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The APHEO Website is designed with a variety of users in mind. There is broader content available to members and more limited content available to non-members. The content for **public access** includes useful material, such as general information about APHEO, information on core indicators, meeting minutes, conferences and workshop details, and limited resources found under the ‘Knowledge Base.’ The content for **members** includes all of the above, as well contact information for members, the ability to participate in forums and workgroups, and more resources found under ‘Knowledge Base’. Workgroups are able to share work on draft documents together until they are ready to make them accessible to other members or the public at large. To be a member, you must join APHEO.

How to Register/Join APHEO

Association of Public Health Epidemiologists in Ontario is an organization of approximately 100 full members who practice epidemiology in Ontario's public health units, as well as more than 200 affiliate members. APHEO’s first meeting was in 1991. In 1997, the association was expanded to include affiliate members - those who have an interest in epidemiology and who may work for other health agencies. The group meets quarterly to discuss matters related to public health epidemiology. Fees are $80.00 for members and $50.00 for affiliates. Renewals are required at the beginning of each calendar year.

Specific information for **New Members** and **Existing or Returning Members** is found under ‘Membership Information’ page, where you can easily register.
How to Login

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Once a member, there are a variety of ways to login to the site, including the Member Login button (circled in red) in the top right or by clicking on ‘Login’ under the Membership menu.
In addition, to make it even easier, Member Login is available as soon as you navigate to the site on the homepage, as is a button to Join APHEO, which takes you directly to the registration page.

Menu Tabs at the Top of the Site

Whether a member who has logged in or not, the menus at the top of the homepage have the same titles (i.e., Home, About, Membership, Events, Core Indicators and Knowledge Base).

Home

The Home menu shows the following:
About

The About menu contains a number of important resources. Most of the items in the drop-down menu are self-explanatory. Documents may be the exception with a link to the APHEO Constitution as well as Quick Links on the right to many other documents.

What is APHEO

- Describes APHEO and presents APHEO’s Mission

History of APHEO

- Lists Highlights by Year in chronological order
- Lists aPHa Distinguished Service Award Recipients
- Provides link to Past Executive Committees

Executive Committee

- Lists current APHEO Executive positions and holders with links to email directly
- Quick Links to Past Executive Committee, Executive Position Descriptions and Meeting Minutes

Documents

- Link to the APHEO Constitution as well as Quick Links on the right to many other documents:
  - Strategic Plans
  - Member Engagement Surveys
  - Annual Reports
  - Policies and Procedures
  - Documents and Forms
  - Policies for Member Review
  - Official Correspondence

Award of Excellence

- Lists recipients of the Terry Delmore Award of Excellence
Jobs
- Lists current jobs available in fields related to epidemiology
- Contains built in form fields for Posting a Job online

Contact
- Contains built in form fields for contacting APHEO.

Membership
[Back]
From the Homepage, differences are found for members and non-members under the ‘Membership’ menu. Under Membership, non-members or members who have not yet logged in see the following:
After login, members see a different menu:
Membership Information

- Describes how to Join APHEO with New and Existing or Returning Memberships
- Membership Fees and Policy
- Refund Policy

Policies and Disclaimers

- Membership Fees and Policy
- Refund Policy

Member Directory

- Here is where the names and contact information for all members reside. The letters across the top allow for quick search to people with a last name starting with that letter and a search engine allows for a direct search for members on any field. (For privacy, no members are actually shown in this user guide. The format includes full name [first and Last], APHEO Membership number, Membership status, Place of Employment/Student as well as phone, fax, email and relevant website.)
- From here, you can click on your own name, which takes you to a page where you can modify your details and even add a photo for an avatar, as well as choose whether or not you want confirmation sent to your email when adding or replying to a forum post. Furthermore, you can view your payment history. If you click on any other member’s name you will see their full profile, which includes a few additional fields, without the ability to make changes to it.
The Document Library contains a long list of documents taking up multiple pages. Adding to the document library is done within workgroups, which is covered in the next section.

It is not logical to flip through all of the pages in the library looking for a document that you would like to retrieve. Therefore, it is important to use the **Sort** and **Search** functions.

**How to sort:** Sorting the documents is possible by clicking on the up/down arrows (representing A-Z and Z-A sorting order respectively), next to each of the column headings (Document Name, Type, Description, Categories, Status and Uploaded by), as well as by using the ‘Sort by Date Uploaded’ button at the top of the page.
How to search: A search engine has been included at the top of the page, which searches on all fields shown. It simply looks for the best match of characters anywhere. For example, if you type in the word ‘core’ the total number of pages with relevant items drop from 150 to 39.
... and if you include ‘2010’ in the search criteria, only 6 relevant pages remain.

