# EHS Connection Leveraging Expertise to Achieve EHS Excellence

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# **Agenda**

- Wyeth Overview
- Scope and Background of EHS Connection
- Deployment and Implementation Drivers
- Application Overview
  - Users
  - Key Features and Functions
  - Technology Overview
- Implementation Details
- Successes, Challenges and Lessons Learned

# Wyeth Overview (wyeth.com)

- World-class, research based pharmaceutical company
- 2003 sales = ~\$16 billion
- Major products
  - ▶ Effexor anti-depressant
  - ▶ Enbrel rheumatoid and other types of arthritis
  - ▶ Prevnar pneumococcal vaccine
  - ▶ Protonix proton pump inhibitor
  - Women's health products OC and HRT
  - Zosyn antibiotic for serious infections
  - Consumer products Alavert, Centrum, Chap Stick, Robitussin, Dimetapp
- 50,000+ employees in over 100 countries
- 90 "Significant" locations

# Wyeth Overview (wyeth.com)

## Major Divisions

- Wyeth Pharmaceuticals
- Wyeth Research and Development
- Wyeth Consumer Healthcare
- ▶ Fort Dodge Animal Health

# **Wyeth EHS Overview**

- Approximately 200 EHS professionals globally
- Corporate EHS group in 2 locations Madison, NJ and Collegeville, PA
- Business partners within EHS assigned to each business or operating unit – liaison for EHS issues
- EHS microsite on wyeth.com www.wyeth.com/ehs

# **EHS Connection Scope and Background**

- Original project scope Complete a list of EHS professionals, their CVs and areas of expertise
- Key scoping question Are people really just looking for an expert or are they looking for resources to solve a problem they are working on?
  - People are trying to solve problems as part of their daily work
  - Variety of resources needed technical materials, best practices, lessons learned, SOPs, guidelines, policies, regulations, regulatory interpretations, expertise; can be both from internal and external resources

#### Revised Scope Definition

- More complete view of the issue we are trying to address is in the context of connecting people with all of the resources they need to solve a problem (long-term view)
- Revised scope = connecting Team EHS and other Wyeth colleagues with the EHS data, information and expertise they need to efficiently resolve EHS issues; leveraging profile data for facilitating more effective communication distribution (long-term view)

## **Deployment and Implementation Drivers**

- EHS Strategic Plan
- Wyeth's Values (<a href="https://www.wyeth.com/about/mission.asp">www.wyeth.com/about/mission.asp</a>)
- EHS Business Process Management Framework
  - Efficient business processes and solutions using integrated, standardized systems to achieve the strategic and tactical EHS objectives in alignment with business drivers
  - Leverage existing business processes and solutions regardless of who owns them
  - Leverage Wyeth IS standards and platforms
  - Manage the elements of the business process management framework as another aspect of the business process (i.e. don't get technology for the sake of technology)
  - ▶ BPM Framework has 5 layers Data, Foundation Services, Solution, Aggregation/Unification Services, Aggregation/Unification

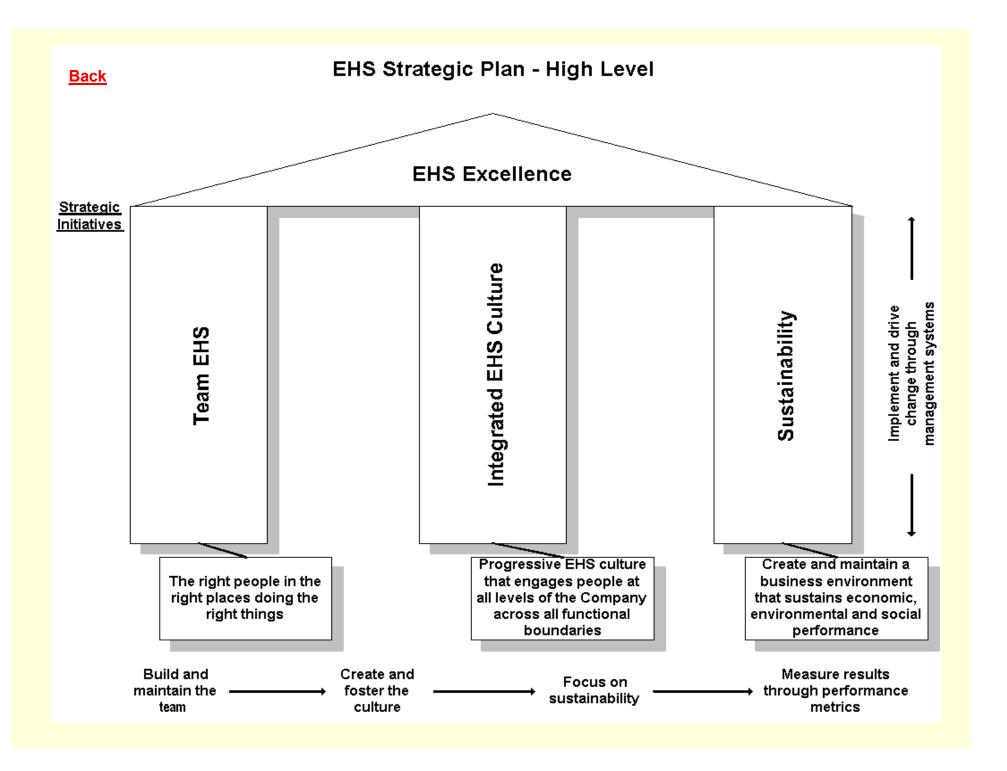
# **Deployment and Implementation Drivers**

## Budget

- Original budget adequate for commercial software solution
- ▶ Budget cuts at mid-year reduced by approximately 75%

## User acceptance

- ▶ Ease-of-use
- Integrated with e-mail
- Non-intrusive



# **Application Overview**

- Initial focus on commercial software
- This application space referred to as Expertise Location and Management (ELM) or Employee Knowledge Networks (EKN)
- Relatively immature market with emerging products and vendors
- AskMe, Kamoon, Lotus and Tacit are leading players
- Detailed evaluation of Tacit, Kamoon and AskMe
- Interesting products; some implementation hurdles (e.g., dynamic profiling by e-mail "mining")
- Budget crunch and technology issues changed solution focus

