

# WHONET

**Discussion Forum – Getting started**



**WHO Collaborating Centre for  
Surveillance of Antimicrobial Resistance**

**Boston, July 2022**

## **WHONET Discussion Forum, <https://community.whonet.org>**

### **Getting started**

This tutorial includes the following sections.

- Part 1. What is the WHONET Discussion Forum?
- Part 2. How to register
- Part 3. How to view and respond to Topics
- Part 4. How create a new topic
- Part 5. How to set your notification settings
- Part 6. Understanding user categories and trust levels,

### **Part 1. What is the WHONET Discussion Forum?**

The goal of the WHONET Discussion Forum is to promote discussions and collaborations among WHONET users worldwide and the WHONET support team in Boston with the WHO Collaborating Centre for Surveillance of Antimicrobial Resistance. This is part of a long-term strategy to improve the availability of training opportunities and technical support at national, regional, and global levels.

You could use the discussion forum in a number of ways:

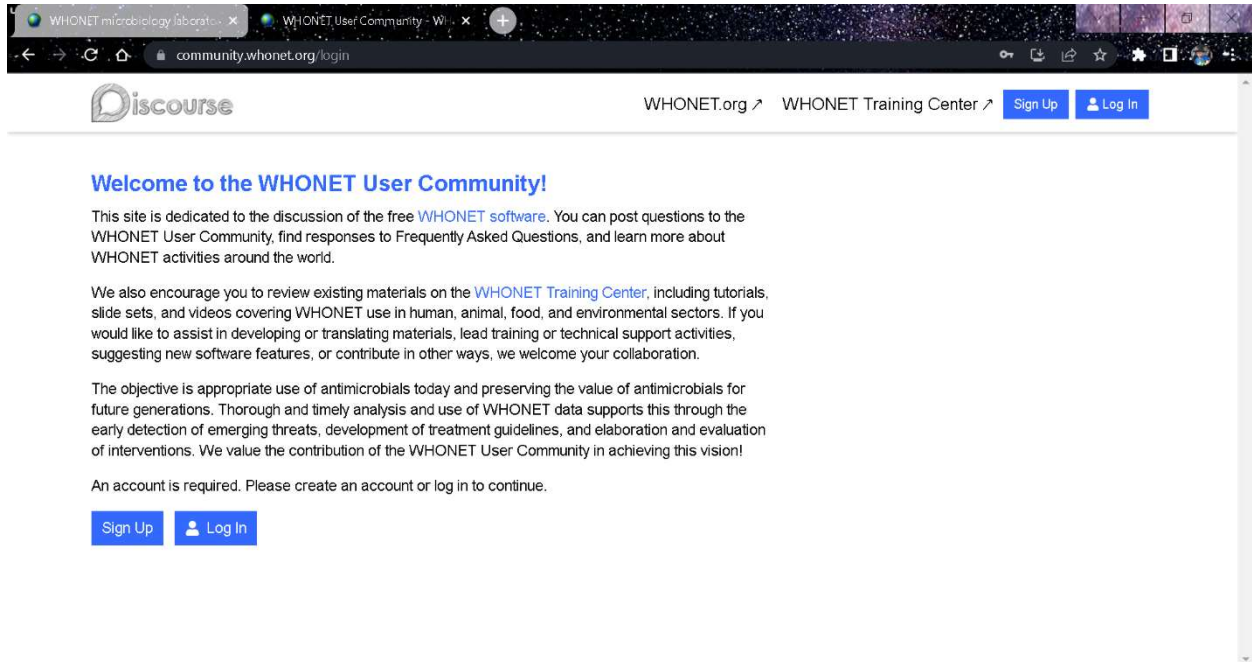
- Seek technical support for any questions that you may have with WHONET or BacLink. You can search or browse through existing discussion “Categories” or specific question “Topics”.
- Ask new questions, respond to questions, or offer relevant comments
- Report software bugs or request new software features
- Share information about your training and surveillance activities. If you have developed your own WHONET training materials, we would be happy to incorporate these into the WHONET Training Center.

You can access the WHONET Discussion Forum at: <https://community.whonet.org>

## Part 2. How to register

Go to the WHONET Discuss Forum link at: <https://community.whonet.org>

New users should **click the 'Sign Up'** button and complete the registration form. If you already have an account, you can **click the 'Log In'** button to get started.



