AFMS Knowledge Exchange Help Documentation

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I. Welcome to the Kx

AFMS Kx Help

Welcome to the Air Force Medical Service Knowledge Exchange Help. You can find the topics that you may need by browsing through the Table of Contents on the left or you may use the search function to find specific topics based on your query. The search function only searches the help files and does not search the Kx web site. If you are unable to find the information that you need, please go to the **Contact Information page** in the help for further assistance.

Contact Kx Customer Support

kx@afms.mil

DSN:	240-6209	Commercial:	866-400-2641
DSN-Fax:	240-2625	Commercial:	210-536-2625

II. Frequently Asked Questions

1. What is the Kx?

The Knowledge Exchange (Kx) is the Air Force Surgeon General's intranet site. The Kx is designed to store, share, and exchange knowledge among all members of the AFMS. At the heart of the Kx is an industrial strength document repository. You can store and retrieve documents for the entire Air Force Medical Service.

The Kx contains over 500 distinct sites. They are arranged in a hierarchical manner and organized by formal organization and AFMS function. We refer to these sites as "Knowledge Junctions" because each site is designed to bring together documents, people, and other sources of knowledge useful to a particular group within the AFMS. The format of these sites is a familiar website layout using standard browser tools. In addition to being the tool to access the Kx Document Repository, Knowledge Junctions provide many other services that are of special interest to their users - like links to external services, the Virtual Library, specific applications, forums, and links to other important sites within and outside of the AFMS. The Kx has nine areas and functionalities that are available for your use:

- **Kx Front Page** *[See Section 3]*
- **The Site Map and Navigation Tools** *[See Section 3, Topic 3]*
- **Search Tools** *[See Section 3, Topic 5]*
- **Knowledge Junctions** *[See Section 7, Topic 1]*
- **Document Repository** *[See Section 8, Topic 1]*
- **Virtual Library** *[See Section 2, Topic 2]*
- **My Projects & Work Space** *[See Section 3, Topic 1]*
- **My Settings** *[See Section 9]*
- **Forums** *[See Section 10]*

Take time to explore each of the functionalities and incorporate them into your business routine and your organization's business processes.

2. What is the AFMS Virtual Library?

The AFMS Virtual Library is an on-line medical library available AFMS-wide, in garrison or deployed. It provides full-text access to medical textbooks and journals, evidence based medicine resources, and pharmacy resources. The library is convenient, current, comprehensive, and available to all medical staff, thereby enhancing the quality of healthcare provided throughout the AFMS. Cost-savings are realized due to consolidated licensing fees and the elimination of paper subscriptions. Most of the paid services do not require a login if coming from an active duty MTF, but login is required from other locations.

3. What Can I See Without Logging In?

When you first enter the Kx web site, you are viewing the Kx Front Page at **https://kx.afms.mil**. The Front Page is open to all users regardless of the way they arrived at the Kx. If you browsed to the Kx from a Dot-Mil domain, you will be able to browse further into the Kx without being challenged for a password. However, you will be restricted to areas and documents that have been specifically designated as "Dot-Mil: available to any user with *.mil access." Full access to all content pages and documents is restricted to users who have formally logged-on to the Kx using a valid Password.

If you browsed to the Kx from a commercial Internet Service Provider (ISP), your ability to view all the material in the Kx will be very limited. General access from non Dot-Mil networks requires valid login credentials.

If you are a member of the AFMS community (Active Duty, Guard, Reserve, Civil Service, or Contractors), you can **Join the Kx** *[See Section 2, Topic 4]* and obtain your password by following the steps on the Join page. The Kx also provides for **Sponsored Memberships** *[See Section 2, Topic 4]* for individuals outside of the AFMS community. Sponsored users have a more limited access to Knowledge

4. How Do I Join?

Click the "Join" link located in the Top Links Menu on the Kx Front Page. Choose one of two paths: **Full Membership** or **Sponsored Membership**.

Full Membership Request

If you are a member of the AFMS community (Active Duty, Guard, Reserve, Civil Servant, or Contractor), then follow the path for "Full Membership Request". Provide the required information and submit your request. The Kx Staff uses this information to authenticate your status as a member of the AFMS community and assigns permissions based upon your location, duty title, and organization. You will not have immediate access to the Kx because the Kx Customer Support team must manually authenticate your status and activate your account. The Kx Staff normally activates your account within minutes. You will be sent an email that welcomes you to the Kx. However, special circumstances can delay processing. Please contact the Kx staff using the **Website Feedback** button *[See Section 3, Topic 7]*, or if you are on a non Dot-Mil network, sending an email to **kx@afms.mil**, if you encounter an unreasonable delay.

Please remember your User Name and Password because the Kx requires login. When logging in, you may choose "Remember Me" to stay logged in from the current computer for four month. This means you will be able to close and open your browser and still be logged in.

Sponsored Membership Request

If you are not a verifiable member of the AFMS community but can be sponsored by someone who is, follow the path for "Sponsored Membership Request". Make sure that your sponsor is a designated Content Manager for the Knowledge Junction(s) that you need to access. The Kx Staff will confirm your eligibility with this sponsor before activating your account.

## What are the Rules for Creation and Maintenance of My Kx Password?

The rules for creation and maintenance of your Password are consistent with AF policy, as follows:

- All letters of the Password are case sensitive (letters in the User Name are not)
- The Password must contain a minimum of 8 characters comprised of at least one uppercase
- character, one lowercase character, one number, and one special character from the following:

    ! @ $ % ^ & * ( ) - _ + = [ ] { } ? #

- The Password must be changed a minimum of at least once every 90 days
- The Password may not be changed more than once per day
- The user must not reuse any of the last 10 passwords
- Login will be locked out after 3 unsuccessful attempts within a 30-minute period
- If you are locked out your locked password will automatically be reset after 30 minutes

5. What if I forgot my password?
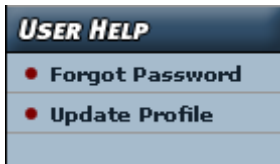
If you forget your password, you can request that it be sent to the email address in your profile. Click on the "Forgot Password" link located on the Kx left side menu under the heading **User Help**, and enter your user name or the email address provided for your Kx profile.

The process for re-sending your password is automated and secure. This process takes place immediately and will send the password to your email address-of-record only.

Once you have received your password you may then update your password after you have logged back in. Your user information such as your username and email address can also be reviewed or changed in **My Settings** [See Section 9].

See also **Password Rules** [Section 2, Topic 4].

6. How do I prevent the browser security alert when accessing the Kx?

You need to instruct your browser to trust the DoD root certificates. To do that:

- Go to **https://afpki.lackland.af.mil/html/trustingthedodpki.asp**
- Click "Yes" on the Security Alert window if it comes up. (The Security Alert window informs you that you are about to install a certificate from DoD and is there to ensure that you trust the authoring site before you install the certificate)
- Click "Ok" on the client authentication window if it comes up
- Click on the appropriate link for your browser type. The two options are "Netscape" and "Internet Explorer". (Please note that you are to select the browser type that you will use to gain access to the Kx, not necessarily the browser type that you are currently using)
- Carefully follow the instructions on the resulting page

7. What does KJ Reviewed mean?

Please see the **KJ Review Status** information [Section 4, Topic 2].

8. What is a Knowledge Junction?

Please refer to the **Knowledge Junction** section [Section 7, Topic 1].

III. Kx Front Page

The Kx Front Page is the first screen you see when you go to the Kx.

Top Menu - The top line of the Front Page is a menu bar that is present on all pages of the Kx. This Top Menu provides functionality useful to your session on the Kx.

User box (if logged in) - This box provides the user with information on their logged in status and quick access to their favorite Knowledge Junctions (KJs).

Navigation Bar - The second line of the Front Page is a Navigation Bar. This tool allows you to navigate to over 500 important nodes on the Kx. These nodes are called Knowledge Junctions. The Navigation Bar is present on all screens within the Kx.

Left Side Menu - The Left Side Menu provides access to a broad range of links that are useful to members of the AFMS community in general. The Kx Staff is responsible for maintaining these links. Please share additional links if you feel they would be of use to your fellow Airmen.

Search Box – The search box is a place for you search for both documents in the Kx Document Repository as well as Knowledge Junction sites. The Kx uses an advanced search capability to locate Knowledge Junctions, documents and forums posts using the information that you enter into this box.

Web Content - The main body of the Front Page is the Air Force Surgeon General's intranet web site. This Web Content contains timely information for you as a member of the AFMS community or as a visitor.

Feedback and Privacy links - The main body of the Front Page is the Air Force Surgeon General's intranet web site. This Web Content contains timely information for you as a member of the AFMS community or as a visitor.

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1. Top Menu

The Top Menu is a standard feature and is displayed on all pages of the Kx.

If you are logged in, it will have your login name to the right of the top links:

- **Home**
- **Site Map**
- **My Projects**
- **Join the Kx**
- **Login**
- **Help**

When you are logged in, you will see two different links instead of Join the Kx and Login:

- **My Settings**
- **Logout**

Two links that appear regardless of logged in status are:

- **Printer Friendly**
- **Email This**

Home

The Home Link returns you to the Kx Front Page from anywhere in the Kx.

Site Map

HOME SITEMAP | MY PROJECTS | JOIN | LOGIN | HELP

The Site Map lays out the entire list of Knowledge Junction sites contained within the Kx. It is designed to allow you to go to those sites with a single click. The Site Map is arranged in multiple views, each organized in a hierarchical manner. On top is the Headquarters View (how the SG Staff is aligned at the Headquarters level), the Functional View, and finally the MAJCOM/MTF View.

My Projects

HOME | SITEMAP | MY PROJECTS | JOIN | LOGIN | HELP

My Projects links you to the special My Projects Work Space within the Kx. This area contains special "Team Rooms" and is only available to you if you are a named member of a project team. The Project Leader is responsible for managing access to these projects. If you are interested in accessing or joining a Project, you must contact the Project Leader. Because the Kx Security Model protects even the name of the project, you must be a member before you are allowed to see the project name. Contact the **Kx Staff** *[Section 1, Topic 2]* to learn more about using My Projects Work Space.

Join the Kx

HOME | SITEMAP | MY PROJECTS | JOIN | LOGIN | HELP

Users who are browsing the Kx from a Dot-Mil domain are able to see the main features of a Knowledge Junction, but will be locked out of much of the functionality of a Knowledge Junction. Specifically, they will not see any document or any portion of the web site that is designated as access restricted. If you would like to Join the Kx and Obtain a Password, see section 2, Topic 4 to learn how.

Login

HOME | SITEMAP | MY PROJECTS | JOIN | LOGIN | HELP

Many places within the Kx are protected with a security model that restricts access to users identified as members of the AFMS community. Many users choose to Login immediately upon entering the Kx. The login feature asks you to authenticate yourself with your Kx User Name and Password. If you do not login using this button, you will be challenged for a Password the first time you attempt to enter a protected

area. The Kx requires only a single login that can last on the computer for up to four months. This means you can open and close your browser and still be logged in. To join the Kx and receive a password, click on the "Join The Kx" link located on the Kx left side menu. of the Kx home page. See section 2, Topic 4 to learn how to Obtain a User Name and Password.

