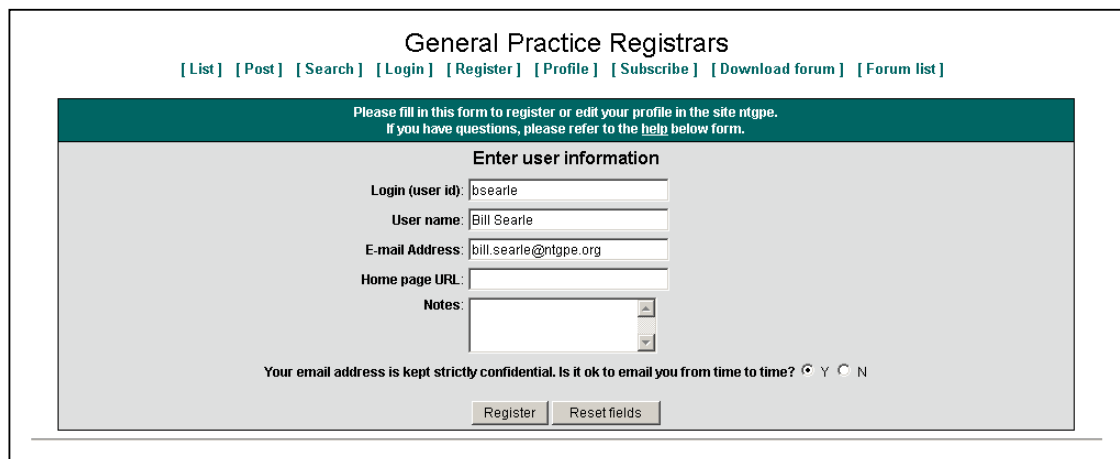
Click the **send** button to send the message

Edit your Profile and Subscribing to the Forum

If you wish to edit your profile or subscribe to messages that have sent to the forum, you can do this either from **message page** or from the **forum list**.

Click the **[Profile]** link on either page to change your profile. The following page will open.

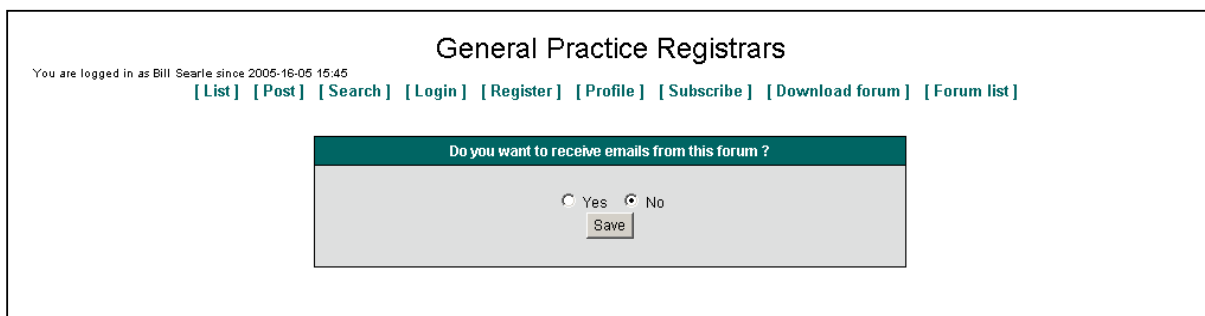
Edit profile



You can see that this page is the same as the original registration page, you can edit your details and then **click** the **Register** button. The **Reset Fields** button will clear all text fields and allow you to start again.

Subscribing to the forum

If you wish to receive notifications of new messages that have been posted to the forum then you will need to subscribe. To subscribe **click** the **[Subscribe]** link and the form below will open.



Do you wish to receive emails from this forum?

Click the Yes radio button and the **Save** button.

When selecting this option messages posted to this forum will then be sent to your email address.

Conclusion:

The Forum is a useful communications tool for Registrars and I encourage you to use it. The forum could be used to set up small study groups, discuss issues and concerns or just used to keep in contact with each other. The more that it is used the more effective it will become. I look forward to working with you to make the forum an effective tool for communication and to enhance your learning while with NTGPE.

If you have any questions about using the forum please contact Bill Searle ICT Coordinator at NTGPE by phone or email. Phone 8946 6743 or email bill.searle@ntgpe.org