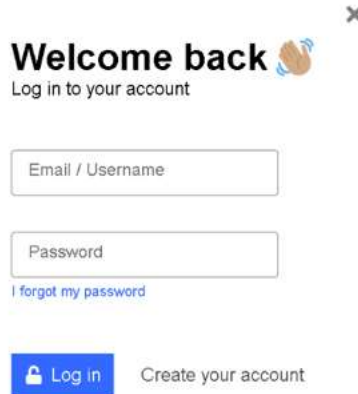
### Create an account:

1. Enter a valid email address. You will need access to the email address for confirmation. Your email will not be visible to users of the discussion forum.
2. Enter a username. This name will be displayed when you post questions or comments on the discussion forum.
3. Enter your name (optional).
4. Enter a password

A registration form titled 'Welcome!' with a close button (X) in the top right corner. Below the title is the text 'Let's create your account' and a small icon of two hands. The form contains three input fields: 'Email' with the note 'Never shown to the public.', 'Username' with the note 'unique, no spaces, short', and 'Name' with the note 'your full name (optional)'. At the bottom, there are two buttons: 'Create your account' and 'Log In'. Below the buttons is a line of text: 'By registering, you agree to the [privacy policy](#) and [terms of service](#).'

Log in to your account:

1. Enter your Email/Username
2. Enter your Password



Welcome back 🗨️  
Log in to your account

Email / Username

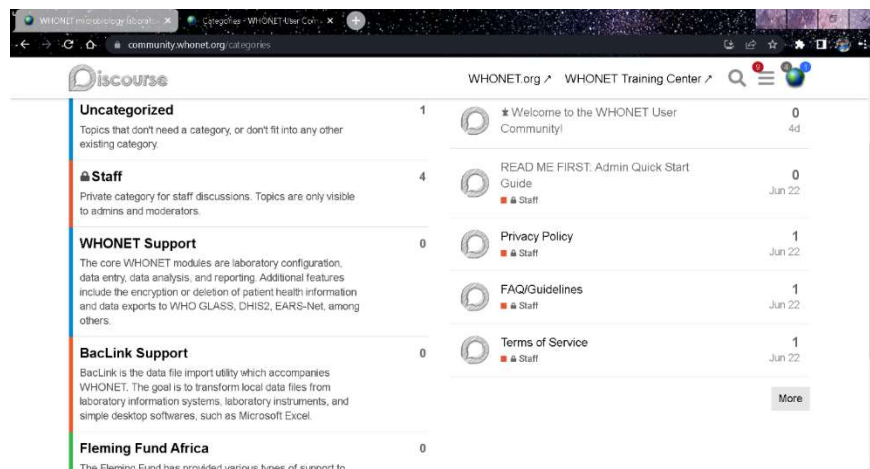
Password

[I forgot my password](#)

[Log in](#) [Create your account](#)

### Part 3. How to view and respond to topics

After you have logged into the discussion forum, you should see a screen similar to the below. You see a number of discussion “Categories” on the left of the screen, such as WHONET Support, BacLink support, WHONET Training Materials and Translations, Fleming Fund Africa, and Fleming Fund Asia. If you click on a Category, then you will see a series of “Topics” within that Category.



On the right of the screen, you will see a list of some of the most recent and popular “Topics”. Click on a Topic and you will see a series of messages contributed by other users of the site, as in the below.

## 🌟 Welcome to the WHONET User Community! ✎



system

8 Jun 22

This site is dedicated to the discussion of the free [WHONET](#) software. You can post questions to the WHONET User Community, find responses to Frequently Asked Questions, and learn more about WHONET activities around the world.

We encourage you to review existing materials on the [WHONET Training Center](#), including tutorials, slide sets, and videos covering WHONET use in human, animal, food, and environmental sectors. If you would like to assist in developing or translating materials, lead training or technical support activities, suggesting new software features, or contribute in other ways, we welcome your collaboration.

The objective is appropriate use of antimicrobials today and preserving the value of antimicrobials for future generations. Thorough and timely analysis and use of WHONET data supports this through the early detection of emerging threats, development of treatment guidelines, and elaboration and evaluation of interventions. We value the contribution of the WHONET User Community in achieving this vision!