Help

HOME | SITEMAP | MY PROJECTS | JOIN | LOGIN | **HELP**

The Help Link provides you with access to the Kx Help function (this manual). Some pages link directly to relevant help content.

My Settings

HOME | SITEMAP | **MY SETTINGS** | MY PROJECTS | LOGOUT | HELP

The My Settings link takes people to a page where they can update their profile, manage subscriptions and view their locked documents. For more information please see section 9.

Logout

HOME | SITEMAP | MY SETTINGS | MY PROJECTS | **LOGOUT** | HELP

The log out link terminates your user session on the Knowledge Exchange. You can still view content on the Kx, but are limited to the non-protected content, but will not be able to view any content if you are not on a Dot-Mil domain.

Printer Friendly and Email this

PRINTER FRIENDLY   EMAIL THIS

In addition to the Knowledge Junction links, there are two links in the header to help the end user.

Printer Friendly

This link opens a display of the current page you are on that will print better than the web page itself.

Email This

This link allows you to email the URL of the page you are viewing. Click the link and an email is opened up with the URL in the body of the message.

2. User Box

Please see the **User Box** information *[section 7, topic 2]*.

3. Navigation Bar

The AFMS is a complicated enterprise, with a Site Map that contains over 500 existing and future web sites called Knowledge Junctions. To facilitate navigation to these sites, a mechanism has been provided that offers one or more paths to a given Knowledge Junction site. This is referred to as the "taxonomy" of the AFMS.

Some Knowledge Junctions appear multiple times within the taxonomy to help with end user look-ups. We use the taxonomy to help you find the site you are interested in rather than being formally accurate as to the organizational structure.

Many Knowledge Junctions are organizational by nature and are located by traversing through the Surgeon General Headquarters organizational structure. Others are functional in nature and have been organized around a familiar medical facility structure. Some Knowledge Junctions fall into both categories so those are reachable by following more than one path.

A third way to look for a Knowledge Junction is through the MAJCOMs & MTFs (Major Commands and Medical Treatment Facilities) pull down menu.

Five Means of Navigation

The Kx has constructed four different ways to discover documents, directories, training, and other important sources of information within the AFMS enterprise:

- **Site Map** - the button on the **Top Menu** that displays the entire list of Knowledge Junction sites. You access a Knowledge Junction simply by clicking on the name of the site you wish to visit.

- **Navigation Bar** - a tool that expands as you move your cursor over the names of each part of the organization or node. These nodes are referred to as Knowledge Junctions. You access a Knowledge Junction by selecting a view and by passing your cursor over the names in the hierarchy until you find the site you are interested in. Then simply click the box that contains the name of the Knowledge Junction.

- **Search Box** - an extension of the Search tool that looks for the name of the desired Knowledge Junction or Office Designator that you type into the Search box. You do not have to be exactly correct as the tool searches for keywords and strings of characters. It does not correct for misspelled words. Please see Section 3, Topic 4 for more information.

- **"My Knowledge Junctions"** - You can save frequently visited Knowledge Junctions with your user information. Please see Section 7, Topic 2 for more information.

- **Browser Bookmark** - you can bookmark Knowledge Junction sites in your Browser Favorites window just like you do other "favorite" internet sites

Navigation Bar Functionality

Views are collections of Knowledge Junctions organized in a hierarchical manner. If a specific Knowledge Junction contains sub-nodes lower in the hierarchy, the Navigation Bar can be expanded (notice the right facing arrows that indicate that sub-Knowledge Junctions exist). To select a Knowledge Junction, continue to move your cursor over the names in the hierarchy until you locate the Knowledge Junction and click. The lower nodes will automatically expand as you move your cursor.
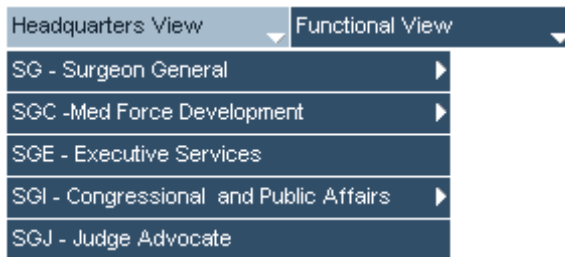
A given Knowledge Junction may appear in multiple places within the hierarchy or on more than one view. This is to facilitate navigation and does not necessarily represent the formal organization.

Multiple distinct Views are provided:

- **Headquarters View** - the AF SG organization, AFMOA, AFMSA, and other entities.
- **Functional View** - the AFMS taxonomy built around the AFMS Product Lines and consultants
- **MAJCOMs & MTFs** - the command surgeons and related MTFs within each command

4. Left Side Menu

The Quick Links area of the left side menu provides visitors with some helpful areas of possible interest.

AFMS Virtual Library

The AFMS Virtual Library is an on-line medical library available AFMS-wide, in garrison or deployed. It provides full-text access to medical textbooks and journals, evidence based medicine resources, and pharmacy resources. The library is convenient, current, comprehensive, and available to all medical staff, thereby enhancing the quality of healthcare provided throughout the AFMS. Cost-savings are realized due to consolidated licensing fees and the elimination of paper subscriptions. Login is required if you are trying to access the site from a non-active duty military installation. Other "no-login" links are available to make access easier from your unit desktop. **Login is required in some instances.**

Kx Forums

Kx Forums allow Kx users to share ideas, opinions, and information quickly and easily. Organized by threads in an easy-to-follow format, discussion forums are designed so you can quickly locate information, find other knowledgeable users and participate in conversations.

The User Help area has easy to find links for registered users.

Forgot Password

Follow this link for help in retrieving your **forgotten password**. See section 2, topic 5 for more information.

Update Profile

You may update your profile by clicking on the "Update Profile" Link located on the Kx Front Page. This process will challenge you for your User Name and Password. You will then be allowed to edit the page you originally entered when you first requested your User Name and Password. See **Instructions to New Users** *[Section 2, topic 5]* for more information.

5. Search Box

You can search for either Knowledge Junction names or for documents by typing keywords and phrases into the Search Box. If you are looking for a specific Knowledge Junction, you may type the name, office designator, or other keywords that help identify the desired site. You do not have to be exactly correct as the tool searches for keywords and strings of characters, but the Kx does not correct for misspelled words.

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The Kx also searches the Document Repository for documents containing the word or phrase. Search looks for matches in the document text and in these metadata fields associated with the document: title, author, custom abstract, and a special keyword field that can be filled in by the author at the time the document is submitted. See **Search Results Screen** *[Section 4]* for more information.

Advanced Search

The Concept Search™ search engine drives the Kx Advanced Search function. You can construct complicated and precise searches using Verity. And, you can save search queries to repeat the search at a later time. Click on the Advanced Search button to see the metadata fields available to you. See **Advanced Search Screen** for more information.

6. Web Content

The Knowledge Exchange Web Content on the home page is content that is updated on a regular basis. It provides stories from the Air Force Medical Service SG Newswire, lists the Top Ten visited Knowledge Junctions, as well as highlighting other information that may be pertinent within the Knowledge Exchange.

7. Website Feedback

Website Feedback link is in the bottom left corner of all Kx pages with the Privacy Policy link. You can also send feedback to the Kx Support team and the Primary Content Manager of the particular Knowledge Junction you are viewing at the same time by clicking on the **Contact Us** link located at the top right of each Knowledge Junction page. Clicking either link opens the screen displayed below. You are encouraged to use this feature to report problems, observations, and positive/negative feedback regarding the site.

Please note that if you are logged in, your feedback is **not** anonymous and your user name and email address will appear in the information we receive. Also note that if you are not logged in we will only be able to respond to you if you provide an email address.

We encourage you to provide feedback regarding the site – both positive and negative. If you are reporting a problem, the Kx Staff will seek to remedy the situation and will report back to you as appropriate.

Name:

Email:

Subject:

Your Feedback:

Clear Send

Feedback about this site is welcome, and we encourage the participation of the AFMS in keeping the Knowledge Exchange a well-designed, informative, and user-friendly environment.

We sometimes get excellent feedback, but cannot respond because no email address is provided. If you are not logged in we do not get an email address unless you add it. Please include an email address if you would like a response. Any comments and information you send are kept confidential, and will not be used in solicitation e-mails, nor will your e-mail information be sold to a second party or disclosed to persons for promotional purposes.

IV. Search Results Screen

The search box is part of the Top Menu bar located on all Kx pages. At any time, you can enter keywords and phrases into the Search Box. If you are looking for a Knowledge Junction, enter the Knowledge Junction name, office designator, or other keywords and phrases that might help identify the Knowledge Junction. If you are looking for documents, enter keywords and phrases that might be found in the document text and/or in metadata fields that are associated with the document: title, author, and a special keyword field that is filled out by the author at the time the document is submitted. You do not have to be exactly correct as the tool searches for keywords and strings of characters, but the Kx does not correct for misspelled words.

1. General Functionality

The Search Results Page looks like the screen capture displayed here.

You searched for:
Lists the words you used in your search.

Related Topics:
Related topics are terms found to have strong associations with your search string and current documents returned in the result set. They are concepts that frequently appear with your search terms within the current documents in the result set. Related topics may be used to guide you to expand and refine your
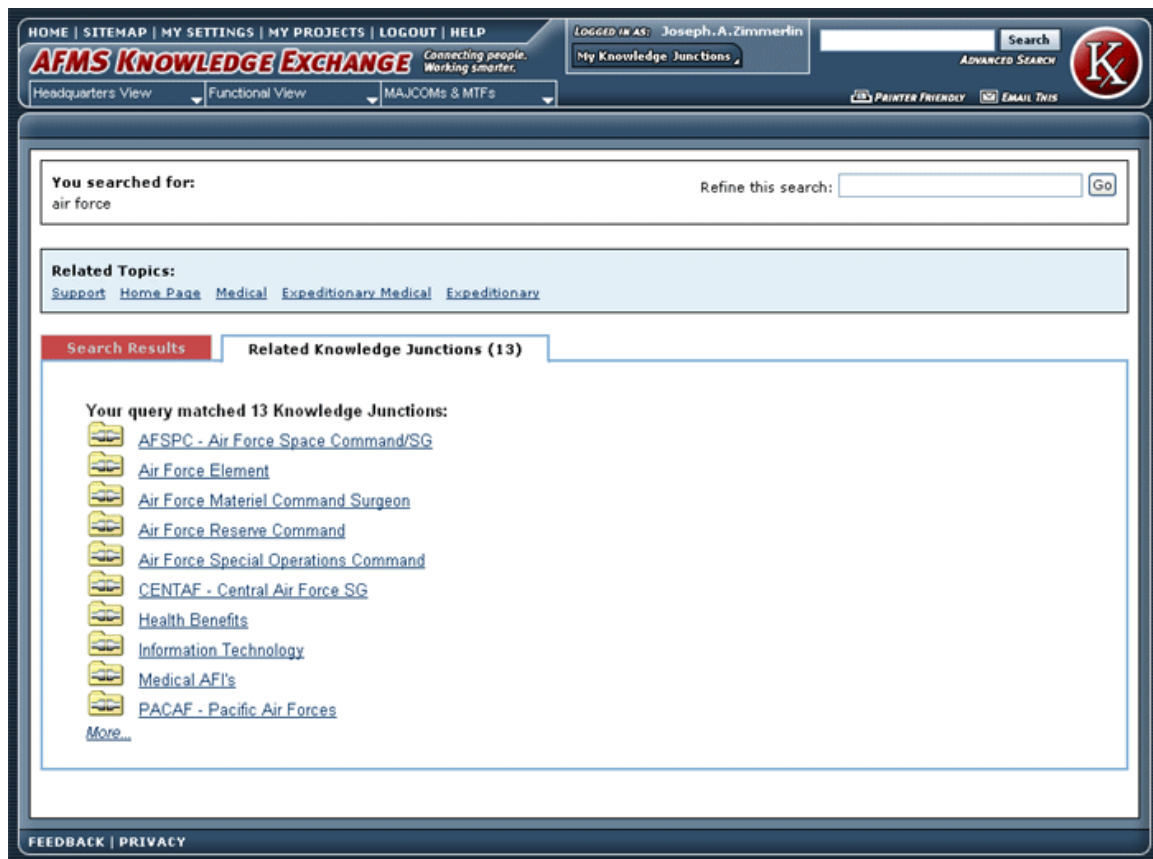
queries. Related topics are most useful when you have insufficient background knowledge (i.e. terms) in a particular area of interest or when multiple terms are used to describe the same area of interest.