# **Application Overview**

- Selected commercial, open source application Web Wiz Forums (<a href="http://www.webwizguide.info/web\_wiz\_forums/default.asp">http://www.webwizguide.info/web\_wiz\_forums/default.asp</a>)
- In use by Wyeth's Web Development Center as a knowledgebase and code library for developers
- Purchase cost was nominal with no on-going licensing or maintenance costs
- Web Development Center expanded the functionality without changing the core code base
- Users
  - All of Team EHS
  - Any Wyeth employee can access the application and browse previously asked and answered questions
  - Users self-register 2 types of accounts EHS professionals (detailed profile) and non-EHS professionals (short profile)

# **Key Features and Functions**

## Professional Profiles

- Users self-register and self-maintain
- Detailed information on experience, areas of expertise, education, professional certifications and language proficiencies

#### Discussion Forums

- ▶ Fully configurable through administration screens
- ▶ Integrated with e-mail for automated notifications
- Moderator assigned to each forum to monitor and facilitate
- Any user can ask a question and answer a question
- Q&A stored in database for reuse

## Search

- Q&A search
- Expert Search



# **Key Features and Functions**

## Communication Distribution Module

- Leveraging profile attributes for targeted communications
- ▶ If in Communication Distribution group, then from Expert Search can e-mail the experts in the results set
- ▶ Helps EHS with more effective communications to specific constituencies

## Administration

- Manage application with no IS involvement for day-to-day issues
- Create new forums and set capabilities and permissions
- Organize forums under categories
- Move posts
- Delete posts
- Forum statistics report
- Unanswered question report

# **Technology Overview**

## Microsoft web architecture

- N-tier application
- ASP user interface
- ▶ VB/COM layer for business logic
- ▶ SQL Server 2000 database
- ▶ Running on internal web hosting environment (Windows 2000 Server, IIS)

# **Implementation Details**

## Costs

- Nominal cost to acquire application
- Approximately \$50,000 in web development to extend functionality

#### Resources

- ▶ EHS project team members = 3
- ▶ WDC project team members = PM, Business Analyst, 2 Developers

## Timeframe

- Approximately 3 months to design, develop, test and deploy
- Launched January 22, 2004

## Launch Approach

- Communicated directly to extended group of EHS professionals and other groups we work closely with
- Communicated broadly to the entire Wyeth community
- Leveraging business partners to do focused awareness training



# Successes, Challenges and Lessons Learned

## Successes

- ▶ EHS Connection has been meeting our stated needs
- ▶ Easy to use; non-intrusive; integrated with e-mail; good alignment with the EHS Strategic Plan, Wyeth's Values and BPM Framework
- ▶ Rollout is on track with expectations
- Great value
- Communication planning has paid off with effective multi-channel communications

## Challenges - any collaboration solution faces similar challenges

- ▶ The solution is only as valuable as the number of people using it and their level of participation
- Catch-22 people will only participate if they think it will be valuable, but it only will be valuable if people participate

# Successes, Challenges and Lessons Learned

 Lessons Learned - sometimes you don't get what you want, you get what you need

#### Homepage



#### **EHS Connection**

#### Leveraging Expertise to Achieve EHS Excellence

Ask a question. Find an expert. Get an answer. That is what the EHS Connection is all about. The EHS Connection helps Wyeth environmental, health and safety (EHS) professionals around the globe connect with each other to solve problems and share expertise. It is integrated with e-mail to keep you in touch with what is going on. You can use the on-line Help, Quick Start Guide and Technology Use Guide to get started and answer any "how to" questions you may have.

The time now is 10-March-2004 at 10:14am You last visited on 08-March-2004 at 3:51pm.

Forum	Topics	Posts	Last Post
General			
General Questions  If you don't know where to post a question, post it here. It will get moved to the correct forum.  Moderators: williad7	0	0	08-January-2004 at 6:55pm By <u>Forum Administrator</u>
Program Administration			
EHS Training  ■ EHS Training and Related Information  Moderators: meszars	1	2	21-January-2004 at 2:17pm By <u>williad7</u>
Environment, Health and Safety Law  Environment, Health and Safety Law and Related Information	1	2	21-January-2004 at 2:49pm

#### Forum Help

#### Forum Index

#### Forum Help



**EHS Connection : Forum Help** 

#### Choose a help topic

#### Help

I need help figuring something out with the EHS Connection

Technology Use Guide

Quick Start Guide

#### EHS Connection Background Information

What is the EHS Connection?

Why should I use the EHS Connection?

EHS Connection Terminology

#### Registration, User Profiles, Preferences and Logging into the Forum

Do I need to register for a user account?

Why are there two types of user accounts - one for EHS professionals and one for non-EHS professionals?

Required fields and recommended settings on user profiles

Completing the EHS professional profile

Uploading documents to your profile

Deleting uploaded documents from your profile

How do I update my profile?

Forum Times and Dates are not set to my local time

Why can't I login?

Lost Passwords

I Registered in the past but can't login

#### Posting Messages and Responding to Posts

How do I post a message in a forum?

I can't figure out where to post my message, what do I do now?

How do I find out when somebody responds to my post?

How do I delete posts?

How do I edit posts?

