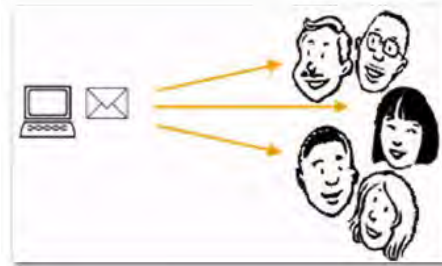


Kansas Rural Health Information Service - Listserv

- **One-Way Announcement Lists** – The owner(s) and/or editor(s) of the list are the only people who are allowed to send messages to the subscribers. The communication flows one way – from the list administrators to the list subscribers. This type of list is primarily used for newsletters, product announcements, and dissemination of information that does not require feedback from the subscriber.



Logging In

New

Tip: There is a new option for the Login Cookie Expiration setting on the General Tab

of your personal preferences so you can decide whether or not you want the login cookie to expire when you close the browser (end the session). This is highly desirable for those who wish to have increased security on shared computers.

Figure 2-1 Login Screen

Login Required

Login Required

Please enter your email address and your LISTSERV password and click on the "Log In" button. If this is the first time you see this dialog, or if you have forgotten your password, you will need to [get a new LISTSERV password](#) first.

Email Address:

Password:

Setting a LISTSERV Password

If you do not already have a personal LISTSERV password or cannot remember your password, you need to define one now. Via the Web Interface, simply click the **Get a New LISTSERV Password** link. The Register LISTSERV Password screen opens. Enter your email and password. Confirm the password by entering it again, and then click the **[Register Password]** button. When your password registration is accepted, a confirmation email will be sent to you. You will have to activate your password by responding to the email (or clicking the link it contains).

Figure 2-2 Registering a LISTSERV Password



The screenshot shows a web form titled "Register LISTSERV Password" in a red header. The form has a blue header bar with the text "Register LISTSERV Password". Below the header, there is a paragraph of instructions: "Please enter your email address and the desired password, then click on the 'Register Password' button. If you already had a LISTSERV password but cannot remember what it was, this procedure will automatically replace your existing password with the new one you will be entering below." The form contains three input fields: "Email Address:", "Password:", and "Password (Again):". The "Password (Again):" field has "(Verification)" written to its right. Below the input fields is a button labeled "Register Password".

Changing the LISTSERV Password

To change your LISTSERV password, click the **[Change Password]** button on the Login Screen. The Change LISTSERV Password screen opens.

Enter your email address, your current LISTSERV password, the password you would like to change it to, and then click on the **[Change Password]** button.

Figure 2-3 Changing the LISTSERV Password

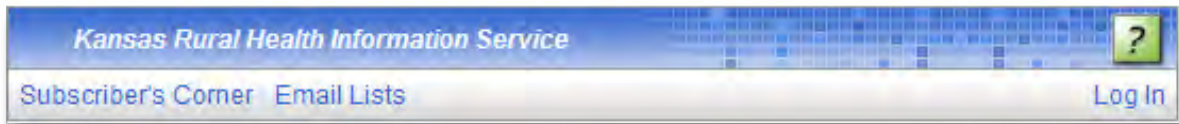


The screenshot shows a web form titled "Change LISTSERV Password" in red text. Below the title is a blue header bar with the text "Change LISTSERV Password" in white. The main content area has a light blue background and contains the following text: "Please enter your email address, your current LISTSERV password, the password you would like to change it to and then click on the 'Change Password' button." Below this text are four input fields, each with a label to its left: "Email Address:", "Old Password:", "New Password:", and "New Password (Again):". The "New Password (Again):" field has "(Verification)" written in grey text to its right. At the bottom center of the form is a button labeled "Change Password".

Using the Toolbar

The Toolbar contains menus and icons that give you quick access to the different functions in the LISTSERV Web Interface.

Figure 2-4 The
Toolbar



The **Subscriber's Corner** option lets you access the lists that you are subscribed to as well as all public lists on the server. For more information on this feature, see Section [Working with Mailing Lists](#).

The **Email Lists** option takes you to the main list archives page. For more information on this feature, see Section [Viewing the List Archives](#).

The **Preferences** option allows you to set personal preferences to control the appearance and default settings of the Web Interface. For more information on this feature, see Section [Setting Your Personal Preferences](#).


The **Logout** option logs you out of the LISTSERV Web Interface.

 Help pages are accessed by clicking the **Help** icon at the right side of the toolbar.