Search Results

The tab of results lists documents that meet your criteria. They are relevance ranked from highest to lowest with the rank expressed as a percentage. ***NOTE:*** *Some documents require you to be logged in to access. These documents will not be returned in search results if you are not logged in. Log in to see all content matching your criteria.*

If you are not finding what you are looking for, use the **Advanced Search** feature *[See Section 5, Topic 1]* to be more specific and narrow down your query.

Knowledge Junctions

The tab of results lists possible Knowledge Junction sites that meet the criteria you entered. If you are looking for a Knowledge Junction, click on the name of the Knowledge Junction. You will be moved immediately to that site. Use "Advanced Search" to narrow search and reduce the number of displayed documents.

Forum Results

The tab of results lists Discussion Forums that meet the criteria you entered. By clicking on those links, you will be transferred to the Kx Forums into the discussion that is listed.

2. Search Results Information Fields

The search function locates a range of documents and Kx web pages that meet your search criteria. The Kx sorts them from highly relevant to somewhat relevant with varying results depending on the complexity of your search criteria. The actual algorithm used to select and rank documents is proprietary.

In most cases you will view the document by clicking on the title. If it has been converted to PDF you will see the PDF icon, those not converted will reflect another icon. The PDF version usually requires less time to download to your PC because the PDF version is usually substantially smaller in size than the native file. You can view the document in native format by clicking on the document type icon (native file format on the left) associated with each document.

The search results list also displays descriptive information and provides additional functions associated with each document. Some of these other functions allow you to download, edit, and access earlier versions. The screen capture above is an actual result for a single document. The full set of information and functionality associated with each document are in the following topics:

- **Options and Descriptors**
- **Score**
- **Title**
- **KJ reviewed Status**
- **Last Submitted in By**
- **Release Date**

Options and Descriptors

Five icons may appear under the column title labeled "Options" on the search results screen. When the result is a document the information, document type, email and discussion icons will appear. If the particular result is a web page, the KJ page icon and the email icon will always appear.

Information Icon

Clicking on the **Information Icon** displays the full set of metadata fields associated with this document. With proper permissions, the **Document Information Screen** allows you to lock/edit/update a document, and subscribe to the document. You are also able to see a full Revision History.

Document Type Icon

The **Document Type Icon** provides access to the document in native file format. You can submit many different kinds of documents. Above are the icons of some of the most common. Clicking on this icon allows you to view the original document. You may read it, edit it, save it, or perform any function available through the software that created it, provided you have that software installed. However, you are not changing the original document in the Document Repository. You can only change the original document by locking it, editing it, and submitting it back into the Document Repository.

Note: Clicking on the Document Type Icon actually prompts you to save or download the document to your PC in order for you to view the document. If you are not careful when selecting your target folder, the document may get lost on your PC. When you save the file, the file name is the actual name of that particular file. This file name may differ from the "Title" given to it at the time of submission. Also, the "Document Type Icon" will reflect the file type of the document and may not look like the example shown above.

Email Icon

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The **Email Icon** opens an email window that is pre-populated with the document title in the subject line and two URL's in the body of the email:

- The URL of this document in original format
- The URL of this document in PDF format (if converted)

The recipient of this email has the option of clicking on either of the two formats. The advantage of this feature is that you can email the URL of this document rather than shipping the document as an attachment. This reduces the time it takes to send and receive the email and significantly reduces the storage load in your email system.

Notice that the URLs being sent are the URLs for documents stored in the Kx Document Repository. You may email these URLs to any address; however, the user must have the appropriate level of access to the Kx in order to access the document. Appropriate level of access means that the user must come in via a Dot-Mil domain or has a Kx User Name and Password, depending on the access options chosen for that document. You should take care to ensure that all individuals in your distribution list have access to the Kx.

Discuss This Document

You may discuss a document by clicking the balloon icon.

If you see this second icon, that means there are topics and replies already for the document. Click the icon and you are taken to the Forums application which allows you to post topics and replies within a Knowledge Junction or to a particular document.

Score

100%

The Kx ranks each document according to the relevance of that document to your query. Relevance is displayed as a percentage with 100% indicating that there is a perfect match between the keywords or phrases in your query and those same keywords or phrases in the document. The score may vary depending upon the number of occurrences of the keywords, the usage of the keywords within the sentence structure, etc. The ranking is a useful although imprecise method to locate documents.

Title

You may view the document by clicking on the title. It is displayed in PDF format (if converted). The title of the document is entered at the time the document is submitted and may differ from the original file name of the document. The individual who submitted the original document into the Document Repository determines the Title. Notice the small PDF Icon next to the title. This reminds you that you are viewing the PDF version of the document. Occasionally, the PDF is not available and other formats, such as HTML versions, might be displayed. This icon will indicate the format you are viewing.

Knowledge Junction Review Status

A **Check Mark** next to the Title of the document indicates that the document has completed a peer review process instituted by the Content Manager or Sponsor of this Knowledge Junction. The purpose is to certify the trust and integrity of this document above other documents submitted into this Knowledge Junction. It is important to note that any member of the Kx may submit a document into this Knowledge Junction, but only the Content Management Sponsor of a Knowledge Junction may certify a document with a Check Mark. Its level of trust and integrity is high.

A **Not Reviewed Icon** next to the Title of the document indicates that the document has not completed a peer review process by the Content Manager or Sponsor of the current Knowledge Junction.

A **Reviewed Icon** next to the Title of the document indicates that the document has completed a peer review process of a separate Knowledge Junction. The "R" indicator is used to communicate that this document has completed a peer review process but not by the Champion or Sponsor of the current Knowledge Junction. Its level of trust and integrity is high. Hover over the "R" Icon to learn the name of the certifying Knowledge Junction.

Last Submitted By

The name of the individual who submitted the document is captured and maintained by the Kx. This helps you determine the owner and gives a measure of integrity to the document. Click on the name to view the public profile of the individual who last submitted in the document, including their email address.

Release Date

The Kx maintains the release date of this version of the document. It helps you determine whether the document is still current. The metadata obtained using the Information Icon will provide you with the Release Date of previous versions if available.

V. Advanced Search Screen

1. When You Should Use the Advanced Search

Advanced Search gives you the ability to exercise full control over how a search is conducted. You can search for text found in the body of the document as well as text found within individual metadata fields. Metadata fields are those fields that are captured by the Kx at the time the document is submitted. They remain with the document as if they were part of it. Advanced Search allows you to search any combination of these metadata fields plus text in the body of the document. Advanced Search is used when you have a need to conduct a very precise search of metadata fields.

Some examples of when you might invoke Advanced Search are as follows:

- To narrow a search by selecting certain text found in the document plus certain metadata content
- To find a document that was submitted within a range of dates
- To find a word, string, or phrase that only occurs in a certain metadata field (i.e. Title or Author)
- To search for words, strings, or phrases that may not be found in the document itself or in the indexed fields

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Notice that the power of the Advanced Search is the ability to use a combination of approaches. This is especially important if the Standard Search produces a very large number of documents and you want to narrow down the number by specifying the content of certain metadata fields.

You have the opportunity to save your Advanced Search query by specifying your search and selecting "Save" on the Search Results page. You can locate these "saved searches" by going to your **My Settings page**. This is useful when you want to repeat the search periodically.

2. Search Using the Full-Text Search box

The Full-Text Search feature of Advanced Search allows you to search for words, strings or phrases that are found in the body of the document and several other useful fields, including the title, keywords and metadata fields. This is identical to the Standard Search found on the Top Menu.

The search engine removes common words, such as "and", "or", and "not" from the list of words searched by the search engine.

3. Search Using Metadata Fields

As you construct an Advanced Search of the metadata fields, notice that you may use any combination of fields to create your search. Documents returned from your search only if they meet **ALL** of the metadata criteria you specified.

Example: An example of how you would create an advanced search is as follows: Suppose you know that Sgt. Jones submitted in a briefing in the first two weeks of September, 2006. But you do not know the title of the briefing nor the Knowledge Junction. You could construct a query as follows using a combination of four metadata fields:

Metadata Field	Value	
Submitted in By	John.D.Jones	
Document Type	Presentation	
Last Review Date	From 9/1/2006 12:00 AM	
	To 9/15/2006 12:00 AM	

Note: Use calendar select icon to choose dates to ensure proper formatting.

When you are ready to search, press "Search". If you make a mistake and want to start over, press "Clear".

4. Sorting the Advanced Search Results

The standard order of the search results is by Score, sorted from highest to lowest. You can also sort by Release Date. You also have the ability to specify whether the list is sorted in ascending order or descending order. Make your selection for Sort Order from the drop down list.

The Kx ranks each document according to the relevance of that document to your search. Relevance is displayed as a percentage with 100% indicating that there is a perfect match between the keywords or phrases in your search and those same keywords or phrases in the document. The score may vary depending upon the number of occurrences of the keywords, the usage of the keywords within the sentence structure, etc.

VI. Document Information Screen

Information Icon

The purpose of the Document Information Screen is to display the full compliment of metadata and information associated with a document. This screen is also designed to give you the tools necessary to manage this document.

This screen appears whenever you click on the Information Icon. You will see this icon in at least two places:

Search Results List – the Information Icon is displayed with each document listed on the Search Results list.

Currently Checked Out List – the Information Icon is displayed for each document that is currently checked out to you. This list is available from your "**My Settings**" page *[More info on My Settings in Section 9]*.

