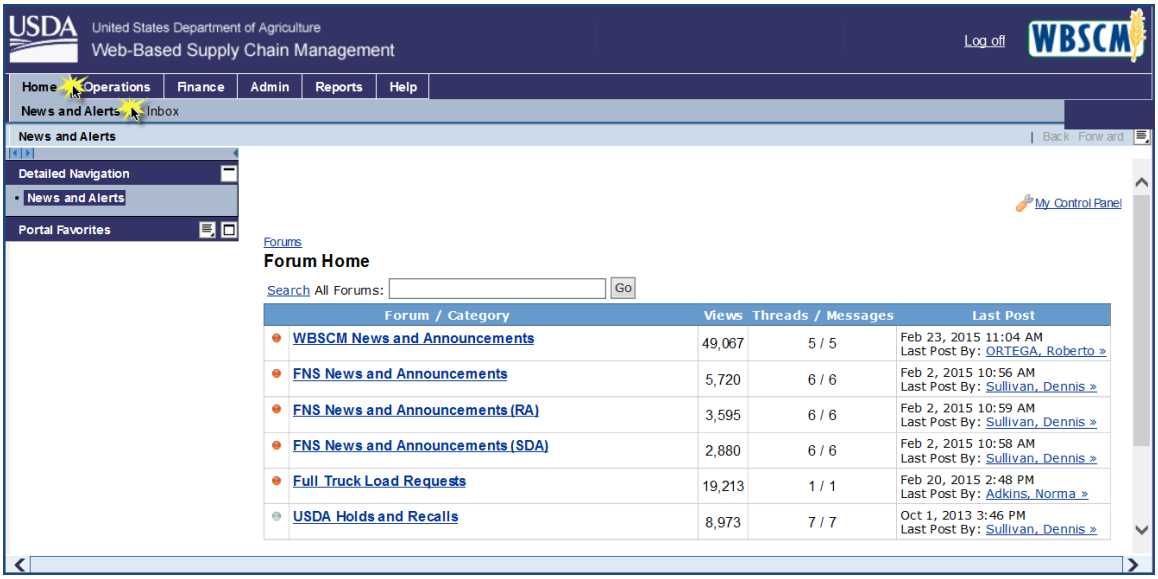
WBSCM Forums:
Managing Your Notification Settings

WBSCM allows you to set up notification settings, so you will receive an email message when a new item is posted. You can identify one or more specific forums, threads, and/or users to follow. Additionally, you can watch your own activity and be notified when someone else replies.

1. Accessing the WBSCM forums: When you first log in to WBSCM, the *Forum Home* page displays automatically. If you are already logged in and on another screen, you can return to this page as follows:

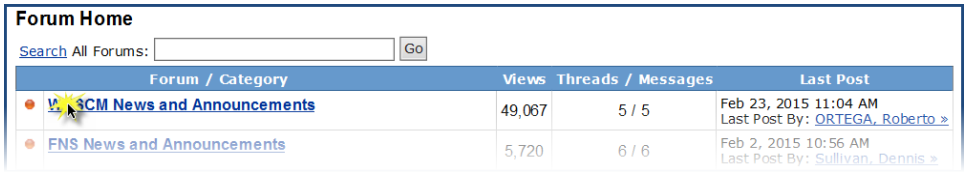
   a. Click on the **Home** tab in the upper left-hand portion of the screen.

   b. If not already selected, click on the **News and Alerts** on the bar below the tabs.

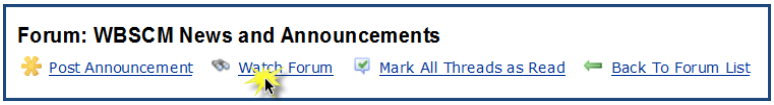


2. Setting up a watched forum: A ***forum*** is a message board for a particular topic and/or audience. You may watch any forum(s) that are relevant to you. You will receive an email notification any time someone posts a new thread or reply on this forum.

   a. Click on the hyperlinked title of the forum to open it.



   b. Below the forum title, click on **Watch Forum**.



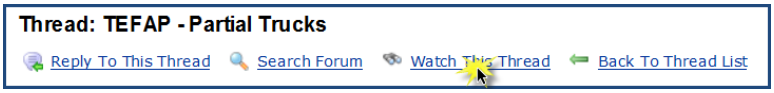
c. The text under title will change, indicating that you are now following this forum.

d. To unwatch this forum, you may click on **Stop Watching Forum**. You can also access the control panel and change any of your watch settings by clicking on **Watch Options**. (See instructions for using **My Control Panel** in steps 5-7 below.)

3. Setting up a watched thread: A ***thread*** is a particular conversation with an initial post and subsequent replies. You may follow any thread(s) that are relevant to you. You will receive an email notification anytime someone posts a reply to this particular thread.

a. Click on the hyperlinked title of the thread to open the conversation dialog, which includes the original post as well as any replies.

b. Below the thread title, click on **Watch This Thread**.