Setting Your Personal Preferences

LISTSERV allows you to set personal preferences to control the appearance and default settings of the Web Interface. Your personal preferences are saved with your email address and password, and they will be remembered each time you log in, even if you log in on a different computer.

To change your preferences, click on **Preferences** from the Toolbar, and then click on the General Preferences, Archive Preferences, or Report Preferences tab. Make your changes, and then click the **[Submit]** button.

 Information for each option on the tabs can be found by clicking the **Help icons associated with them**.

General Preferences

The General Preference tab lets you set the appearance of the Web Interface.

Figure 2-5 The General Preferences Tab

The screenshot shows the 'General Preferences' tab selected in a web interface. The header includes 'Kansas Rural Health Information Service' and navigation links like 'Subscriber's Corner', 'Email Lists', 'Preferences', and 'Log Out'. Below the header is a 'Preferences' section with a wrench and person icon. The main content area has four tabs: 'General Preferences' (selected), 'Archive Preferences', 'Report Preferences', and 'Newsletter Profile'. The 'General Preferences' tab displays a table of settings for 'LISTSERV.KDHEKS.GOV (Test@your.email)'. The table has two columns: 'Preference' and 'Setting'. The settings are: Mode (Basic Mode), Text Size (Medium), Navigation Style (Pulldown Navigation), Start Page (LISTSERV Archives), Page Title Icons (Shown), Login Cookie Expiration (No Expiration), and Cache Pages (No). There are 'Update' buttons at the top right and bottom right of the settings area.

Preference	Setting
Mode:	Basic Mode
Text Size:	Medium
Navigation Style:	Pulldown Navigation
Start Page:	LISTSERV Archives
Page Title Icons:	Shown
Login Cookie Expiration:	No Expiration
Cache Pages:	No

- **Text Size** – Select the size of the text for the Web Interface. Your options are **Small** (main body text is 11 pixels), **Medium** (main body text is 12 pixels), **Large** (main body text is 13 pixels), or **Extra Large** (main body text is 16 pixels). The default is **Large**.
- **Navigation Style** – Select the toolbar style you prefer to work with.
 - If you choose **Pulldown Navigation**, then the toolbar will consist of javascript- powered drop-down menus. This is the default.
 - If you choose **Non-Script Navigation**, then the toolbar will only consist of the main topics in LISERV. Then, when you click on a topic (i.e. Server Administration), the Web Interface refreshes and displays the page that was the first option on the toolbar menu (used with Pulldown Navigation). For example, the first page for the Server Administration topic is the Server Administration Dashboard. At the top of the Dashboard, the remaining options for Server Administration will be displayed as links. Use these links to view these pages.



Note: If you choose **Non-Script Navigation**, all JavaScript throughout the Web interface will be disabled.

- **Start Page** – Select the page that you want to act as your home page when you log in to the Web Interface. The default is **LISTSERV Archives**.
- **Page Title Icons** – Select whether the page title icons should be shown or hidden. It might make sense to hide the icons on low screen resolutions since the conserved vertical space makes more of the page fit on the screen. The default is **Shown**.
- **Login Cookie Expiration** – Select how long you want your login cookie to be valid before it expires. The default is **No Expiration**, which means that the cookie will not expire until you explicitly log out. This means, for example, that you can close your browser and come back later and you will still be logged in. However, if you are working on a shared computer, for example, it might make sense to set the login cookie to expire for added security. After a time of inactivity, the cookie will no longer be valid and you will need to log in again to continue.



In addition, a new **Session** setting is available so you can decide whether or not you want the login cookie to expire when you close the browser (end the session). This is highly desirable for those who wish to have increased security on shared computers.



- **Cache Pages** – Select whether or not you want recently visited pages of the Web Interface to be cached in your browser. The default is **No**, which provides extra security, especially if you are working on a shared computer.



Note: Without caching you will not be able to use the "Back" button in your browser to quickly return to past pages. Set this value to **Yes** if you prefer quick and easy back navigation and if this additional security is not critical to you.

Archive Preferences

The Archive Preference tab lets you define the default settings for the archive index and archive message viewer.