Some useful links:

[WHONET Home Page](#)

[WHONET Training Center](#)

[WHONET User Survey](#)

♡ 🔗 ⋮ ↩ Reply

At the bottom of each message, you will see an option to “Reply” to the message if you would like to add to the conversation. You may also click on the ♡ symbol to indicate that you “Like” the message or click on the 🔗 if you would like to copy and share the web link for this page.

At the top of the screen, you will see an icon for a magnifying glass that you can use to search the website for key words.



### Part 4. How to create a new Topic

If you would like to be a new Topic for discussion, you will find the button **+ New Topic** at the top of several of the screens. Click on “New Topic” to begin a new discussion.

Enter the subject of the topic that you would like to discuss. You may also choose a “Category” for the topic, such as “WHONET Technical Support” or “WHONET Training Materials and Translations”. You can also leave the topic “uncategorized”, in which case the WHONET Team will either assign it to an existing category or possibly create a new category. You can then enter a full message, such as question, an answer, or a discussion point. You can also choose relevant tags, such as “installation”, “dataentry”, or “spanish”. When you have finished, click on “Create Topic”.

+ Create a new Topic

Type title, or paste a link here

Uncategorized optional tags +

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Type here. Use Markdown, BBCode, or HTML to format. Drag or paste images.

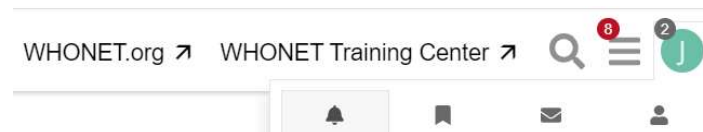
+ Create Topic cancel

## Part 5. How to set your notification settings

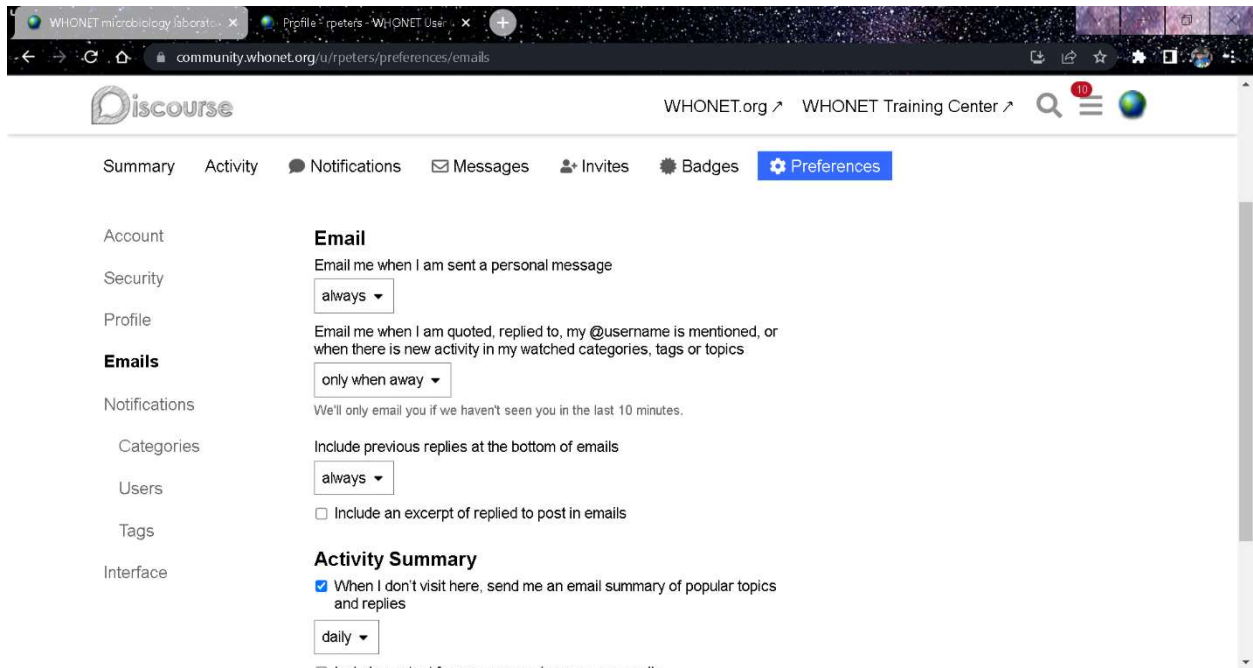
There are two approaches for reviewing topics in the Discussion Forum:

- Log into the WHONET Discussion Forum at <https://community.whonet.org>, and review the messages directly on the website. This approach is the most convenient when you have a particular question that you want to research on the website.
- You may also receive message automatically in your inbox. This approach is the most convenient if you want to follow ongoing conversations. You can choose to receive a copy of all messages posted to the WHONET Discussion Forum, or you can choose to receive only messages of particular interest to you, for example within a particular Category or with particular Tags. Using the “Notification” instructions below, you can define the specific types of messages that you would like to receive in your mailbox, as well as the frequency of emails, such as “every email”, “daily summary”, and “weekly summary”.

