

How to Fill Out Your Member Profile*

*For desktop

1. Once you login to the membership site, you can find the **Member Directory**, located on the left green navigation at the bottom of the list. In the directory you can search for a member's name and view their information.
2. To edit your profile from any page, navigate to the top right corner under the search bar and click on the **Profile** link.
3. Click on **Edit Account** next to your name.
4. We have automatically imported your First and Last Name and Email. You can fill out the other fields under **Settings** and **Member Information**.
5. In **Settings**, you can include your prefix (e.g., Mr., Ms., Dr., etc.), job title and company name. Below the big green profile cover image, you can add your LinkedIn Profile URL or another website URL. We encourage you to add a suitable profile picture if you have one. If you leave a field blank, it will not show up—there is no need to write N/A if you don't wish to fill out that field.
6. Click **Update Profile** at the bottom to save.
7. Click on **Member Information** on the left navigation bar. Add the names of the subteams you are on in the **Pharmaceutical Roundtable Subteam(S)** box, separated by commas.
8. Write or paste a *short* bio here. Click **Update Details** when you are done.
9. Click on **View Profile** on the left navigation to view your updates.

How to Join Folder Groups in the DMS

1. Log into your members.acsgcipr.org user account using your email address and password.
2. Navigate to the Document Management System (DMS) by selecting the blue DMS button on the right side of the home page.
3. In the DMS, click on **Signed in as Your Name** in the top right corner of the screen to reveal your user dropdown menu.
4. Select **My Groups** from the dropdown menu to access Groups Management.
5. On the Groups Management page, you may select groups for which you want to receive document notifications. You will receive email notifications every time someone uploads a file into your selected group folders.
 - a. All rountable members should select **Everyone**.
 - b. Select all groups of which you are a member.
 - c. Point of Contact members should also select **Point of Contacts**.
6. Groups Management information is saved automatically; there is no save button. When you have selected your groups, you may return to the homepage by clicking the rountable logo in the upper left corner of the page.

How to Use Group Notifications When Adding Files to the DMS

1. First, make sure that you are viewing the correct folder where you wish to upload your document. If you upload from the homepage, your files will go into the main folder instead of your team folder.
2. You may upload files by dragging documents into the Fast Upload area in the upper right of the homepage, or by selecting **Add Document** in the folder navigation menu (top menu). Fast Upload will notify all folder members of your upload, but you must go to the Add Document Page if you want to include a note with your notification or add more groups or individuals to notify.
3. On the Add Document page, enter the name of your document. There are other options for entering information, but in most situations you will just want to enter the document name.
4. Scroll down to the **Version Information** heading and select the **Browse** button next to Local file to upload a file from your computer.
5. After you locate your file, you may add information in the **Version comment** field. This comment will appear in group email notifications.
6. Scroll down to the **Assign Notification** heading to select individuals or group who you wish to notify when you finish uploading the file. You may select multiple groups or individuals from the dropdown menus.
7. When you are finished selecting your group notification recipients, click on the **Add Document** button to add the file. Notifications will be sent the moment the file is uploaded.