The Document Information Screen carries several different types of information:

- **Metadata Fields**
- **Informational and Functional Fields**
- **Function Buttons**
- **Revision History**

Content Information

Revision: 1
Title: Search Test 19
Last Submitted By: Joseph.A.Zimmerlin
Knowledge Junction
Destination Folder: Knowledge and Content Management
Original Authors:
Keywords: test
Custom Abstract:
Access Control:
Status: RELEASED
Formats: Application/kmz
Discussion: Start a discussion
E-mail link:
Get HTML Version: HTML
Get Native File: joesworld.kmz (latest)

Update Version	Click here to update this content. First the content will be locked for editing to prevent other users from submitting any changes while you work. You will then be able to submit a new version of the content.
Update Metadata	Click here to update the content's metadata. Changes made here do not alter the actual content in any way.
Subscribe	Click here to subscribe to this content.

Revision History Delete All

Revision	Release Date	Expiration Date	Status	
1	3/17/2006 7:14 PM	3/17/2007 7:14 PM	RELEASED	Delete

1. Metadata Fields

The upper portion of the Document Information Screen displays the content of each metadata field associated with this document.

Content Information

Revision: 1
Title: Search Test 19
Last Submitted By: Joseph.A.Zimmerlin
Knowledge Junction
Destination Folder: Knowledge and Content Management ⓝⓡ
Original Authors:
Keywords: test
Custom Abstract:
Access Control:
Status: RELEASED
Formats: Application/kmz
Discussion: 💬 Start a discussion
E-mail link: ✉
Get HTML Version: 🖻 HTML
Get Native File: joesworld.kmz (latest)

Update Version	Click here to update this content. First the content will be locked for editing to prevent other users from submitting any changes while you work. You will then be able to submit a new version of the content.	🔲
Update Metadata	Click here to update the content's metadata. Changes made here do not alter the actual content in any way.	🔲
Subscribe	Click here to subscribe to this content.	🔲

Revision History Delete All

Revision	Release Date	Expiration Date	Status	
1	3/17/2006 7:14 PM	3/17/2007 7:14 PM	RELEASED	Delete

Revision

In the screen capture, the document is revision 1. You will see other revisions if available, at the bottom of the screen.

Title

The title is the name associated with the document while it is stored in the Document Repository. The title is entered at document submission and can be different from the file name on your PC. This concept sometimes causes confusion because the "original source file name" being requested is the file name on your PC or shared drive. When the file is uploaded from the original PC or shared drive, the original folder name and folder structure associated with the file name are no longer valid. The person submitting in a document must give each document a Title within the Kx Document Repository. The document title in the example is "Search Test 19".

Submitted By

The Kx captures the name of the individual who submitted the document into the Kx. In this example, Joseph A. Zimmerlin was that person. **Note:** *Username is also linkable and will allow you to email the member, if needed.*

Destination Folder

Each document submitted into the Kx is submitted into one or more Destination Folders. One Destination folder is associated with each Knowledge Junction. In this example, the document was submitted into the "Knowledge and Content Management" Destination Folder.

Original Authors

This is an optional field on the Document Submission Screen. Entering this information helps users ascertain the source and integrity of the document.

Keywords

"Keywords" is an optional field. A thoroughly created Keyword field enhances search results. The field is designed to capture keywords and phrases that might not otherwise be located in the document itself. In this example, the person that submitted the content designated one keyword "test". That person assumed that this word might not be present in the document itself but it represents topical areas that a user might use in a search query. (Use a space to separate keywords instead of commas.)

Custom Abstract

Custom Abstract is an optional field designed to function as the Abstract of the document. If it is blank, the Kx provides a machine generated Abstract in the Search Results page by "grabbing" the first 255 characters in the document. (An abstract may NOT be automatically created by the Kx for documents with no text. e.g., image files, mdb, etc.)

2. Informational and Functional Fields

The Document Information Screen provides you with useful information about this document as well as providing functionality to manage this document.

Content Information

Revision: 1
Title: Search Test 19
Last Submitted By: Joseph.A.Zimmerlin
Knowledge Junction Destination Folder: Knowledge and Content Management (KJR)
Original Authors:
Keywords: test
Custom Abstract:
Access Control:
Status: RELEASED
Formats: Application/kmz
Discussion: Start a discussion
E-mail link:
Get HTML Version: HTML
Get Native File: joesworld.kmz (latest)

Update Version	Click here to update this content. First the content will be locked for editing to prevent other users from submitting any changes while you work. You will then be able to submit a new version of the content.
Update Metadata	Click here to update the content's metadata. Changes made here do not alter the actual content in any way.
Subscribe	Click here to subscribe to this content.

Revision History Delete All

Revision	Release Date	Expiration Date	Status	
1	3/17/2006 7:14 PM	3/17/2007 7:14 PM	RELEASED	Delete

Access Control

Here is were you would see if there is any special type of access necessary to view a particular document.

Locked By

The Kx would display the name of the responsible individual when this document is in "Locked" status. Note that you can still view and download the current version of the document without the risk that a new document (with new version number) will be loaded while you have it locked.

Status

The status field relates to the status of a document if it is currently in a workflow approval process. The various status indicators are: Done, Edit, General Review, (GenWWW) Pending, Released, Expired, and Deleted.

Format

The name of the native file format is displayed.

AFMS Knowledge Exchange Help Documentation

Discussion

This lets you know if there is currently any discussion going on about the document you are looking at. The discussion are done through the Kx Discussion Forums.

If a discussion has already been started for the document, then you will see this:

See section 10 for more on forums.

Email Link

You can email the link (URL) of this document by clicking on "Send link by email". This action opens a new email document and inserts the URL to this document. This link can be sent to any recipient; however, the recipient must come from a "Dot-Mil" domain or be a Kx member in order to retrieve the document.

Get PDF Version

This field displays the URL of the PDF format version of this document. It is frequently useful to cut and paste this URL as a link in other documents. Notice that this is the PDF version and not the native format.

Get HTML Version

If the document was able to be converted to an HTML viewable page on the server, then you will have a link to the HTML version available on this page.

Get Native File

This link enables you to download the document in its original native file format. Clicking on this link does the same thing as clicking on the document type icon in the search results screen. When you click this link, the Kx presents a standard Microsoft browser screen that allows you to specify the target location on your PC. Please take note of the target location you specify because the default location may be difficult to find later.

3. Function Buttons

Three function buttons are available to manage and administer this document.

Content Information

Revision: 1

Title: Search Test 19

Last Submitted By: Joseph.A.Zimmerlin

Knowledge Junction Destination Folder: Knowledge and Content Management

Original Authors:

Keywords: test

Custom Abstract:

Access Control:

Status: RELEASED

Formats: Application/kmz

Discussion: Start a discussion

E-mail link:

Get HTML Version: HTML

Get Native File: joesworld.kmz (latest)

Update Version	Click here to update this content. First the content will be locked for editing to prevent other users from submitting any changes while you work. You will then be able to submit a new version of the content.	
Update Metadata	Click here to update the content's metadata. Changes made here do not alter the actual content in any way.	
Subscribe	Click here to subscribe to this content.	

Revision History Delete All

Revision	Release Date	Expiration Date	Status	
1	3/17/2006 7:14 PM	3/17/2007 7:14 PM	RELEASED	Delete

Update Version
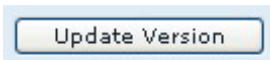
Update Version

The Update Version button enables you to take administrative control of the document. You must have authority as a Content Manager or as the user listed as "Last Submitted By" in order to lock and edit this document. Taking administrative control means that all other users are blocked from making changes to this document as long as you keep the document in "Locked" Status. However, other users may view and download the document, but they may not edit and submit it back into the Kx.

The Kx does not allow you to lock and edit a document as it sits in the Kx Document Repository. The process you must follow is to first download it to your PC, edit it, and then submit it back in from your PC.

If you intend to replace the document with a new file, you simply "Lock" the original document (without downloading it) by clicking on "Update Version" and then "Submit" the new file.

NOTE: *Occasionally, users lock documents and forget to submit them back. If you do not want users to be able to lock a particular piece of content, set the Access Level to the KJ account name, and that will allow them to download a copy but not lock it.*

When you successfully "lock" a document, the Kx will display the Update Version Confirmation screen.

Update Version Confirmation

⚠ This confirms that you have locked the following content. No other user can submit any changes to this content until you have submitted yours. A full list of documents which you have locked are available on your "My Settings" page, under "My Checked Out Documents".

If you did not mean to lock this document for editing, please click the unlock button below.

[Unlock]

Title: Search Test 19
Content ID: JOE_000324
Locked By: marc.saliba

Use the right mouse button on the link below to choose a save option. It is **strongly** recommended that you save the file to a directory other than the browser's default directory.

Native File Link: joesworld.kmz

Click on the **Submit** button below when your edit is complete.

[Submit]

Notice that this box gives you a second opportunity to download the document to your PC if you have not already done so. When you are ready, you can press the Submit button to submit the new or modified file. The Kx will present you with the standard Document Submission page so that you can select your file and update any metadata fields if necessary. Note that the Update Version and Submit process automatically resets the "Version Number", "Last Submitted By" and "Last Review Date" metadata fields. All other metadata fields remain the same unless you manually change these data. Press here for more information regarding the **Document Submission** Screen *[See Section 8]*.

Unlock
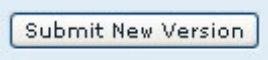
[Unlock]

Also note that when a document is in the "Locked" mode, an extra button is available: Unlock. This button is convenient when you would like to cancel the current "locked" mode.

When you have the document in "Locked" mode, it will show up in the My Settings area under your "Locked Documents" list. Click here for more information about the **My Settings** area *[See Section 9 for more info]*.

Submit New Version

This button is used to submit a document currently locked back into the Document Repository. When you click this button, you will be presented with the **Document Submission Form** *[See Section 8]*. An important feature of the Kx is that the Document Submission Form is pre-populated with the Knowledge Junction as the destination Knowledge Junction. You may designate other Knowledge Junctions for this document to be associated with, but the Content Manager associated with this Knowledge Junction becomes its primary Content Manager.

Update Metadata

The Update Metadata button provides you the ability to change or modify the metadata fields attached to this document. For example, this feature is convenient when you want to add keywords to enhance the search function, when you want to improve the Comments (Abstract), change the title, or when you want to make this document available to other Destination Folders or Document Types.

Subscribe

The Subscribe feature allows you to receive email notification each time a change is made to this document. The notification cycle is set at 24 hours. A list of all documents you are currently subscribed to will show up in the **My Settings** area *[See Section 9 for more info]*.

You may also subscribe to any Knowledge Junction by clicking the "**Subscribe**" button on the KJ page *[See Section 7, Topic 3 for more info]*.

Add Similar

Occasionally you will find yourself submitting in multiple documents with the same or similar metadata. In other words, the author, keywords, comments, etc. are always the same. To facilitate the rapid loading of these documents, the Add Similar button allows you to submit additional documents that carry the same metadata fields as the original document.

