SOAPM Listserv Online Archive Instructions

Accessing the SOAPM Online Archive for the First Time

1. Visit http://listserv.aap.org/scripts/wa.exe?A0=SOAPM. Click on ‘Login’. To access the Online Archive, you must be a member of SOAPM currently subscribed to the Listserv. If you are not, contact AAP staff at PracticeManagement@aap.org.

2. Click on ‘get a new Listserv password’ link and follow the instructions.

3. Enter the email address you use to subscribe to the Listserv and a password of your choice. Click ‘Register Password’ and a confirmation email will be sent to you. Click on the link in your email.
SOAPM Listserv Online Archive Instructions

4. Clicking on the confirmation link in your email will bring you to the following screen. At this point, click ‘Log Out’ and login to the page again (this will reset the system and allow you access to the Online Archive).

5. Once you are logged back in, click on ‘Subscribers Corner’, which is your home page. You can access your home page at any time during your navigation by clicking on ‘Subscribers Corner’.
SOAPM Listserv Online Archive Instructions

6. This is your AAP Listserv Subscribers Home Page. If you are subscribed to other AAP Listservs, those Listservs will appear as well. Click on the SOAPM Link.

7. This is the SOAPM Online Archive Home Page. From here you can browse/search/post to the Online Archive or manage your Listserv subscription settings. To view a posting, click on it or you can browse other weeks by clicking on that time period.
SOAPM Listserv Online Archive Instructions

Browsing the SOAPM Online Archive

When you click on a particular week, results will appear in the following format. You can sort the postings by Subject, From, Date or Size by clicking on the column heading of your choice. You can also click on the subject of your choice in the Table of Contents.

Navigation Tips:

- You can use the ‘Back’ button on your browser to navigate through the Online Archive.
- If you get lost at any time, you can click on the ‘SOAPM Home’ link in the upper right corner of the page.
SOAPM Listserv Online Archive Instructions

Posting a Message to the Listserv using the SOAPM Online Archive

1. To Post a message to the Listserv using the Online Archive, click on ‘Post New Message’

2. Fill in the message field and click ‘Send Message’. You have the options of attaching documents, sending yourself a copy via email, saving as draft, or delaying delivering for a select date/time.
Using the Online Archive Search Feature

1. Click on ‘Search Archives’:

2. From this page you can search through the Archives. Due to the enormous amount of data in the Listserv Archive, be as specific as possible and use one of the ‘Advanced Search’ fields to make your results more specific and to get quicker results. The Online Archive currently goes back 1 year.

3. Your results will show up in the following format. Click on the individual post to view it.
SOAPM Listserv Online Archive Instructions

Self-Managing your Listserv Subscription

1. Under Options, click on ‘Subscribe/Unsubscribe’.

2. This will take you to a page where you can manage your own settings:
SOAPM Listserv Online Archive Instructions

To change the following settings, select the setting(s) of your choice and click ‘Update Options’. You can also unsubscribe to the Listserv from this screen by clicking ‘Unsubscribe’

1. To change from regular, individual listserv emails to Digest Form, select ‘Digest (traditional)’.
2. To change from digest form to regular, individual listserv emails, select ‘Normal LISTSERV-style header’.
3. To receive a copy of your postings, select ‘Receive copy of own postings’.
4. Heading out on vacation and want to put a temporary hold on your listserv emails? Select ‘Mail delivery disabled temporarily’. When you return from vacation, login to the Online Archive and uncheck this box to re-enable emails.

Special Option: Don’t like to receive the volume of emails generated by the SOAPM Listserv but still want to be an active subscriber? Select the ‘Mail delivery disabled temporarily’ button and click ‘Update Options’. This will stop your Listserv email delivery but you will still have access with the ability to post to the Listserv via the Online Archive (see Part Two: Posting a Message to the Listserv using the Online Archive)! To resume email delivery, login to the Online Archive and unselect this option.

When you are finished, click ‘Log Out’. Please be sure to bookmark the SOAPM Online Archive page http://listserv.aap.org/scripts/wa.exe?AO=SOAPM.

If you have any questions or require assistance, contact AAP staff at PracticeManagement@aap.org.