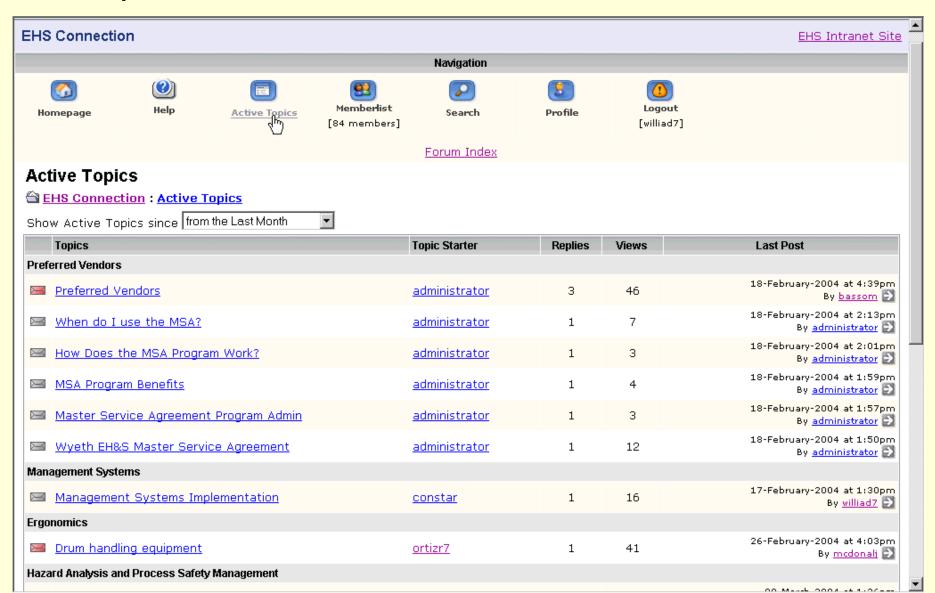
How do I add a signature to my post?

How do I respond to a post?

Why can't I view a forum?

Internat Funlarer MIVCHAIVC pacting icques

#### **Active Topics**



## Memberlist

#### **Forum Members**

**EHS Connection**: Forum Members

Member Search: Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There are 84 forum members on 4 pages and you are on page number 1

B

Sort Results By Username Alphabetically 🔽

Username	Group	Registered	Posts	Homepage	Search
administrator	Admin Group	08-January-2004	282		<b>Search</b>
<u>antonie</u>	Participant	10-February-2004	0		<b>Search</b>
<u>barnetl</u>	Participant	19-January-2004	0		<b>Search</b>
<u>basselc</u>	Participant	10-February-2004	0		<b>Search</b>
<u>bassom</u>	Participant	19-January-2004	1		<b>Search</b>
<u>bekaerh</u>	Participant	06-February-2004	0		<b>Search</b>
<u>belardg</u>	Participant	13-January-2004	1		<b>Search</b>
<u>bredine</u>	Participant	05-February-2004	0		<b>Search</b>
brezskj	Participant	19-January-2004	0		<b>Search</b>
<u>buxtons</u>	Participant	27-February-2004	0		<b>Search</b>
carnalj	Participant	13-January-2004	0		<b>Search</b>
chereprj	Participant ***	09-February-2004	0		<b>Search</b>

## **Forum Index**

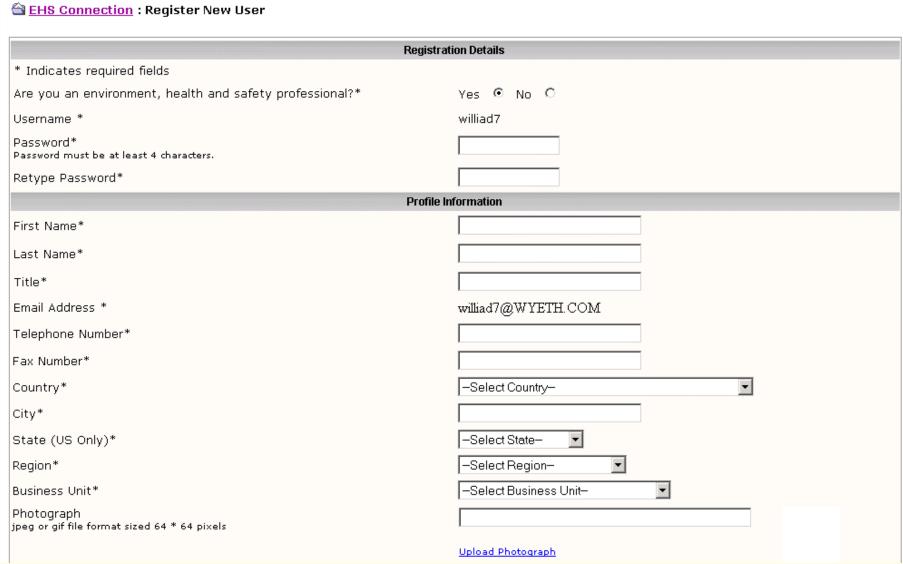
#### Forum Index

Forum	Description
Air Emissions	Air Emissions and Related Information
Applications/Information Technology	Applications/Information Technology and Related Information
	37
Auditing	Added Value Assessment Program, Self-Inspections and Auditing, Third Party Auditing
Biosafety	Biosafety and Related Information
Biosafety Facility Engineering, Design and Implementation	Biosafety Facility Engineering, Design and Implementation and Related Information
Capital Projects	Capital Projects (Approval, Design and Implementation)
Contractor Safety	Contractor Safety and Related Information
EHS Training	EHS Training and Related Information
Emergency Preparedness and Response	Emergency Response Equipment, Emergency Response Procedures, EPAMS, Fire Brigades
Energy Conservation	Energy Conservation and Related Information
Environment, Health and Safety Law	Environment, Health and Safety Law and Related Information
Environmental Due Diligence	Environmental Due Diligence and Related Information
Environmental Packaging	Environmental Packaging and Related Information
Environmental Remediation	Environmental Remediation and Related Information
Environmental Risk Assessment	Environmental Risk Assessment and Related Information
Ergonomics	Ergonomics and Related Information
Fleet Safety	Driver Eligibility and Training, Vehicle Accident Investigation, Vehicle Selection
General Questions	If you don't know where to post a question, post it here. It will get moved to the correct forum.
Hazard Analysis and Process Safety Management	Hazard Analysis, Job Safety Analysis, Management of Change, Operational Readiness Reviews, Process Safety Management, Safety Interlocks
Hazardous Work Practices	Compressed Gases, Confined Space, Elec. Systems, Excavations, Flam. Liquids, High Work, Hot Work, Lifting Devices, Lift Trucks, Line Breaking, Lock-out/Tag-out, Machine Guarding, Work Permit
Incident Investigation	Incident Investigation and Related Information
Industrial Hygiene	Laser Safety, Noise, OEGs, Personal Protective Equipment, RBEC Guidelines, Respiratory Protection, Ventilation