Figure 2-6 The Archive Preferences Tab

The screenshot shows the 'Preferences' section of the 'Kansas Rural Health Information Service' website. The 'Archive Preferences' tab is selected. The interface displays a table of preferences for the list 'LISTSERV.KDHEKS.GOV (Test@your.email)'. The table has two columns: 'Preference' and 'Setting'. The settings are as follows:

Preference	Setting
Hovering Descriptions:	Shown
Latest Messages on List Home Page:	Shown
Number of Messages on List Home Page:	3
Primary Sorting:	By Topic
Secondary Sorting:	Chronologically
Include Table of Contents:	Yes
Include Author's Name, Address:	Yes
Default View:	HTML Part
Archive Font:	Monospaced Font
Email Headers:	Normal
Archive Message Numbers:	No

There are 'Update' buttons at the top right and bottom right of the preference table.

These options are available for the archive index:



- **Hovering Descriptions** – Select whether you want hovering descriptions containing list descriptions and message abstracts to be displayed in the archives when you move your mouse over the list name or message. The default is **Shown**.



- **Latest Messages on List Home Page** – Select whether or not you want the latest messages to be shown on the list's home page. The default is **Shown**.



- **Number of Messages on List Home Page** – Select how many messages to show on the list's home page. The default is **3**. The maximum is 20.



Important: These three new preferences require javascript to function. Because of this, you must also have **Pulldown Navigation** selected as your **Navigation Style** on the General Preferences tab.

- **Primary Sorting** – Select how you want the archive index to be sorted. The

options are **By Author**, **By Date**, or **By Topic**. The default is **By Topic**.

- **Secondary Sorting** – Select the order you want the archive index to be sorted after the messages have already been organized according to the **Primary Sorting** setting. The options are **Chronologically** or **Most Recent First**. The default is **Chronologically**.
- **Include Table of Contents** – Select whether or not you want to include a table of contents in your archive index. The default is **No**.
- **Include Author's Name, Address** – Select whether or not you want to include the author's name and email address in the archive index. The default is **Yes**.

These options are available for the archive message viewer:

- **Default View** – Select whether to view the **HTML** or **Text** part as the default for multi-part messages. The default is **HTML**.
- **Archive Font** – Select how you want the font to be displayed.
 - If you choose **Proportional Font**, then each character has a different width, depending on their size.
 - If you choose **Monospace Font**, then each letter has the same width or "pitch". The most common pitch values are 10 or 12. For example, the letter w and the letter l would have the same pitch value; therefore, the word window would look like this using Courier font – window. Notice that the width allotted for the w and the l are the same. Other examples of monospace font are Prestige Elite and Monaco. Monospace font is also the name of a monospaced Unicode font.



Note: **Proportional Fonts** look more professional, but **Monospaced Fonts** are often better for data because the fixed width of each character makes column alignment easier. Printed documentation is usually done with proportional font.

- **Email Headers** – Select which headers to view in the archive message viewer.
 - If you select **Normal**, then only the Subject, Reply-To, From, Date, and Content-Type headers will be shown. This is the default.
 - If you select **Show All Headers**, then every header will be shown.
- **Archive Message Numbers** – Select whether you want individual messages or threads to be numbered in the archive index. The default is **No**.

The Subscriber's Corner

The Subscriber's Corner screen lets you see the lists that you're subscribed to or all public lists on the server. The list table displays the selected subscription settings for each list. The following actions can be performed from this screen:

- [Subscribing to One or More Lists](#)
- [Unsubscribing from One or More Lists](#)
- [Changing Subscription Settings](#)
- [Changing Subscription Options for a Specific List](#)
- [Sending Mail to a List](#)

Subscribing to One or More Lists

To subscribe to one or more lists, click the **Show All Lists** drop-down menu and select **Show All Lists**. Check the boxes next to the lists that you want to subscribe to, and then click the **Invert** drop-down menu and select **Subscribe**. Check the **Send email notification of changes** option to have a notification email sent with

information about the changes. Finally, click the **[Submit]** button.



Note: If you select the **Invert** checkbox, then the changes selected will be applied to the lists that are NOT checked.



Tip: To subscribe to one list at a time, you can simply click the **Settings** option next to the list name (this option is located on both tabs). This opens the Join or Leave List screen. For more information on this screen, see the online help or see Section 4.5

[Subscribing, Unsubscribing, or Updating a List from the Archives.](#)

Unsubscribing from One or More Lists

To unsubscribe to one or more lists, click the **Show All Lists** drop-down menu and select **Show Subscribed Lists Only**. Check the boxes next to the lists that you want to unsubscribe from, and then click the **Invert** drop-down menu and select **UnSubscribe**. Check the **Send email notification of changes** option to have a notification email sent with information about the deletions. Finally, click the **[Submit]** button.