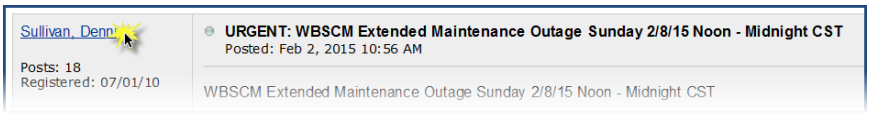


c. The text under the thread title will change, indicating that you are now watching this thread.

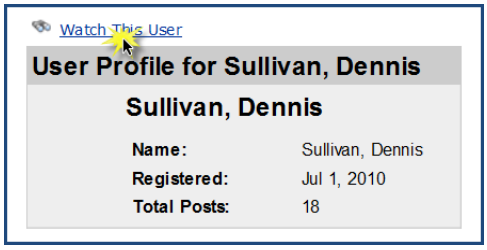
d. To unwatch this thread, you may click on **Stop Watching Thread**. You can also access the control panel and change any of your watch settings by clicking on **Watch Options**. (See instructions for using **My Control Panel** in steps 5-7 below.)

4. Setting up a watched user: If there is a particular ***user*** who shares similar interests and needs to your own—for example, another user from your organization, program, or region—you may find it useful to follow his or her forum activity. You will receive an email notification any time he or she posts a new thread or reply on any thread in any forum.

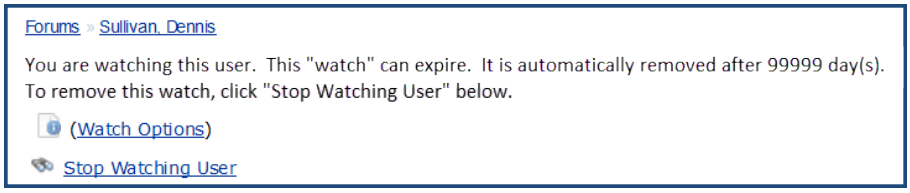
    a. On any post in the forums, click on the hyperlinked name of the author (on left side) to open the user's profile.



    b. Above the *User Profile for…* box, click on **Watch This User**.



    c. The text above the *User Profile for…* box will change, indicating that you are now watching this user. You will receive an email notification any time this user posts a new thread or reply on any forum.

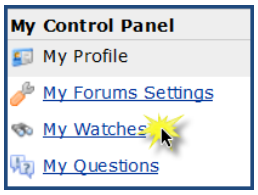


    d. To unwatch this user, you may click on **Stop Watching User**. You can also access the control panel and change any of your watch settings by clicking on **Watch Options**. (See instructions for using **My Control Panel** in steps 5-7 below.)

5. Accessing My Watches: You can further customize your notifications as well as manage bulk changes to your watch settings through **My Watches**.

    a. From any forum, thread, or user screen, click on **My Control Panel** on the right-hand side of the screen.

b. Under the *My Control Panel* menu on the right-hand side of the screen, click on **My Watches**.

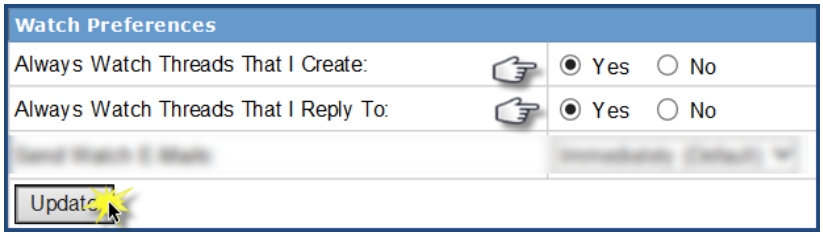


c. You can also access the *My Watches* page directly through the **Watch Options** hyperlink associated with any watched forum, thread, or user, as described above.

6. Setting Watch Preferences: In addition to watching specific forums, threads, and/or users, you can also set up notifications for activity related to your own posts. You can also control how often you will receive email notifications of activity from watched forums, threads, and users.

   a. Under **My Watches**, you may also set up an automatic notification any time someone replies to a thread (new post) you create and/or any time someone replies to the same thread(s) you previously replied to. You will receive these notifications regardless of the specific forum, thread, or user. *Please note: These notifications will automatically expire after 99999 days of inactivity.*

      i. Select **Yes** to start watching or **No** to stop watching.
      ii. Click on the **Update** button.
      iii. Look for a green checkmark and 'Settings updated successfully' near the top of the screen. (If you do not see this message, your changes may not yet have been applied. Try clicking the **Update** button again.)

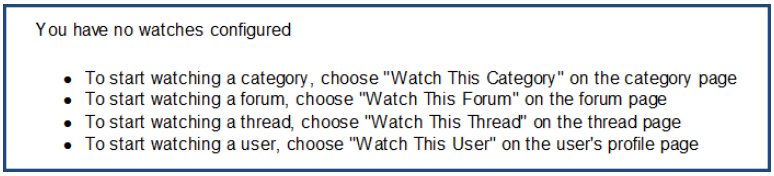


   b. You can also customize the timing of your email notifications. By default you will receive notifications immediately after new activity is posted. Alternatively, you may choose to receive consolidated activity notifications daily, every other day, or once per week.