## **Short Profile (Non-EHS)**

Registra	ntion Details				
* Indicates required fields					
Are you an environment, health and safety professional?*	Yes ○ No ·				
Username *	williad7				
New Password Password must be at least 4 characters.					
Retype New Password					
Profile I	nformation				
First Name*	David				
Last Name*	Williams				
Title*	Assistant Director - Env. Informatic				
Email Address *	williad7@WYETH.COM				
Forum Preferences					
Show my Email Address Hide your email address if you want it kept private from other users	Yes    No C				
Notify me of replies to posts Sends an email when someone replies to a topic you have posted in. This can be changed whenever you post.	Yes    No C				
Always attach my signature to posts	Yes   • No C				
Enable the Windows IE 5 + WYSIWYG post editor	Yes · No C				
Automatically log me in when I return to the Forum	Yes € No C				
Time offset from forum time Present server date and time is: 10-March-2004 at 10:18am	+ V O V hours				
Date Format	Day/Month/Year ▼				
Update Profile	Reset Form				

# Register New User



	ture a signature that you would like shown at the bottom of your Forum Posts (max aracters)	0	Character Count Signature Preview			
Are y	ou the EHS Leader at your site?*	Yes	C No ⊙			
	Primary Job Responsibilities Check all that apply		☐ Environmental ☐ Health and Safety			
			Other - Please describe:			
	EHS Areas					
	ronmental		lth and Safety			
	Air Emissions		Asbestos Abatement			
	Energy Conservation		Biosafety			
	Environmental Law		Bulk Chemicals			
	Environmental Packaging		Compressed Gases			
	Environmental Risk Assessment		Confined Space Entry			
	Hazardous Waste	☐ Contractor Safety				
	Infectious/Medical Waste	☐ Driver/Fleet Safety				
	Pollution Prevention/Waste Minimization		Electrical Safety/Systems Design			
	Recycling		Ergonomics			
	Remediation		Fire Suppression			
	Solid Waste		Flammable and Combustible Liquids			
	Storage Tanks/Secondary Containment		Hazard Analysis			
	Sustainable Development		Hazard Communication			
	Wastewater		Health and Safety Law			
	Water Conservation		Health and Safety Risk Assessment			
Gene	eral		Hearing Conservation			

	Auditing	High Work
	Due Diligence	Hot Work
	Emergency Response	Industrial Hygiene
Г	Incident Investigation	Ionizing/Non-ionizing Radiation
Г	Information Technology	Laboratory Safety
Г	Management Systems	Life Safety
	Process Modeling/Simulation	Lifting Devices
Г	Project Management	Lock-out/Tag-out/Control of Hazardous Energy
Г	☐ Training	Loss Prevention
		Machine Guarding
		-
		Materials Handling Equipment
		Occupational Health
		Operational Readiness Review
		Personal Protective Equipment
		Powered Industrial Vehicles
		Pressure Vessels (Fired and Non-Fired)
		Process Safety
		Respiratory Protection
		Toxicology
		Transportation Safety
_	d.,a!	
In Lis Us ret	ducation Iclude college, university and technical institute degrees st institution name, area of study and degree type se a semi-colon (;) or a period (.) to separate multiple entries, even if using a hard turn (i.e., hitting the Enter key). The hard returns are not used for displaying this formation in the read-only version of your profile that all other users will see.	

Professional Summary Provide a summary of your professional ex- responsibility Use a semi-colon (;) or a period (,) to separate return (i.e., hitting the Enter key). The hard retur information in the read-only version of your profi	" multiple entries, even if using a hard ns are not used for displaying this		
Years of Experience			
Years of EHS Experience 0			
Years of Other Professional Experience	(not including EHS) 0		
Professional Certifications and License To edit an existing professional license or certific click the Register (new registration) or Update Pro	ation entry, put your cursor in the field	in the data display table and make your edits. Your e bottom of the page.	changes will be saved when you
Certification/License Name	Certification/License Abbreviation	Certifying/Licensing Body	Issue Year ("'yyyy", e.g. 2003)
			Add Cert./Lic.
Professional Memberships List the complete names of the profession Use a semi-colon (;) or a period (,) to separate r return (i.e., hitting the Enter key). The hard retur information in the read-only version of your profi	multiple entries, even if using a hard ns are not used for displaying this		<b>Y</b>

Language Proficiency			
Language	Reading	Writing	Conversation
Chinese - Simplified			
Chinese - Traditional			
Dutch			
English			
French			
German			
Greek			
Indonesian			
Italian			
Japanese			
Korean			
Portuguese			
Spanish			
Other(s) Use a semi-colon (;) or a period (.) to separate multiple entries, even information in the read-only version of your profile that all other users	if using a hard return (i.e., hit will see.	ting the Enter key). The hard	returns are not used for displaying this
Documents			
You must complete registration to attach documents.			

Forum	Preferences
Show my Email Address Hide your email address if you want it kept private from other users	Yes ⊙ No C
Notify me of replies to posts Sends an email when someone replies to a topic you have posted in. This can be changed whenever you post.	Yes ⊙ No C
Always attach my signature to posts	Yes   • No C
Enable the Windows IE 5 + WYSIWYG post editor	Yes   • No ○
Automatically log me in when I return to the Forum	Yes   • No C
Time offset from forum time Present server date and time is: March-10-2004 at 11:45am	+ V 0 V hours
Date Format	Month/Day/Year ▼
Register	Reset Form

#### E-mail "Watches"

Forum Jump - Select Forum -

PUDM TODICS From die errecht Moudie **Topics Topic Starter** Biosafety Resources and Site Contacts administrator Corporate Biosafety Committee Functions <u>administrator</u> Biosafety level 2+ (BSL-2+) administrator Infectious Substances Shipping administrator Human cell lines and OSHA Bloodborne Stds administrator UV lights in biological safety cabinets administrator Registration of Incompetent Viruses administrator **BAR Form Review Process** <u>administrator</u> BAR Form Submission Timing administrator Wyeth BAR form administrator Watch this forum for new posts