4. Revision History

A Revision History is maintained for each document in the Kx Document Repository. You have two functionalities available for your use:

Content Information

Revision: 1
Title: Search Test 19
Last Submitted By: Joseph.A.Zimmerlin
Knowledge Junction Destination Folder: Knowledge and Content Management
Original Authors:
Keywords: test
Custom Abstract:
Access Control:
Status: RELEASED
Formats: Application/kmz
Discussion: Start a discussion
E-mail link:
Get HTML Version: HTML
Get Native File: joesworld.kmz (latest)

Update Version	Click here to update this content. First the content will be locked for editing to prevent other users from submitting any changes while you work. You will then be able to submit a new version of the content.
Update Metadata	Click here to update the content's metadata. Changes made here do not alter the actual content in any way.
Subscribe	Click here to subscribe to this content.

Revision History Delete All

Revision	Release Date	Expiration Date	Status	
1	3/17/2006 7:14 PM	3/17/2007 7:14 PM	RELEASED	Delete

Change Revision

Click this link to gain access to an earlier version of the document.

Delete

Click this link to delete any earlier version. Note that not all users are granted "Delete" privileges.

VII. Using a Knowledge Junction Web Site

1. General Purpose and Function of a Knowledge Junction

The concept of a Knowledge Junction is the cornerstone design principal of the Kx. A Knowledge Junction is a standard intranet web site combined with a special window that makes visible portions of the Document Repository. The visible portions are those documents that have been designated as being relevant to the users of that Knowledge Junction. The individuals who submitted in documents made this designation.

A Knowledge Junction is located at each node on the enterprise Site Map, and currently over 500 Knowledge Junctions exist. The volume of Knowledge Junction sites reflects the true enterprise nature of the AFMS intranet.

The top and bottom banners of each Knowledge Junction are standard and are present on all Knowledge Junctions. The middle portion is configurable by the respective Content Managers and varies in content and design from one Knowledge Junction to the next.

A Knowledge Junction focuses on a specific aspect of the enterprise site map and draws in all relevant documents to that node, such as policy documents, research papers, and presentations. It also draws in sources of tacit knowledge and know-how such as collaboration forums, expertise directories, and training modules. The extent of the material available at a given Knowledge Junction is dependent upon the effort put into the site by the Content Manager and the willingness of users to share their knowledge, documents, expertise, and know-how. The amount and type of knowledge available varies widely from one Knowledge Junction to the next.

2. Standard Top Menu Banner

Each Knowledge Junction displays the **Standard Top Menu Banner** *[See info in Section 3]* from the Kx Home Page for ease of navigation. All Knowledge Junction Pages also display the **Navigation Bar** *[Section 3, Topic 3]*.

User box

Your User Name will appear when you log in with the user box.

My Knowledge Junctions

In addition there is a "My Knowledge Junctions" button in the user box. This is a quick and easy way to access the Knowledge Junctions you have subscribed to:

3. Knowledge Junction Links

Every Knowledge Junction provides links to important functionality needed while you are working at a Knowledge Junction site. Note that the security model provides for several types of access. Any user accessing the Knowledge Junction from a Dot-Mil domain is able to see the Knowledge Junction and many of the documents in the Knowledge Junction. However, you must be logged in with an authenticated password in order to see restricted areas and documents available on this site.

Community

The Community link displays who the Content Manager and Sponsor are for that particular Knowledge Junction, as well as all the people subscribed to the Knowledge Junction. It also allows you to email any or all of these people.

Discuss

The Kx discussion forums allows you to share ideas, opinions, and information quickly and easily. Organized by threads in an easy-to-follow format, discussion forums are designed so you can quickly locate information, find other knowledgeable users and participate in conversations.

Add Document

This link is used to submit a document into the Document Repository. When you click this link, you will be presented with the **Kx Submission Form** *[More info See Section 8]*. An important feature of the Kx is that the Document Submission Form is pre-populated with this Knowledge Junction as the destination Knowledge Junction. You may designate other Knowledge Junctions for this document to be associated with, but the Content Manager associated with this Knowledge Junction becomes its primary Content Manager.

Subscribe to this KJ

If you are a frequent user of this Knowledge Junction and you want to be notified if the web site is updated or new documents are added to the KJ, you can subscribe to that KJ and you will be notified once daily by email whenever updates are made. At the subscription confirmation page, click "Back" to return to previous page. ***NOTE:*** *You can subscribe to as many Knowledge Junctions as desired. Each KJ you are subscribed to will appear as a shortcut in the "My Knowledge Junctions" area of the* User Box *[Section 7, Topic 2]. If you are already subscribed, this link will say "Unsubscribe."*

Contact Us / Feedback

The Kx staff is very interested in your positive and negative feedback on this site. For this reason, the Contact Us/Feedback link is available for use. Feedback automatically goes to both the Kx Customer Support team and the Primary Content Manager of the Knowledge Junction you are viewing. See Section 3, Topic 6 to learn more about providing feedback. ***NOTE:*** *Failure to provide a valid email address can prevent receipt of a response to your feedback request or comment. If you are logged in, this information will automatically be sent based on the information in your profile.*

4. Knowledge Junction Documents tray

Every Knowledge Junction carries the standard Document List on the left-hand side. This can be viewed by hovering over the link "Documents" on top of the left hand menu. This list contains multiple Document Types that perform searches of the Kx Document Repository and retrieve documents designated for this Knowledge Junction. Clicking on a Document Type brings up the Search Results screen populated with documents that satisfy the query (i.e. document type as determined by the link selected and only within the particular Knowledge Junction). Searches within these documents can be performed.

Documents are assigned to Document Types during the document submission process. A list of types is among the metadata choices presented to the person submitting in the document. A document can be assigned to more than one Document Type. Documents appear in order with the most recently submitted in on top, and can be sorted by clicking any of the underlined headings.

See Section 4 for more information about the **Search Results** screen.

See Section 8 for more information about the **Document Submission** form.

5. Web Content – Created for this KJ

The center portion of each Knowledge Junction Web Site is reserved for specific web content created and maintained by the Content Manager responsible for that site. Here is a sample custom menu that was created for a typical Knowledge Junction. The menu provides access and functionality to Web Content.

The main portion of the Knowledge Junction page is set aside for web content as would be placed on any typical web page. The custom menu controls the functionality and access to any additional pages of the web content.

The Kx provides the Content Manager with the ability to design and layout a Knowledge Junction web site. Please see the **Content Manager User Guide** for more information.

Both the custom menu and web content are created and maintained by the Content Manager responsible for your site. To communicate with the Content Manager responsible for your site, you may click on the Contact Us link in the upper right corner of the page.

6. Standard Bottom of Page Banner

FEEDBACK | PRIVACY

The Standard Bottom of Page Banner is present on all Kx pages. Follow the Feedback link in the lower left corner of the page to communicate comments or problems concerning the content of this site. You can also view the AFMS Security Privacy Statement.

VIII. Document Check-In Form

1. Kx Submission - General Information

The Document Submission Form is used to submit all documents into the Kx – Word, Excel, PowerPoint, HTML, graphics, video, etc., that will appear as content items in the **Knowledge Junction Documents tray** *[Section 7, Topic 4]*. The form displayed here is standard for all users. A separate submission form is available to content managers to submit web-viewable pages. [See **Web Content Created for this KJ**, Section 7, Topic 5.] These additional fields control the design and maintenance of the Web Content. [See Knowledge Junction - **Add Document**, Section 7, Topic 3.]

The Question Mark Icon [?] is placed beside each field name to help you use that field. Hovering over it provides a short description of the use and function of this field. Clicking the graphic links to the relevant section of this help manual.

The Document Submission Form is split into three tabs of data:

The Standard tab is the only tab that has required fields to submit your document.

There are only five required fields to submit a document, of which two have default values. The fields you will need to fill in are Title, File to Submit and Document Type. (The other two fields are owner, which you cannot change, and the Access Control pull down, which is set to by default allow access to Kx users or people with Dot-Mil access. The required fields have a red asterisk next to the name of the field.

See Topic 2 for more information.

The Advanced tab has fields to add different types of metadata that describe, identify and direct the use of this document.

Metadata remains attached to the document as long as it is held within the Kx Document Repository and is available to view and modify using the **Information Icon** link *[Section 4, Topic 2]*. The Information Icon is found on the **Search Results** screen *[Section 4]* as well as documents listed in the **My Settings** area *[Section 9]*.

Metadata is not carried with the document if it is downloaded to your PC. However, metadata is carried over from one document version to another, so if you check out a document and submit a new version, the Kx will automatically assign previously captured metadata to the new document by default.

See Topic 3 for more information.

The third tab is the **Knowledge Junction tab**.

See Topic 4 for more information.

2. Standard Information Tab

The standard tab is the only tab that has required fields to submit your document.

Access Control

The Document Access Control metadata field is your interface to the Kx Security Model and allows you to specify the security access level required for users to view, download, edit, delete, or otherwise administer this document.

Users can only enter the Kx in one of two ways: by "Logging In" with a valid Kx password or by utilizing a *.mil domain. Because the Kx is an intranet site, true public access to Kx documents is not allowed.

You are responsible for designating the type of access at the time the document is submitted. At a minimum, you have two universal choices on your drop down list. If you are listed as a Content Manager or a Peer Group Reviewer, your Knowledge Junction name(s) will also be listed in the drop down list. Notice that a given document can only have a single assignment: All-AFMS, *.mil, or a single Knowledge Junction name.

Dot-Mil: Available to any user with *.mil access

The "*.mil" option is the least restrictive of all choices and is the default selection. All users who access the Kx will be able to view and download this document. Specifically, the "*.mil" selection means that this document is available to all users who have entered the Kx through a "*.mil" network but have not necessarily formally logged on with a Kx password. Users from any "*.mil" network (i.e. military service network, DoD headquarters, etc.) can enter the Kx as a "*.mil" user. However, users that come from outside the "*.mil" network (i.e. commercial Internet Service Provider (ISP)) must always formally log in with a valid Kx password.

Note: Posting lists of personnel, email addresses, and duty phone numbers is permitted on the Kx, IAW AFI 33-129.

All-AFMS (Security Access)

The "All-AFMS" selection is a more restrictive form of access. Specifically, "All-AFMS" means that this document is available only to users who have logged in with a valid Kx password. "All-AFMS" users can view, download, change and delete (only those with certain privileges can delete) documents in both the "*.mil" and the "All-AFMS" categories. Use this designation for all documents that you wish to be accessed by users who are logged into the Kx.

Knowledge Junction Specific

Additional names may appear as Security Access options when you open the Security Access Control Drop Down list. These are the names of Knowledge Junctions for which you are a Content Manager or a designated Peer Group Reviewer. If you fit one of these categories, you have additional privileges that are designed to further restrict access to documents and to add an element of trust or credibility.

When you select a Knowledge Junction name from the drop down list you are specifying that only named Content Managers and Peer Group Reviewers for this Knowledge Junction have the ability to lock, edit, delete and otherwise administer this document. This does not affect the ability of users to view and download, but it does restrict their ability to lock, edit, and otherwise administer the document.

Title

*Title: [?] [   ]

The Title metadata field represents the title of the document as it resides within the Kx Document Repository. This name may differ from the original file name of the document as it resides on your PC. The Kx does not use the name of the document in your PC-based folder structure after you have submitted the document. For example, the Title is displayed on the Search Results page. The Kx uses only the Title field to identify the document.