Notice how the search is pulling from all fields wherever the search entries are found. For example, in the first document listed – ‘2010’ from the document name and ‘core’ and ‘infectious’ from the categories assigned to that document. For example, in the second document listed – ‘2010’ from the categories and ‘core’ and ‘infectious’ from the document name.

... and, if you add ‘infectious’ to the search criteria, everything fits on one page.
Workgroups

- Workgroups show a list of the workgroups that you personally belong to under the ‘My Workgroups’ tab and a list of all other APHEO workgroups under the ‘Other Workgroups’ tab.

How to join a workgroup:

As an example... How to join the CI Child and Adolescent Health Workgroup

Step 1. Log into APHEO

Step 2: Go to Membership-Workgroups, you will see your workgroups and other workgroup. If you haven’t joined the CI Child and Adolescent Health Subgroup, click Other Workgroups, and then click Join Once you find the CI Child and Adolescent Health Subgroup.

Since I have joined already, this work group does not appear on the list, but the process would be the same if, for example, you were going to join ‘BORN Public Health’ Workgroup.
Note, however, that you should not just join any workgroup. There should be a reason why you are joining the group and you should likely have had a discussion with the group or be involved with the group beforehand and instructed to join.

Step 3: Once you have clicked on ‘Join’, the workgroup moves into the list of ‘My Workgroups’ and remains there with the word ‘Pending.’ The group administrators (the group chair and all the sub-subgroup leaders) will then receive and accept your request.
If you try to open a workgroup that is ‘Pending’ membership approval, you will see the following message:

Once your request is accepted, you will see ‘Pending’ changes to ‘Active’ for that workgroup.
What level of access does a working group member have?

A working group member has the following functions:

- Create new documents (can either upload from your computer or create from scratch)
- Download an existing document by clicking the title of the document
- Edit existing document information including title, description, category by clicking the “Edit Document Meta Data” link under the document title
- Edit the content of an existing document by clicking the pencil icon next to the word ‘Publish’ for any particular document.

Note:

- A group member can create/add a new document but the document can only be viewed by the members of his/her group. (The administrator can publish the document so that it can be seen by the group members/all APHEO members/general public)
- When adding/editing a document, in addition to inputting the Document Title, it is recommended to add information under Description and Category. These are searchable fields. By adding these items, the document becomes more easily searchable by users. Category should be selected from the existing list and more than one category can be selected

A typical Workgroup view shows the following:
The forums listed below and shown in the figure above are available for all members to subscribe to. Currently available Forums include:

- **APHEOlist Analysis Tools & Methods**
  Where statistical methods, qualitative methods, databases, queries, syntax & code are discussed

- **APHEOlist Announcements**
  Where APHEO announcements, calls for working groups, conference/event news and job postings are posted

- **APHEOlist Off-Topic**
  Where anything goes! (e.g., Retirement or birth or puppy announcements, jokes, etc)

- **APHEOlist Publications & Releases**
  Where report releases, data summaries, journal articles, conference/webinar presentations, online tools are promoted

- **APHEOlist Planning & Evaluation**
  Where project & performance management, quality improvement, knowledge translation & exchange

There is an option to ‘Un-Subscribe’ to each if you would not like to be subscribed to a particular forum. This page also shows that there are ‘unread’ postings in all of these forums at this point.

Depending on member involvement in other APHEO workgroups, other listservs may be listed in the forums section of the APHEO website (e.g., RRFSS, Website Committee etc)
Interacting with a Forum:

As an example, if you select the APHEOlist Announcements forum a new page opens.

Here you can choose which ‘subject’ you wish to follow. If you are not interested in a particular subject then you can easily click on the ‘Un-Subscribe’ button to stop receiving messages. Also, you can see where there are specific ‘unread’ postings. In addition, there are three buttons at the top of the page to help with some big tasks: you can quickly clear all the ‘Unread’ indicators by clicking on ‘Read All’, you can ‘Un-Subscribe’ to the forum as a whole, and you can start a ‘New Thread.’ As well, there are sorting options at the top of each column and the ability to search for any term.

One reason you may want to choose ‘Read All’ is if you receive all messages in your regular email, which you can select in your membership profile, as described above.
Let’s look at a sample thread. Here is a view of the initial posting, and notice you can also click on ‘Reply’ or ‘Un-Subscribe’ right at the top of this thread.

… if you scroll down the page you can see replies to the additional posting, in this case by the member who originally made this posting.
... and further down you can add our own reply and post it.

When you go back this posting no longer shows that there are unread messages.
The News highlights any important updates and/or information for members.