#### **E-mail Watch Example**

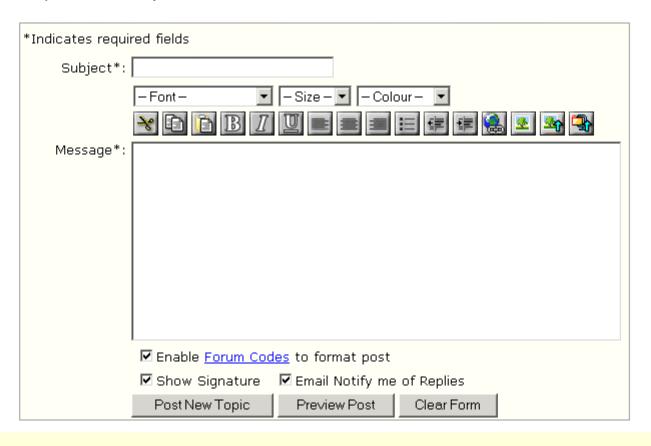
From: "EHS Connection" <EHSConnection@wyeth.com> 3/8/2004 1:55:06 PM To: williad7 < williad7@WYETH.COM> Subject: EHS Connection: Temptale Disposal A message has been posted in the forum on EHS Connection that you asked us to keep an eye on. To view and/or reply to the post then click on the link below: http://insidewyeth.com/ehsconnection/forum\_posts.asp?TID=174&TPN=1 To Un-subscribe from email notification for this Topic or Forum click on the link below: http://insidewyeth.com/ehsconnection/email\_notify.asp? TID=174&FID=29&M=Unsubscribe Forum: Waste Management Topic: Temptale Disposal Posted By: prestagf A11, TempTales should be returned to the manufacturer, SensiTech, Inc. Those sites having TempTales should send an e-mail to clacaillade@sensitech.com with their name, phone number, e-mail address and number of units to be returned. Cathy at SensiTech will issue a return number as well as the details to use for the return shipment. For the international sites, the package should be marked "No commercial value - items being returned to manufacturer". It is in our interest to return the items. It was explained to me that credit is given for returned units and the pricing for subsequent years established on the basis of how many

units were sold and returned.