File to Submit

*File to Check-in: [?] [   ] [Browse...]

The "File to Submit" field is the way you identify the target file as it resides on your PC. The Browse button next to the "File to Submit" data entry field opens the standard browser window and allows you to browse your PC for this file. The Kx then uploads the document from your PC when you complete this form. Once you submit the document, the target file name as it is displayed on your PC is no longer useful.

Document Type Field

The Document Type is an important metadata field because this field designates one or more standard Document Types that will display this document in the designated Knowledge Junction. All of these boxes correspond directly to the **Knowledge Junction Documents tray** *[Section 7, Topic 4]*. In practice, you are tagging the document with a search key that the Kx uses to locate all documents that fit into a certain category within a certain Knowledge Junction. You can also use this field to enhance your searches using the Advanced Search Function. You are encouraged to check all boxes that apply. The Kx allows multiple choices.

3. Advanced Information Tab

This tab has fields to add different types of metadata that describe, identify and direct the use of this document.

Release Date

The Release Date is the second of three key metadata date fields that record the life cycle of this document: Original Submitted date, Release Date, and Expiration Date. The Release Date is automatically pre-populated with Today's Date and indicates the time this version of the document was submitted. You

may override this date although the Kx Business Rules discourage this practice. The Original Submitted Date is not editable by the user and is the date the first version of this document was submitted.

To input the date, click on the calendar icon and select the date from the pop up.

Expiration Date

The document expiration process is designed to ensure that content on the Knowledge Exchange is relevant and up to date. Each item submitted to the Kx, whether it is a piece of content or something that makes up the web content pages, has an expiration date. The default is one year from the date the item was submitted but that can be modified at time of submittal. The Kx is programmed so the content owner (person who submitted it) receives a content expiration notice 20 days prior to expiration. If the content is one that makes up the web looking pages or has the KJ reviewed mark then starting 14 days prior to expiration notices are also sent to the content manager. If no action is taken by the content manager 7 days out notices are sent to the sponsor and Kx staff.

To input the date, click on the calendar icon and select the date from the pop up.

NOTE: *All notices continue daily except weekends, until either renewal or expiration occurs. Expired content "disappears" from the Kx, but is retained and can be retrieved by an administrator and renewed.*

Original Authors

The Original Authors field is a free form metadata field used to list those individuals who should be associated with this document as an author, in case the user submitting in the document into the Kx is not the author. This aids in searching for the document by associating names that are not otherwise used in the document itself. This optional field is limited to 255 characters, and so has a "character countdown" feature that displays remaining character space.

Keywords

The Keyword field is a free form metadata field used to list all words and phrases that are not otherwise used in the document itself, if desired. This aids in searching for the document. This optional field is limited to 255 characters, and so has a "character countdown" feature that displays remaining character space. (Use a space to separate keywords instead of commas.)

Custom Abstract

The Custom Abstract is a free form metadata field. It is used by the Kx to display the document Abstract on the **Search Results** page *[Section 4]*. This optional field also has a "character countdown" feature that displays remaining character space. If it is blank, the Kx provides a machine generated Abstract in the Search Results page by "grabbing" the first 255 characters in the document. (An abstract may NOT be automatically created by the Kx for documents with no text. e.g., image files, mdb, etc.)

4. Knowledge Junction Information Tab

The Knowledge Junction tab is where you can select which Knowledge Junction "Destination Folders" you want your document to be placed in.

The Destination Folder metadata field provides you with the tool to designate one or more Knowledge Junction for this document. Although the Kx actually stores a single copy of this document, you can cause it to virtually appear under many Knowledge Junctions.

The Destination Folder Selector tool utilizes the identical navigation mechanism as is used throughout the Kx on the **Navigation Bar** [Section 3, Topic 3]. A top-level view of the Knowledge Junction Taxonomy structure is shown here with the Headquarters View expanded. The Knowledge Junction where you clicked **Add Document** [Section 7, Topic 3] is selected by default.

The functionality of the Destination Folder Selector is simple. Views are organized in a hierarchical manner. If a specific Knowledge Junction contains additional nodes lower in the hierarchy, the Folder Selector can expand to include these lower nodes. This is accomplished by clicking on a " 📁 " Folder icon. The folder icon indicates that sub-Knowledge Junctions exist.

To select a Knowledge Junction, click the folder names in the hierarchy until you locate your Knowledge Junction and then check the adjoining box. A given Knowledge Junction may appear in multiple places within the hierarchy or on more than one view. This is to facilitate navigation and does not necessarily represent the formal organization.

You may check as many Knowledge Junctions as are appropriate for this document.

When you enter the Document Submission form, see **Add Document** *[Section 7, Topic 3]*, the Kx automatically expands the hierarchy and checks the appropriate Knowledge Junction. You may add additional Knowledge Junctions as appropriate.

5. Fields Reserved for use by Content Managers

If you are a Content Manager, your Document Submission Form will display additional metadata fields. These are used to manage documents involved with a Knowledge Junction web site.

6. Document Submission Function Buttons
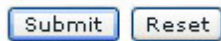
After you have completed all metadata fields, you upload your document and formally enter it into the Kx by clicking the Submit Button located on the lower portion of the Document Submission Form.
Other function buttons are as follows:

- **Submit** - Confirms the Submit request
- **Reset** – Clears all metadata fields

IX. My Settings Screen

The My Settings screen is the place you go to modify system behavior and adjust your personal information. Five primary functionalities are located on the initial My Settings Screen. Clicking on each of these functionalities initiates a secondary screen.

User Profile For marc.saliba

Name:	Marc.Saliba Contractor SGRK
Email:	marc.saliba@evolvent.com
Organization:	HQ AFMSA
Office Symbol:	SGRS
Title:	Web Developer
Grade:	Contractor
Phone:	(703) 399-2309
Base:	N/A
Corps:	Other

Edit My Profile
Update user profile information such as password, email address, email format preference, etc.

My Locked Documents
Lists all documents currently locked for editing by you. Other users cannot edit this content until you either submit your new revision after editing, or until you unlock the document by selecting "Unlock"

My Subscriptions
View your document and Knowledge Junction subscriptions and unsubscribe if desired.

1. Edit Profile

Edit My Profile

The "Edit Profile" screen lets you edit your Kx profile information or change your password.

You are notified immediately via a pop-up dialog box to validate your email address in your profile. You are taken to the edit profile page where you can edit your basic user information and change your password, if desired. Click save when done to save your new information.

2. My Locked Documents

The "My Locked Documents" button lists those documents you currently have locked out into your personal workspace. This screen gives you the opportunity to see all documents for which you are currently responsible. No other user can lock or modify the Kx version of these documents as long as you maintain them in the "Locked" status. This screen allows you to perform three actions with this document:

- Press the Information Icon to see the standard **Document Information Screen** *[See Section 6 for more info]*. This button screen allows you to review the metadata fields, see previous revisions of the document and remove (Un-Do) the Locked status.

- Submit this document back into the Kx by bringing up the standard **Document Submission Form**.

- Unlock content

3. Subscriptions
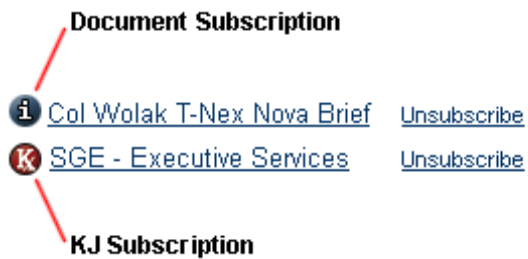
The Document Subscribe feature allows you to receive email notification once daily if a change is made to a document. This implies that some user within the Kx locked the document, modified it, and submitted it back into the Kx.

You can also subscribe to a Knowledge Junction. If you subscribe to a Knowledge Junction you are sent email notifications if any of the documents associated with that KJ are updated as well as being informed when any of the web pages that in that KJ are updated.

The forums feature has a separate subscription setting that allows you to set a subscription preference for how often you want to receive the notice.

When you click on Subscriptions, you will see a box containing all of the documents or KJs you are currently subscribed to. You are able to do the following for each document or KJ:

- Unsubscribe to (turn off) the subscription notification for this document or KJ.

- For a document, Obtain Content Item Information provided on the **Document Information Screen** *[Section 6]* by clicking on the Document Info icon.

- For a Knowledge Junction, navigate to the home page of that Knowledge Junction by clicking on the KJ icon.

4. Saved Searches

A useful feature of the Kx search engine is the ability to save a search for reuse at a later time. This is particularly useful when using the **Advanced Search** feature *[See Section 5 for more info]* that may require extra time to carefully design a customized search.

To save a search, create your search using the **Search Box** *[Section 3, Topic 5]* or the **Advanced Search** page *[Section 5]*, and then submit the search. On the **Search Results** page *[Section 4]*, the first tab "Search Results" lists the documents found. Right above the first document, it lists how many documents were found, and a link labeled "Save".
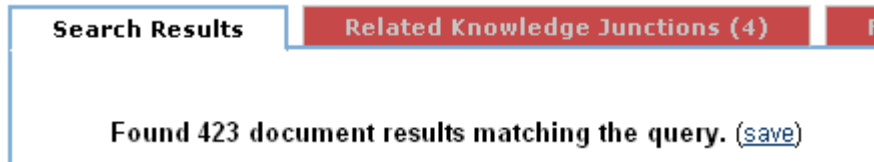
If you click the "Save" link, you will get a dialogue box asking what would you like to label the search.
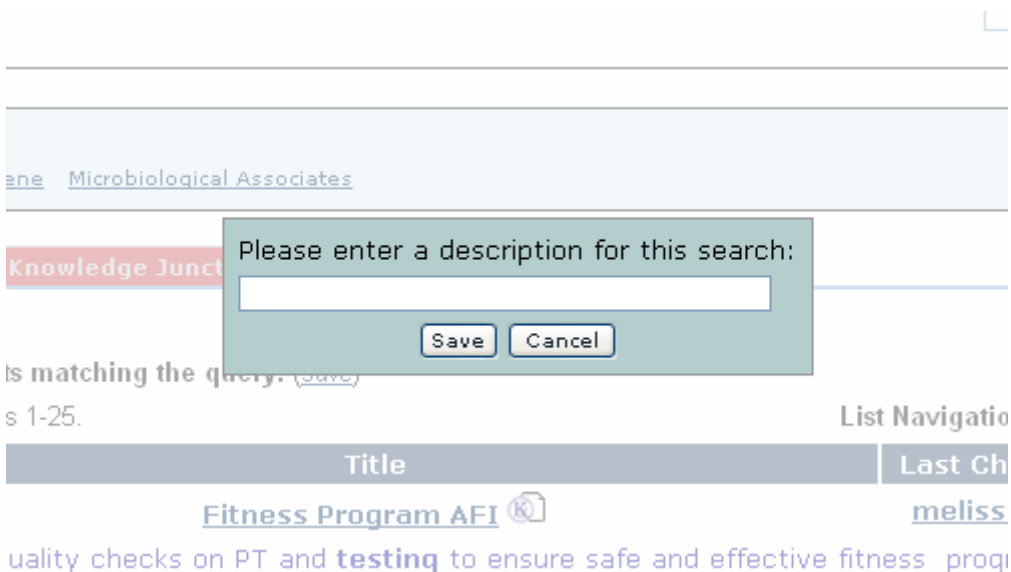
After typing in a label, click save.