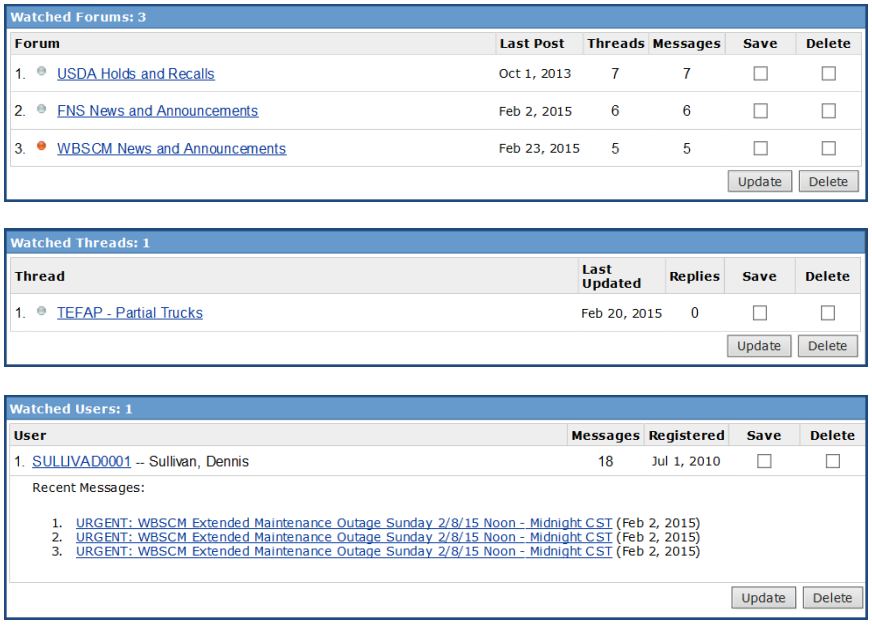
      i. From the drop-down list, select how often you would like to be notified of activity from your watched forums, threads, or users.
      ii. Click on the **Update** button.
      iii. Look for a green checkmark and 'Settings updated successfully' near the top of the screen. (If you do not see this message, your changes may not yet have been applied. Try clicking the **Update** button again.)

7. Managing your watched items: You can view, remove, or save (i.e., prevent from expiring) any watched forums, threads, or users through **My Watches**.

   a. If you have are not currently watching any specific forums, threads, or users, you will see the following message:

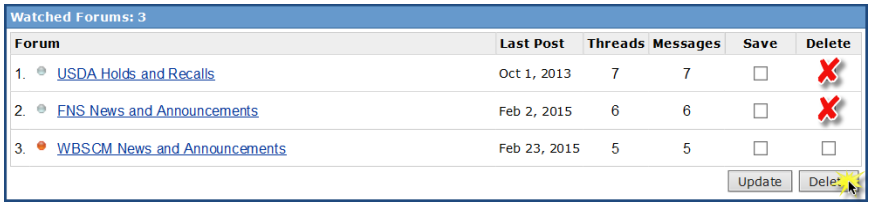


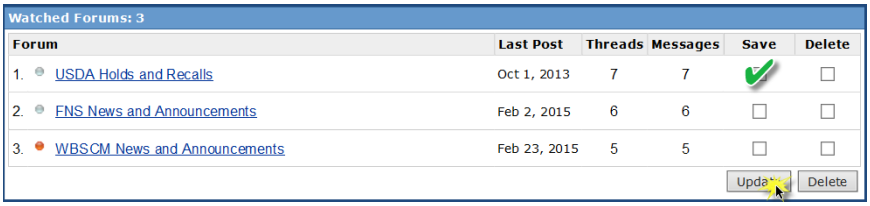
   b. Otherwise, you will see a summary of the forums, threads, and users you are currently watching. Each type includes the number of watched items as well as a hyperlinked list. (You can also use this list to navigate directly to a followed forum, thread, or user.



   c. You may stop watching any item(s) that you are currently watching through **My Watches**. To apply bulk changes, the items must be in the same section (e.g., Watched Forums).

      i. Check the corresponding box for each item you want to stop watching under the 'Delete' column.
      ii. Click on the **Delete** button at the bottom of the section.
      iii. Look for a green checkmark and 'Settings updated successfully' near the top of the screen. (If you do not see this message and/or if the list of items for this type has not refreshed, your changes may not yet have been applied. Try clicking the **Update** button again.)



d. *By default, watched items will not expire for 99999 days*. However, if you want to ensure your watched item(s) will never be unwatched regardless of this time frame, you may do this through **My Watches**. To apply bulk changes, the items must be in the same section (e.g., Watched Forums).

i. Check the corresponding box for each item you want to prevent from expiring under the 'Save' column.
ii. Click on the **Update** button at the bottom of the section.
iii. Look for a green checkmark and 'Settings updated successfully' near the top of the screen. (If you do not see this message, your changes may not yet have been applied. Try clicking the **Update** button again.)