## **Post New Topic**

. Orani zinaoni

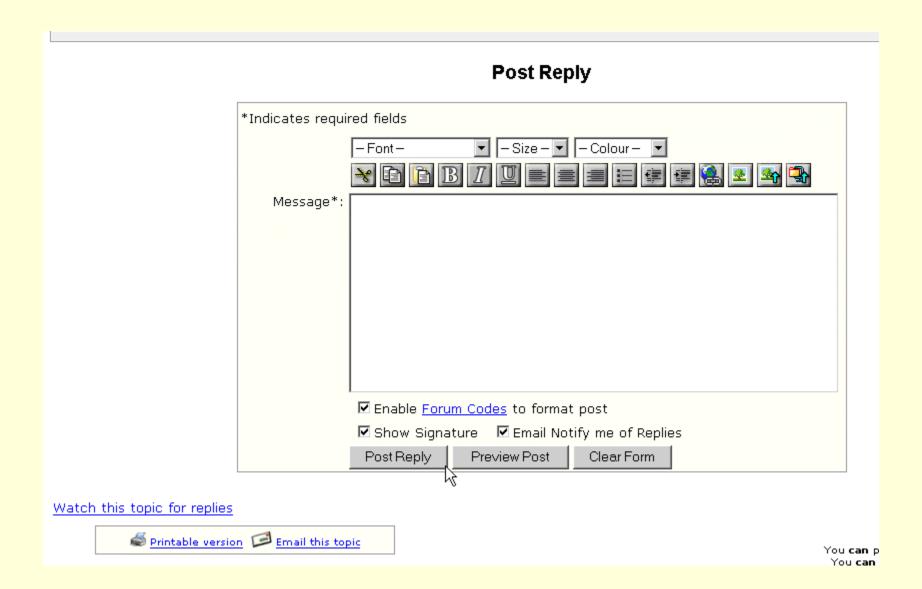
#### **Post New Topic**



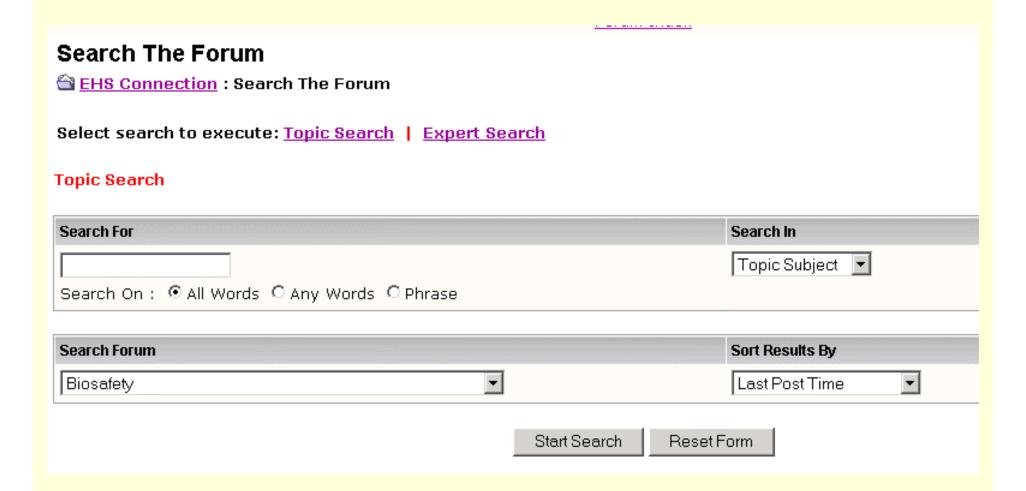
#### **Post Reply**



## **Post Reply**



## **Topic Search**



## **Topic Search Results**

TOTALL THACK

#### Search Results

**EHS Connection**: Search Results

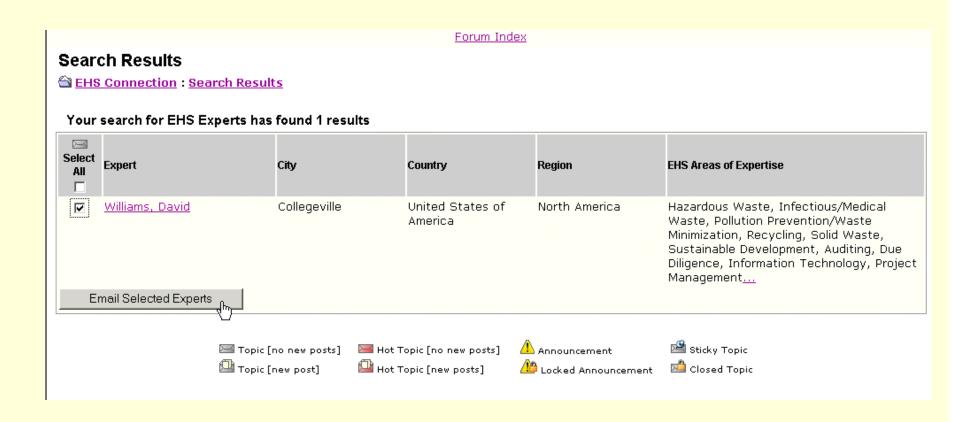
Your search for 'biosafety' has found 4 results

Topics	Topic Starter	Replies	Views	Last Post
biosafety Cabinet Selection Guide	administrator	2	25	20-January-2004 at 4:45pm By <u>eqilman</u> 🗲
<b>biosafety</b> Resources and Site Contacts	administrator	1	7	20-January-2004 at 11:55am By <u>administrator</u>
Corporate biosafety Committee Functions	administrator	1	4	20-January-2004 at 11:54am By <u>administrator</u>
biosafety level 2+ (BSL-2+)	administrator	1	11	20-January-2004 at 11:52am By <u>administrator</u> 🔁

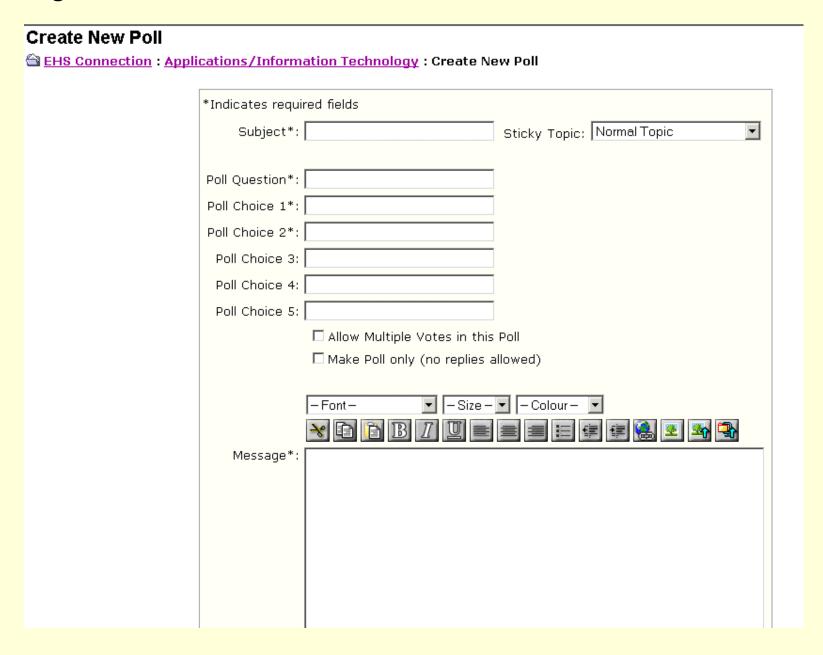
# **Expert Search**

Expert Searcl								
	• Any of the terms below (wide search)							
	C All of the terms below	(narrow search)						
Contact Infomatio	on							
First Name		Last Name						
Country -Sel	ect Country-	City	State (US Only) -Select State-					
Region -Sel	ect Region− <b>▼</b>	Business Unit —Select Business	Unit-					
Primary Job Re	sponsibilities							
Envir	onmental							
Healt	h & Safety							
Other								
Areas of Expertis	<b>e</b>							
Environmental								
Health and Sa	<u>fety</u>							
General								
Language Profici								
Languages	□ Select All							
	Chinese - Simplified	☐ German	□ Korean					
	Chinese - Traditional	☐ Greek	☐ Portuguese					
	☐ Dutch	☐ Indonesian	☐ Spanish					
	□ English	□ Italian	,					
	☐ French	☐ Japanese						
Keywords								