Note: If you select the **Invert** checkbox, then the changes selected will be applied to the lists that are NOT checked.



Tip: To unsubscribe from one list at a time, you can simply click the **Settings** option next to the list name (this option is located on both tabs). This opens the Join or Leave List screen. For more information on this screen, see the online help or see Section

4.5 [Subscribing, Unsubscribing, or Updating a List from the Archives.](#)

Changing Subscription Settings

The My Settings tab on the Subscriber's Corner screen lets you select which columns will be displayed in the list table. In addition, you'll be able to change specific list settings for one or all of your lists.

To select the columns to view in the list table, check one or more boxes in the **Report Columns** section, and then click the **[Submit]** button to display the relevant subscription options. To check all boxes, click on **Check All**. To clear all of the selections click on **Uncheck All**.



Note: Some columns are only available while using LISTSERV in **Expert Mode**.

For more information, see Section 2.6 [Setting Your Personal Preferences.](#)

Figure 3-3 Selecting the Columns for the My Settings Tab

The screenshot shows the 'Subscriber's Corner' interface. At the top, there is a header with a person icon and the text 'Subscriber's Corner'. Below this is a section titled 'Report Columns' with links for '(Check All | Uncheck All)'. The section contains a grid of checkboxes, each with a question mark icon to its right. The checkboxes are arranged in four columns and three rows. The first row has 'Mail Style' (checked), 'Mail Status' (checked), 'Restrictions' (checked), and 'Subscription Date' (checked). The second row has 'Ack' (unchecked), 'Repro' (unchecked), 'Header Style' (unchecked), and 'Topics' (unchecked). The third row has 'Conceal' (unchecked), 'HTML' (unchecked), 'MIME' (unchecked), and 'Renew' (unchecked).

Viewing List Archives

The List Archive screen displays the archives for a list. Depending on how the list archive was set up, you can access the archives by week, month, or year.

The screenshot shows the List Archive page for the KRHIS-GRANT-FUNDING-PUB-COM-HLTH@LISTSERV.KDHEKS.GOV list. The page features a header with the Kansas Rural Health Information Service logo and navigation links for Subscriber's Corner, Email Lists, Preferences, and Log Out. The main content area is titled "KRHIS-GRANT-FUNDING-PUB-COM-HLTH@LISTSERV.KDHEKS.GOV" and includes a "Latest Messages" table with three entries. A "Search Archives" section is located on the right, along with an "Options" menu containing links for Log Out, Change Password, Search Archives, Subscribe or Unsubscribe, Post New Message, Newsletter Templates, and Preferences. At the bottom right, there are buttons for ATOM, RSS1, and RSS2.

Latest Messages		
Funding Opportunity	A test <sender@email>	Wed, 20 Jun 2012 16:16:34 -05
HHS Awards \$26.7 Million to Improve Health Care in Rural America	A test <sender@email>	Wed, 20 Jun 2012 09:50:40 -05
KRHOP announces availability of grant funds for rural health networking	A test <sender@email>	Tue, 19 Jun 2012 16:00:01 -05

KRHIS-GRANT-FUNDING-PUB-COM-HLTH

SUB-GRANT-FUNDING-PUBLIC-COMMUNITY-HEALTH [Hide Latest Messages](#)

- June 2012

Search Archives

Advanced Options

Options

- Log Out
- Change Password
- Search Archives
- Subscribe or Unsubscribe
- Post New Message
- Newsletter Templates
- Preferences

ATOM RSS1 RSS2

This page also offers you several other options:

- **Log In/Log Out** – Click to log in or log out of LISTSERV.
- **Get Password/Change Password** – Click to get a LISTSERV password or to change an existing password.
- **Subscribe or Unsubscribe** – Click to open the Subscribe or Unsubscribe page.

New Latest Messages table is shown at the top of the screen. If you have hovering descriptions enabled as well, then you can hover your mouse over the subject line and preview the message.

Viewing an Archived Message

The Archive Browsing screen displays the message viewer, letting you view all of the messages in the current archive.

You can view your messages using several methods:

- **Next Message** – Click to view the next message.
 - **Previous Message** – Click to view the previous message.
 - **Next in Topic** – Click to view the next message in the topic.
 - **Previous in Topic** – Click to view the previous message in the topic.
 - **Next by Author** – Click to view the next message by the same author.
 - **Previous by Author** – Click to view the previous message by the same author.
 - **Proportional Font** – Click to view the message using proportional font.
 - **Monospaced Font** – Click to view the message using monospace font.
-
-