A form has been created to allow members to add to their own news posts. The “Submit News” button is available from the homepage, beside the “Latest News & Events” header. This button leads to a form where any APHEO member can submit anything they’d like to be posted as news. When complete, this form will be sent to a moderator for posting the news.
My Account

- Shows the same page you see if you clicked on your name in the Membership list and is where you can alter details to your profile, upload a picture for an avatar, select if you want email confirmation of postings and replies and view your payment history.

Renewals

- Renewals are required at the beginning of each calendar year. Payment must be made by Feb 28th of the new calendar year to avoid member service interruption (i.e. discontinuation).
- Payments can currently be made by cheque or through Paypal. (Within Paypal you can choose whether or not to use Paypal or to pay directly with your credit card and bypass Paypal’s service.)
- Payments made by returning or new members on or after Oct 1st includes membership for the remainder of same year plus upcoming calendar year.

Note: Soon, we will be changing online payment services from Paypal to PSI Merchant Gate. This will permit members the option to securely store their credit card information for re-billing (as an option).

Logout

- Quick way to logout, in addition to the Member Logout at the top of the page.

Events

- Shows a calendar and provides access to meeting minutes as well as information regarding conferences and workshops - both past and upcoming.
Submit Calendar Event

[Back]

- Provides a form to allow members to request events be added to the calendar

Current Workshop

Provides information on the upcoming workshop, including quick links to session lists, submission instructions, registration and location.

Most Recent Conferences and Workshops

Provides goals and objectives of most recent past workshops and conferences with agendas and documents from that time

Past Conferences and Workshops

- Provides a list with links, where possible, to all past APHEO conferences and workshops prior to those that took place during the past three years

General Meetings

- Provides agendas, minutes and other materials and reports from General Meetings
General Meetings Archive

- Provides a list with links, where possible, to all APHEO meetings prior to those during the past 4 years

Core Indicators

All details on Core Indicators are found here, including a link to a summary pamphlet, testimonials and how to cite core indicators. Quick links are also provided to definitions, history about the project, presentations and reports and acknowledgements.

Changes are made through participation in Workgroups.

Note that the Core Indicators are under development and going through a completely new revision and the new version will look much different than this version. After the new version is released we will update this user guide.
Core Indicators Table

- Currently sends you back to the old core indicators site, with hyperlinks to select the particular indicator of interest.

Core Indicators Work Group (CIWG)

- Provides a list of current members and quick links to specific indicator working groups, as well as meeting minutes, documents, updates etc.
Data Sources Table
- Currently sends you back to the old core indicators site, with hyperlinks to select the particular data sources of interest.

About the Core Indicators Project
- This page is the same as clicking on the ‘Core Indicators’ Menu.

Integration with Public Health Practice
- Provides links to documents to help align the core indicators with Ontario Public Health Standards

Guide for Reviewers
- Provides a guide to help with reviewing, using and interpreting the core indicators, so as to assist with creating one with a workgroup

FAQs
- Provides more information about the core indicators
Knowledge Base

From the Homepage, differences are also found for members and non-members under the ‘Knowledge Base’ drop down menu. Non-members, or members who have not yet logged in, see the following:

After login, members see many more items:

The content of which changes (documents and quick links) depending on which topic selected.
EpiData Project
- This page provides a background to the project along with other documents, minutes, reports etc., and a link to EpiData itself.

Data Advocacy
- Provides quick links topics where APHEO took on data advocacy (currently Child Health Data Working Group and BORN Public Health Working Group)

Small, Rural & Northern Health Units
- Provides background, minutes, reports and documents, etc. related to this issue.

Cancer
- Provides links to documents and quick links to Cancer Surveillance, SEER*Stat and Cancer-Related Reports

Methodology
- Provides information related to Methods Guidance, Collaboration and Files. There is a population pyramid template in MS Excel available and many quick links to other issues, such as Standardized Rates, Life Tables, Moving Averages, Potential Years of Life Lost, Confidence Intervals and Survey Data Analysis.

Skills and Software
- Provides links to resources related to Data Visualization, Stata and Projects and Working Groups

Spatial Resources
- Provides quick links to resources related to Spatial Analysis and Ontario Geography

Note: Documents appear in this area depending on the categories assigned to them when posting. Documents are added through the website administrators or chair of workgroup.
Navigating with bread crumbs

One other feature, that is handy on the APHEO Website, especially when reading/replying to postings in forums, is the ability to navigate using the bread crumbs. Notice under the subject name, there is a faint line telling you where you are currently looking on the website.

You can get back to the previous view with the browser ‘Back’ button. However, you can also jump around more quickly using the bread crumbs. Clicking on ‘APHEOList General’ takes you back there.

Moreover, clicking on ‘Forums’ takes you directly back to that page in one click.

Voila!