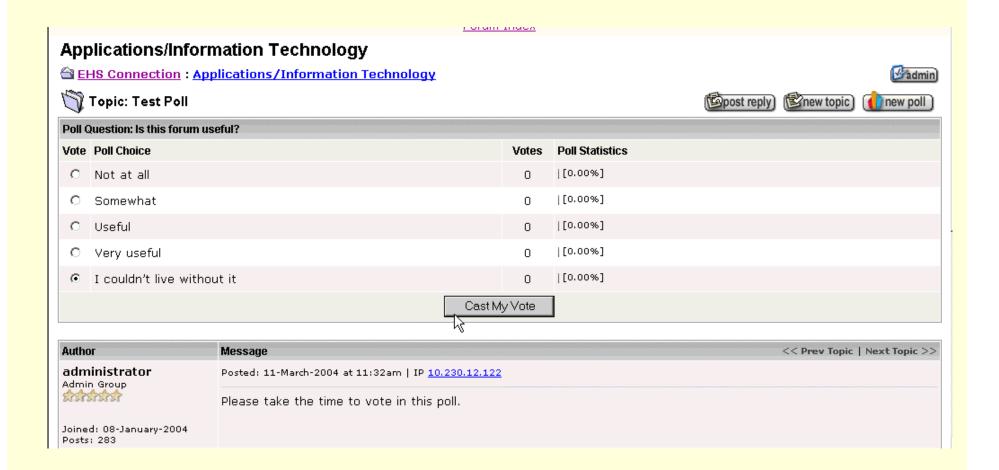
# **Expert Search Results**



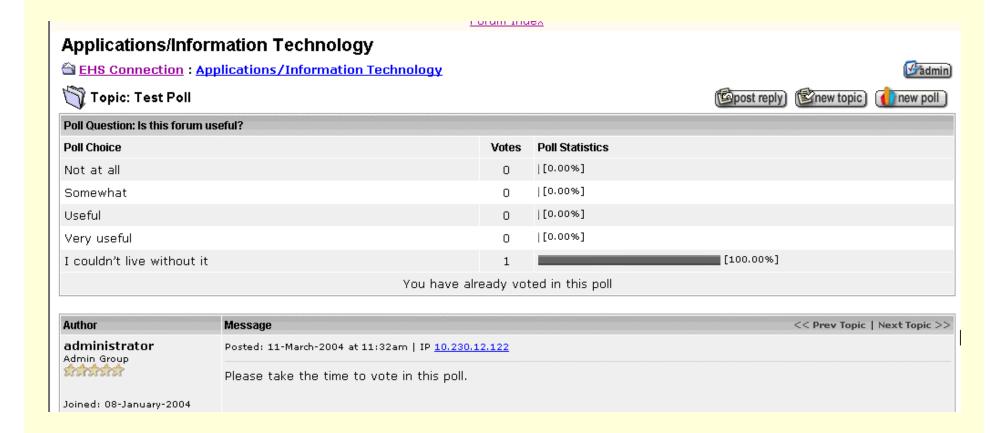
# **Polling**



# **Polling - Voting**



# **Polling – Voting Results**



## **Forum Admin**

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#### Admin

<u>Admin Menu</u>

Forum Admin

Lock Forums

#### User Group Admin

Group Admin

<u>Group Permissions</u> Admin

#### Member Admin

Membership Admin

Member Permissions Admin

Suspend Registration

#### General Admin

Forum Statistics

Change Admin Username and Password

Forum Configuration

Forum Date and Time Settings

Email Notification Setup

Email Members

File and Image Upload Setup and Configuration

Anti-Spam Configuration

Configure the Bad Word Filter

#### Ban Admin

IP Address Banning

Email Address Banning

## Forum Administration Menu

Return to the Main Forum

For security it is highly recommended that you <u>change the Admin Username and Password</u> to stop others messing up your Forums!

#### Forum Administration

The following pages are to help you administer the forum

#### Forum Administration

Create, Amend, Delete any forum's and forum categories, alter forum details, set forum permissions, lock forums, password protect forums, etc.

#### Lock Forums

From this option you can Lock the Forums so that no-one can post, register, login. etc. on the forum. Useful for forum maintenance.

## Forum User Group Administration

The following pages are to help you administer forum User Groups

#### Group Administration

Create, Amend, Delete, change the details, etc. of forum User Groups.

#### Group Permissions Administration

From this option you can configure permissions on forums for User Groups, set permissions for forum moderation, entry, posting, creating polls, etc.

## Membership Administration

The following pages are to help you administer Forum User Memberships

### Forum Membership Administration

Administer members accounts, make them moderators, change status, delete members, suspend accounts, etc.

### Member Permissions Administration

From this option you can configure permissions on forums for Members, set permissions for forum moderation, entry,

## **Administer Forums**

## **Administer Forums**

Return to the the Administration Menu

From here you can add, delete, edit, or lock Categories and Forums.

Click on Forum name or Category to Amend Details.

Select the order you would like the forums to be in from the Order drop down list and click on the Update Order button

Forum	Lock	Delete	Order
General		8	1 🔻
General Questions If you don't know where to post a question, post it here. It will get moved to the correct forum.	2	8	1 🔻
Program Administration		8	2 🔻
EHS Training EHS Training and Related Information	<b>%</b>	8	1 🔻
Environment, Health and Safety Law Environment, Health and Safety Law and Related Information	<b>%</b>	8	1 🔻
Incident Investigation Incident Investigation and Related Information	<b>6</b>	8	1 🔻
Management Systems Managements Systems (e.g., ISO14000, OHSAS18000) and Related Information	<b>%</b>	8	1 🔻
Policies and Guidelines Policies and Guidelines - Internal Wyeth Requirements	<b>%</b>	8	1 🔻
Preferred Vendors Preferred Vendors (Laboratories, Consultants, Contractors and Waste Management)	<b>%</b>	8	1 🔻
The Work Environment		8	3 🔻
Capital Projects Capital Projects (Approval, Design and Implementation)	<b>a</b>	8	1 🔻

# **Admin User Groups**

## **Administer User Groups**

Return to the the Administration Menu

From here you can create, delete, change the details, etc. of forum user groups.

Click on User Group Name to change the details and settings for that user Group.

To change the Starting Group, select which group you want as the starting group and click the 'Update Starting Group' button.

User Group	Stars	Minimum Num of Posts (for Ladder Groups only)	Starting Group	Delete
Admin Group	र्यतकेत्रकेत्रके	Non Ladder Group		
Guest Group	र्यतकेर्वतकेर	Non Ladder Group		
Participant	<b>इंट</b> डीटडीटडीटडीट	0	•	
Bronze Participant	strate de de la constante de l	10	0	8
Silver Participant	<b>shshs</b> hsh	30	0	3
Communication Distribution	skrálnánán	Non Ladder Group	0	8
Gold Participant	shshshsh	50	0	8
Platinum Participant	statatatat	100	0	8

Update Starting Group



Create New User Group

# **Membership Admin (Moderators)**

### **Key to Generic Forum Permissions**

All Users

This gives permission to all users including Guests.

Registered Users

This gives permission to all users except Guests.

Private Groups

This gives permissions to Groups that you have given permission to through the setting up of Group Permissions for this forum.

Forum Admin's

This gives permission to Forum Administers only.