The My Settings screen lists those searches that you have saved and provides you with the ability to reuse these searches. To execute a search, simply click on the desired choice. The standard **Search Results Screen** *[See Section 4 for more info]* will appear with the results of your search.

User Profile For jaime.g.martin

          Name: Jaime.G.Martin Contractor SGRK
          Email: jaime.martin@pentagon.af.mil
  Organization: AFMSA
Office Symbol: SGRK
          Title: Web Developer
         Grade: Contractor
        Phone: 703-681-6511
          Base: AF District of Washington
         Corps: Other

Edit My Profile
Update user profile information such as password, email address, email format preference, etc.

My Checked Out Documents
Lists all documents currently checked out (locked for editing) by you. Other users cannot edit this content until you either check in your new revision after editing, or until you "unlock" the document by selecting "Undo Checkout"

My Subscriptions
View your document and Knowledge Junction subscriptions and unsubscribe if desired.

Saved Searches ——————————— **Saved Searches**

Test Search   Delete

X. Kx Forums

1. Forums Overview

Knowledge Exchange Forums allow Kx users to share ideas, opinions, and information quickly and easily. Organized by threads in an easy-to-follow format, discussion forums are designed so you can quickly locate information, find other knowledgeable users and participate in conversations.

Forum content is structured as follows:

- Forum-Categories – there are three categories of forums in Kx Forums:

    1. Knowledge Junctions (discussions specific to a Knowledge Junction)

    2. Document Discussions (discussions related to a specific Kx document)

    3. General Discussions (discussions outside the context of a Knowledge Junction)

- Forums – are the areas where individual discussions take place as a listing of threads.

- Threads – are the discussions that consist of one or more messages displayed as a list, or in a tree structure of messages and their replies.

- Messages – are the individual discussion posts made by members.

- Replies – posts in response to other messages; organized in a flat or threaded mode.

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AFMS Knowledge Exchange Help Documentation

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- Messages – are the individual discussion posts made by members.

- Replies – posts in response to other messages; organized in a flat or threaded mode.

2. Register for Kx Forums

Your Kx login credentials get you full access to the forums. You can view forums without logging in but will not be able to post a topic or reply until logged in. To apply for Kx membership go to **https://kx.afms.mil**, click "Join Now" in the left column, select the appropriate membership form, fill it in and press save.

3. Logging In

Logging in to the Kx also logs you into Kx Forums (and vice versa). Just click the Login link in the middle of the top navigation bar on the Kx. (Note that if you use the "remember my login" feature on the login, you no longer have to input your Kx username and password each time you browse to the Kx, assuming you are using the same PC). Once you are logged in, you can enter Kx Forums by either clicking the "Kx Forums" link on the left nav of the Kx home page, OR clicking the "Discuss" link on the top right of any Knowledge Junction.

HOME | SITEMAP | MY PROJECTS | JOIN LOGIN HELP

Login link is in the top bar of any Kx page.

To access forums from a Knowledge Junction, click on the Discuss link in the **Knowledge Junction links** [*See Section 7, Topic 3*].

4. How do I use Forums?

If you are not logged in you can view forums from a dot-mil domain, but cannot post a topic/reply until you are logged in.

Upon entering the forums for a particular KJ you are taken to the screen below, which gives you access to all the functions you can perform for the particular KJ Forum you have entered. In the case below there are already two message threads started as well as a poll.

Forum Path

The Path allows you to see how you navigated to the forum and allows you to go back to any location in that path by merely clicking one of the links on the path.

Profile

Welcome, Jaime.G.Martin

The Profile takes you to your profile screen to view information in your profile. See Topic 5a for more details.

Help

Allows you access to the help screens and to print a copy of this guide. It is located to the right of your user name.

Control Panel

☑ Your Control Panel

Your control panel allows you to view profile information, and set general and subscription preferences. See Topic 5b for more details.

Post a New Thread

Click the "Post New Thread" link to retrieve the screen pictured below, which allows you to post an entirely new thread. A description of each field is provided below the diagram.

AFMS Knowledge Exchange Forums ›› Knowledge Junctions ›› Nurse Corps Force Management

Welcome, Jaime.G.Martin
☑ Your Control Panel

Post Message: New Thread

Type your message using the form below. When finished, you can optionally preview your post by clicking on the "Preview" button. Otherwise, click the "Post Message" button to submit your message immediately.

Subject: _____

Message: **B** *I* U | 拝 拝 T₂ ⌀ | 😊 ✓

[Preview] [Attach Files] [Post Message] [Cancel]

- Subject – Enter the subject of your new post

- Message – Enter the body of your post. Note that you can add hyperlinks to your post by simply pasting (or typing) a valid URL into the text of your message. Using the icons at the top of the message box you can customize your content to do the following:

B	- bold your text
I	- italicize your text
U	- underline your text
	- decrease indent
	- increase indent
T	- change font color
	- remove formatting
	- insert web link
	- add emoticons
ABC	- spell check

- Preview – use to preview your entry before finalizing

- Post Message – posts your topic to the forum and automatically subscribes you to that posting.

- Cancel – allows you to cancel out of creating a post

Post Announcement

Post Announcement

An announcement allows you to submit an entry which can be set for a specified period of time. By default an announcement becomes active immediately unless you specify otherwise. Click the icon or the wording to retrieve a screen which allows you to post an entirely new announcement in the forums area for the particular KJ forum you have entered. The screen below allows you to post your thread and a description of each field is provided below the diagram.

AFMS Knowledge Exchange Forums » Knowledge Junctions » Nurse Corps Force Management

Welcome, Jaime.G.Martin
Your Control Panel

**Post Announcement**

Use the form below to post a new announcement. Use the date fields to specify when the announcement will become active and expire. By default an announcement will become active immediately.

Create in: Forum: Nurse Corps Force Management
Subject: [_____]
Body: [_____]

Active Date: ⦿ Make announcement active now
              ○ Make announcement active on a specific day: [_____] [📅▼] (MM/dd/yyyy)

Expires: ⦿ Announcement never expires or will be expired later
              ○ Expire in a specific number of days after becoming active: [____]
              ○ Expire the announcement on a specific day: [_____] [📅▼] (MM/dd/yyyy)

[Post Announcement] [Cancel]

- Create in – provides a link back to the main forms page for the KJ you are in

- Subject – enter the subject of your new announcement

- Body – enter the body of your announcement. **NOTE:** You do not have the same formatting features as you do when posting a new thread.

- Activate Date – default is for the announcement to take effect immediately. You can enter a later date for it to take effect by entering the information in the block indicated or by clicking the calendar icon (📅▼) and selecting a date. **NOTE:** Be sure to enter the date in the block using the (MM/DD/YYYY) format as indicated on the screen.

- Expires – you have three choices for expiration: 1) never expires or will be expired later, 2) expires in a certain number of days after becoming active, and 3) expire the announcement on a specific date. Be sure to enter the appropriate information in the blocks indicated for the option you select.

- Post Announcement – posts the announcement to the forum and will be available according to the rules you established when creating it

- Cancel - allows you to cancel out of creating an announcement

Create Poll

A poll should only be used for informal use. *AFMS staff with a valid need for "real" survey data should use* **AFMS Survey Web** *and comply with the Air Force Personnel Survey Program (***AFI 36-2601***).*

Click the icon or wording to retrieve a screen which allows you to post a poll in the particular KJ forum you have entered. The screen below allows you to post your poll and a description of each field is provided below the diagram.
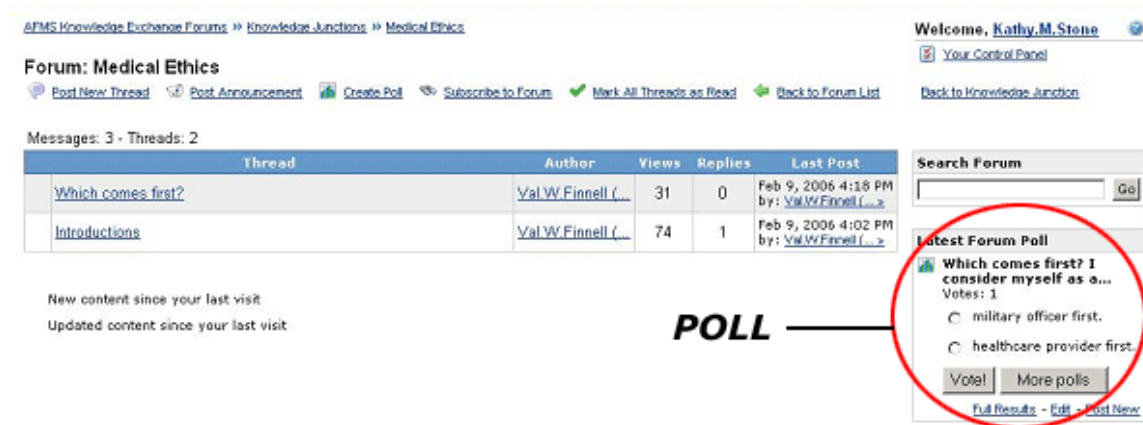

- Create in – provides a link back to the main forms page for the KJ you are in

- Polls – enter title of the poll you are creating

- Poll Description – enter a description of the poll

- Activate Date – default is for poll to become active immediately. You can enter a later date for it to become active by entering the information in the block indicated or by clicking the calendar icon (⊞▾) and selecting a date. **NOTE:** Be sure to enter the date in the block using the (MM/DD/YYYY) format as indicated on the screen.

- Expires – you have three choices for expiration: 1) never expires or will be expired later, 2) expires in a certain number of days after becoming active, and 3) expire the announcement on a specific date. Be sure to enter the appropriate information in the blocks indicated for the option you select.

- Poll Options – by default you get two fields to enter for answers that users would choose from. If you click "Add Option" it will enter a new blank block for you to enter information in. **NOTE:** You can delete any extra options you entered but cannot delete options 1 and 2 by clicking the "Delete" link to the right of the option.

- Create Poll – click this to post your poll on the KJ

- Cancel - allows you to cancel out of creating a poll

Once your poll is created it will be reflected on the front of your KJ Forums page in the lower right corner as indicated on the screen below.

From this poll you have options to view the results, edit this poll if you are the originator, or post a new poll.

Subscribe to Forum

🐾 Subscribe Forum

If you are subscribed to a Knowledge Junction, then your subscription is imported into the corresponding Knowledge Junction Forum. In addition, if you post a new thread or reply to a thread, you are automatically subscribed to that thread. If you are already subscribed, you will see the following:

You are subscribed to this forum. To remove this subscription, click "Unsubscribe Forum" below. Subscription Options

Post New Thread   Post Announcement   Create Poll   Unsubscribe Forum   Back to Forum List   Back to Knowledge Junction

To Unsubscribe merely click the "Unsubscribe Forum" link.

