PPMA Listserv Online Archive Instructions

Accessing the PPMA Online Archive for the First Time


![Login Required](image1)

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

![Register LISTSERV Password](image2)

3. Enter the email address you use to subscribe to the Listserv and enter a password of your choice. After you hit ‘Register Password’ a confirmation email will be sent to you, click on the link in the email.
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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’.
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 Practice Managers Link.

7. This is the PPMA Online Archive. 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.
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Posting a Message to the Listserv using the PPMA Online Archive

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

2. Fill in the message fields 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.
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Using the Online Archive Search Feature

1. Click on ‘Search Archives’:

2. From this page you can search through the Archives. It is recommended that you use one of the ‘Advanced Search’ fields to make your results more specific and to get quicker results.
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3. Your results will show up in the following format. Click on the individual post to view it.

![Listserv Archive](image1.png)

**Self-Managing your Listserv Subscription**

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

![Self-Managing](image2.png)
2. This will take you to a page where you can manage your own settings:

```
PRACTICEMANAGERS@LISTSERV.AAP.ORG
You are currently subscribed to the PRACTICEMANAGERS list.
From this screen, you can update your subscription options or unsubscribe.

List Name: PRACTICEMANAGERS (unlisted)
Name: Elisha Ferguson
Email Address: eferguson@aap.org
Subscribed Since: 5 Jan 2015

Subscription Type
- Regular
- Digest (traditional)
- Digest (MIME format)
- Digest (HTML format)
- Index (traditional)
- Index (HTML format)

Mail Header Style
- Normal LISTSERV-style header
- LISTSERV-style, with list name in subject
- "Dual" (second header in mail body)
- sendmail-style
- Normal LISTSERV-style (RFC 822 Compliant)

Acknowledgements
- No acknowledgements
- Short message confirming receipt
- Receive copy of own postings

Miscellaneous
- Mail delivery disabled temporarily
- Address concealed from REVIEW listing

Update Options  Unsubscribe (PRACTICEMANAGERS)
```

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 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.
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When you are finished, click ‘Log Out’. Please be sure to bookmark the PPMA Online Archive page http://listserv.aap.org/scripts/wa.exe?A0=PracticeManagers.

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