Generic Fo	Generic Forum Permissions for Environment, Health and Safety Law									
Forum Access	New Topics	Reply to Posts	Edit Posts	Delete Posts	Sticky Topics	Create Poll's	Vote in Poll's	Upload Images	Attach Files	
All Users	Registered Users	Registered Users	Registered Users	Registered Users	Forum Admin's Only	Forum Admin's Only	Registered Users	Registered Users	Registered Users	

## Member Permissions on Environment, Health and Safety Law

williad7	williad7 Permissions on Environment, Health and Safety Law									
Forum Access	New Topics	Reply to Posts	Edit Posts	Delete Posts	Sticky Topics	Create Poll's	Vote in Poll's	Upload Images	Attach Files	Moderate this Forum
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Remove this Member's Permissions 💗



# **Forum Configuration**

General Forum Settings and Look			
Forum name* This is the name of your forum.	EHS Connection		
Website name* The name of your website or Forum eg. My Website Forum	EHS Connection		
Website Address* This is the URL to your website's homepage so that members can be taken to your homepage when exiting the forum, your domain name is usually best here.	http://insidewyeth.com/ehsconned		
Web address path to forum* The web URL to your forum including your domain name and any folder the forum may be in. This is the address you would type into the address bar on your browser to get to the forum. eg. http://www.mywebsite.com/forum	http://insidewyeth.com/ehsconned		
Forum Title Image Location: This replaces the Web Wiz Forum's logo that is shown on the top of each page. Your own web sites banner logo would be good to place here.	forum_images/web_wiz_forums.gif		
Powered by Web Wiz Guide Link logo: If you enable this the text link to Web Wiz Forums at the bottom of the will be replaced with a graphic image.	On ○ Off ●		
Active Users List Users of Access versions of the forum please note that for performance and other database issues that you DO NOT enable this item.	on ○ Off ◎		
Display Moderator Groups on Main Page: Display the moderator user group for each forum on the main page.	on    Off □		
Display Server Processing Time for Page: Display the number of seconds it has taken the server to generate the page on the bottom of forum pages.	on    Off □		

# **Forum Configuration**

User and Forum Posts Settings	
Avatar Images:	On ⊙ Off C
Emoticon Smiley Images:	on ○ off ⊙
Display Edited Author: Display the name of person who edited a posts and the date the post was edited on the bottom of edited posts.	On <sup>®</sup> Off <sup>©</sup>
Flash Files/Images: If you enable this then users will be able to display Flash Files/Images in their posts and signatures. Please be aware that allowing Flash files can cause security problems from malicious Flash Files.	on ○ off ⊙
WYSIWYG HTML Editor for Windows IE 5+ This is the type of editor you use to post messages if you are a Windows IE5+ user. If you turn this function off everyone will use the Basic message editor. If you want greater security turn this feature off, but you will lose functionality.	On <b>©</b> Off <sup>©</sup>
Forum Posts and Topic Page Display Settings	
Topics Per Page: This is the number of Topics shown on each page.	30 🔻
Posts Per Page: This is the number of Posts shown on each page of a Topic.	20 🔻
Hot Topic Number of Views: This is the number of times a Topic is viewed before it is shown as a Hot Topic.	20 🔻
Hot Topic Number or Replies: This is the number of Replies a Topic must have to be shown as a Hot Topic.	5
Number of Poll Choices: This is the maximum number of Choices allowed in a Forum Polls.	5

# **Forum Configuration**

Private Messenger	
Private Messenger: If you turn this off your members will no longer be able to use the Private Messenger to send and receive Private Messages.	On ○ Off ●
Number of Private Messages Per Member: This is the number of Private Messages a member can have in there 'inbox' at any one time.	10 🔻
Update Forum Configuration	Reset Form

# **E-mail Configuration**

*Indicates required fields						
Email Component to use: You must have the component you select installed on the web server, check with your web host on which they have. Usually none are available with free web hosting.	CDONTS (NT4/Win2k)					
Outgoing SMTP Mail Server (NOT needed for CDONTS): You only need this if you are using an email component other than CDONTS. It must be a working mail server or the forum will crash.	(eg. mail.myweb.com)					
Website name* The name of your website or Forum eg. My Website	EHS Connection					
Web address path to forum* The web address that you would type into your web browsers address bar inorder to get to the forum. eg. http://www.mywebsite.com/forum	http://insidewyeth.com/ehsconned					
Your Email Address* Without a valid email address you wont be able to send emails from the forum or receive email notification yourself.	EHSConnection@wyeth.com					
Email Notify Allows users to receive notification of replies to their posts or new posts in forums.	On <sup>®</sup> Off <sup>©</sup>					
Send Post with E-mail Notification Allow the full message that has been posted in the forum to be sent with the email notification.	On <sup>®</sup> Off <sup>©</sup>					
Email Activation of Membership If you enable this new members will be sent an email containing a link that they will need to click on to activate their forum membership.	On ○ Off ⊙					
Built in Email Client The built in email client allows members to send emails to other forum members directly from the forum, as long as both parties have a valid email address in their profile.	On <sup>®</sup> Off <sup>©</sup>					
Update Details Re	eset Form					

# **Forum Statistics**

Forum Statistics							
Number of Forums	37						
Number of Topics	166	Last New Topic	Saturday, March 06, 2004, 09:48				
Number of Posts	341	Last New Post	Monday, March 08, 2004, 13:52				
Number of Members	86	Last New Member	Wednesday, March 10, 2004, 10:59				
Number of Private Messages	0	Last Private Message	Saturday, December 30, 1899, 00:00				
Number of Polls	0						
Number of User Groups	8						

## Forum Activity

Forum	Total # Topics	Total # Topics w/o Replies	Topics without Replies
EHS Training	1	0	N/A
Environment, Health and Safety Law	1	0	N/A
Incident Investigation	1	0	N/A
Management Systems	2	0	N/A
Policies and Guidelines	1	0	N/A
Preferred Vendors	6	0	N/A
Capital Projects	6	0	N/A
Contractor Safety	3	0	N/A
Hazard Analysis and Process Safety Management	1	0	N/A
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