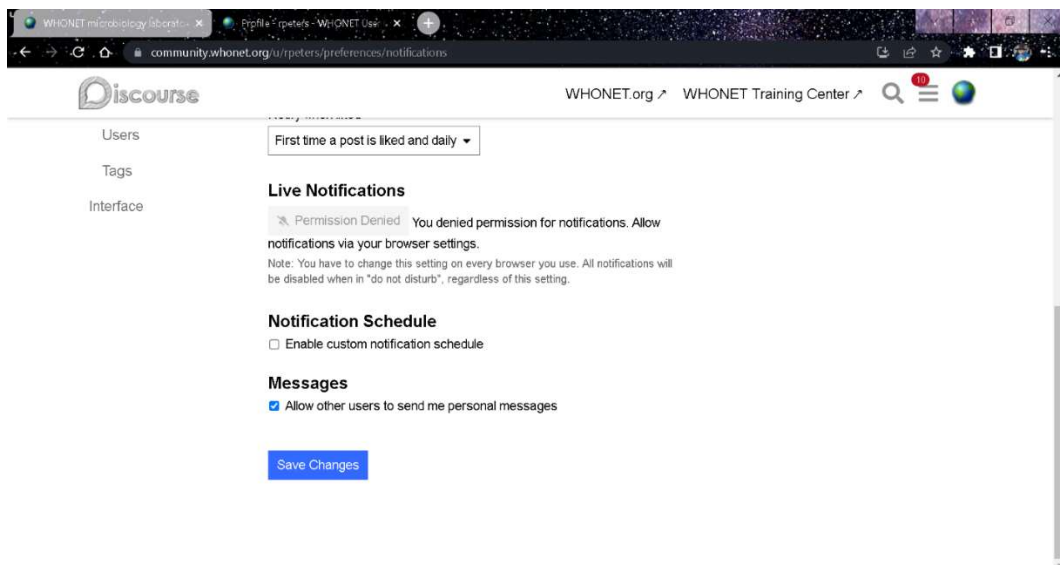
To access the Notifications settings, first click on your profile icon, for example the letter “J” in the below screen.



Below the profile icon, click on the “bell” to see the below “Notifications” menu, and then click on “Preferences” to see the below options. Among other options, you can indicate whether to receive every requested message immediately or as part of a daily or weekly summary. You can also click on “Notifications” on the left to see additional notification options.



When you have finished, scroll down to the bottom of the page, and click on Save Changes.



## Part 6. Understanding user categories and trust levels

The WHONET Discussion Forum utilized the widely used Discourse web platform. Discourse recognizes five levels of system users. The user's level is determined in part by how often they use the website and in part by permissions granted by the system administrators. Full descriptions of the user levels and permissions can be found at: <https://blog.discourse.org/2018/06/understanding-discourse-trust-levels/>

Below is a short summary from the Discourse website of the five user trust levels.

0. *New: By default, all new users start out at trust level 0, meaning trust has yet to be earned. These are visitors who just created an account and are still learning the community norms and the way your community works.*
1. *Basic: If a new user is willing to spend a little time reading, they will quickly be promoted to the first trust level. Get to trust level 1 by... Entering at least 5 topics.... Reading at least 30 posts... Spend a total of 10 minutes reading posts*
2. *Member: Members keep coming back to your community over a series of weeks; they have not only read, but actively participated long and consistently enough to be trusted with full citizenship.*
3. *Regular: Regulars are the backbone of your community, the most active readers and reliable contributors over a period of months, even years. Because they're always around, they can be further trusted to help tidy up and organize the community.*
4. *Leader: Leaders are regulars who have been around forever and seen everything. They set a positive example for the community through their actions and their posts. If you need advice, these are the folks you turn to first, and they've earned the highest level of community trust, such that they are almost moderators within the community already.*