"Subscription Options" allows you to manage your subscriptions for forums. See Topic 6 for more details.

Mark all threads as read

Mark All Threads as Read

Click this to mark all threads in a forum as read. When you initially enter a forum indicators reflect whether it is a new post or one that has been updated since your last visit. Marking all of them as read negates these notices for those already on file. Additionally, the link to mark all threads as read disappears once you click the link and will reappear when there are new postings.

New content since your last visit
Updated content since your last visit

Back to Forum List

Back to Forum List

Click this link to return to a list of all KJs that have forums as shown below. An explanation of each area on the page is provided below.

AFMS Knowledge Exchange Help Documentation

- New content since your last visit

- Search - there are two methods of searching. You can search All Forums by putting a phrase/keyword in the search block and click "Go" or you can do an advanced search to narrow down your options by clicking the "Search" link to the left of the search block. See Topic 4m for more details on Search functions.

- On-line users – this lets you know how many people are accessing the forum as a guest (Dot-Mil browsing) or user (logged in Kx member). Click "More info…" to get specific information on the Kx users who are currently browsing forums.

- Forum Information – the tables provide you information in two categories: 1) Discussions specific to a KJ and 2) Discussions specific to a document checked in to the Kx. Click the KJ title to access the forms for that particular KJ. This section provides you information on how many times the forum has been viewed, how may threads/messages are posted, notes information on the most recent post, and provides a link to it.

- Announcements – identifies any Kx wide announcements that have been posted and allows you to post an announcement, if necessary.

- Popular Forums – identifies forums that get a lot of posts in a given period, relative to the other forums on the site.

- RSS (Really Simple Syndication) – a publishing mechanism which exposes forums content in a format which can be consumed by an RSS-aware tool, and displayed in some other context (not displayed through the usual web application). Below is a screen shot of the expected result you will receive when you click the RSS icon ( ). **NOTE:** RSS is an add on feature for power users

and can be ignored in most cases.

```xml
<?xml version="1.0" encoding="ISO-8859-1" ?>
<rss version="2.0" xmlns:jf="http://www.jivesoftware.com/xmlns/jiveforums/rss">
 <channel>
<title>AFMS Knowledge Exchange Forums: Forum Announcements - Knowledge and
Content Management</title>
<link>https://forums.afms.mil/jive4</link>
<description>List of announcements</description>
<language>en</language>
<generator>Jive Forums Enterprise 4.2.1 (www.jivesoftware.com)</generator>
<pubDate>Fri, 03 Mar 2006 11:40:07 -0600</pubDate>
</channel>
</rss>
```

Back to Knowledge Junction

⬆ Back to Knowledge Junction

Click this link to return to the Knowledge Junction for the forum you are in.

Message/Threads

This provides detailed information for the forum itself. It tells you how many messages there are, how many threads there are, who the author is for each thread, how many have viewed it, the number of replies, and information on the person who posted it, and a link to the last posting for each.

Messages: 3 - Threads: 2

	Thread	Author	Views	Replies	Last Post
⊝	Which comes first?	Val W Finnell (...	42	0	Feb 9, 2006 4:18 PM by: Val W Finnell (... »
⊝	Introductions	Val W Finnell (...	91	1	Feb 9, 2006 4:02 PM by: Val W Finnell (... »

Click a thread link and you are taken to a screen that details the thread. Specifics about each area are detailed below

- Thread Title – reflects title of thread.

- Reply to this thread – click this link to post a reply to the thread you selected. A screen appears which allows you to post your reply and the functionality is similar to that described in the **Post a new Thread topic** *[Section 10, Topic 4e]*.

- Search Forum - there are two methods of searching. You can search All Forums by putting a phrase/keyword in the search block and click "Go" or you can do an advanced search to narrow down your options by clicking the "Search" link to the left of the search block. See the Search Forums Topic [Topic 4m] for more details on Search functions.

- Subscribe to this thread - if you are subscribed to the KJ for the forum you accessed, then you are automatically subscribed to the forum also. If you post a topic or reply you are also automatically subscribed. Alternately, click this link to subscribe to just this thread (not the whole forum). Once you subscribe the screen changes slightly – it will show a link to Unsubscribe and also a link to access your subscription options.

- Back to Threads List - click this link to return to a list of all the threads for the particular forum you have entered.

- Back to Knowledge Junction - click this link to return to the Knowledge Junction for the forum you are in.

- Replies – identifies how many replies and pages there are to the posting.

- Username of Author – click this link to view profile information on the user that posted this thread See Topic 5a for more info.

- Body of Thread – provides a view of the body of the initial thread.

- Reply - click this link to post a reply to the thread you selected. A screen appears which allows you to post your reply and the functionality is similar to that described in the **Post a new Thread topic** *[Section 10, Topic 4e]*.

- Back to Thread List – takes you back one level to view all threads for this KJ forum.

- Next/Previous – view all threads/replies one at a time by clicking "Previous or Next."

Search Forums

Allows you to search for content within the particular forum you are in. Enter a keyword or phrase and you get the screen below which provides a way to do an advanced search to refine your search and perhaps expand it to another forum area. A description of each field is provided below.

- Search Forum Content – refine your search, as necessary

  - Search terms – enter new search keywords/phrases or click Search Tips to get help on how to enter your terms

  - Category or Forum – select a new forum to search in. NOTE: You can search a new KJ forum or search the General Discussions area.

  - Date Range – select from the pick list to narrow down the dates for your search

  - Username or User ID – if you know the username/User ID of the person who entered the topic/reply, enter it here. Leave blank to search all users.

  - Results per page – select a desired number to search results to show on one page

- Search Results – lists all those items meeting your search criteria.

  - Sort by – you can sort by Relevance or Date

- Results list – a list of items meeting your search criteria will be displayed and sorted by your criteria. **NOTE:** Wording used in your search is highlighted in yellow and font is bolded making it easier to see what actually met your criteria.

NOTE: Don't forget that instead of searching just Forum content, you can always search the entire Kx by entering your search term at the top right of your browser. A Kx search will return relevant documents and Knowledge Junctions in addition to Forums discussions

Latest Forum Poll

Provides access to the latest forum poll for the forum area you are in. You can select an entry and click "Vote" or click "More polls" to see all polls available in this forum area. You can also view the full current results, edit the poll if you are the creator, and post a new poll.

How do I view my or another user's profile

You can view your profile by clicking on your username on the top right of every forums page. You can view another user's profile by clicking on their name from a **thread or message** [Topic 4l].

Available links when viewing <u>YOUR</u> profile:

Edit Your Settings – takes you to the Control Panel to change your settings. See Topic 5b for more details.

- Edit Your Profile – allows you to edit your Kx profile

- Your Public Profile – takes you back to this page. Note that this is not truly a "public" profile – a "dot-mil accessible" profile would be more accurate

- Forum Subscriptions – allows you to manage or delete your subscriptions. Subscriptions allow you to receive email about updated categories, forums, threads or users. See Topic 6 for more details.

- Kx Subscriptions – takes you to a listing of the Knowledge Junctions (KJs) you are subscribed to and provides the option to unsubscribe. Note that subscribing to a Knowledge Junction provides a default subscription to that Knowledge Junction's Forum. However, if you wanted to, you could subscribe to a Knowledge Junction and unsubscribe to its Forum.

Available link when viewing another user's profile:

- Watch this user – subscribe to all posts by this user

How do I edit my settings?

To change your settings click "Control Panel" at the top right of every Forums page. You will see the Control Panel screen shown below. Each item is described in detail below the figure.

AFMS Knowledge Exchange Help Documentation

- Edit Your Settings – takes you back to this page

- Update Your Profile – allows you to edit your Kx profile

- Your Public Profile – same as **Profile link** [Topic 4b]

- Forum Subscriptions – allows you to manage or delete your subscriptions. Subscriptions allow you to receive email about updated categories, forums, threads or users. For your convenience, subscriptions on content that hasn't been updated for more than 90 days will be automatically removed from your list. See Topic 6 for more details.

- Kx Subscriptions – takes you to a listing of the Knowledge Junctions (KJs) you are subscribed to and provides the option to unsubscribe. Note that subscribing to a Knowledge Junction provides a default subscription to that Knowledge Junction's Forum. However, if you wanted to, you could subscribe to a Knowledge Junction and unsubscribe to its Forum.

- Profile – allows you to view the profile information on file in your Kx profile

- General Settings

  - Threads per Forum page – you can set how many threads you want to appear on a forum page (10, 15, 25, or 50)

  - Messages per Thread page – you can set how many messages you want to view on a thread page (10, 15, 25, or 50)

  - Time Zone – select the time zone you are currently in

- Subscription Preferences

  - Always subscribe to threads I create – allows you to turn off the feature to always be subscribed to threads you create

  - Always subscribe to threads I reply to – allows you to turn off the feature to always be subscribed to threads you reply to

  - Send subscription emails – set how often you receive a forums subscription email notice (immediately, once per day, every other day, or once per week). **NOTE:** These subscriptions are not the same as the KJ subscription which goes out once daily when there is a change.

- Save – click to save any edits you made to your forums settings

6. Subscriptions

Subscriptions allow you to receive an automatic email notice whenever something new is posted to a forum you are subscribed to. There are two areas of subscriptions forums discussed here and KJ subscriptions.

Any link to Forums Subscriptions will allow you to modify several settings. Forum subscriptions are, by default, deleted after 90 days of inactivity on the subscribed forum/thread. This helps prevent users from accumulating thousands of subscriptions to threads which have long since died out, thereby cluttering the database and slowing down processing of subscriptions being sent out.

The figure below shows the forums subscription screen and detailed information about each item on the screen is provided below.

- Edit Your Settings – allows you to **edit your Forums settings** *[Topic 5b]*

- Edit Your Profile – allows you to edit your Kx profile

- Your Public Profile – same as **Profile link** *[Topic 4b]*

- Forum Subscriptions – returns you to this page

- Kx Subscriptions – takes you to a listing of the Knowledge Junctions (KJs) you are subscribed to and provides the option to unsubscribe. Note that subscribing to a Knowledge Junction provides a default subscription to that Knowledge Junction's Forum. However, if you wanted to, you could subscribe to a Knowledge Junction and unsubscribe to its Forum.

- Your email address – provides a display of the address on file for you which is where all subscriptions email notices will be sent to you. To change this email address, click on Edit Your Profile

- Subscribed Categories – disregard this entry

- Subscribed Forums – shows the forums you are subscribed to

- Subscribed Threads – shows the threads you are subscribed to, or threads that you created or posted a reply to.

- Subscribed Users – shows individual users you have subscribed to. To subscribe to a user, just click the author's username on any thread to view the user's profile. From their profile screen, click "Watch This User" at the top of the screen to subscribe to all of their posts.

For each forum or thread, you have the option to "Save or Delete". The "Save" checkbox prevents subscription threads from being deleted automatically after the 90 day point of inactivity. The "Delete" check box removes a subscription from the system manually.