

HOW TO

Connect with SciFinder Colleagues



The My Connections feature allows you to link with other SciFinder users within your research site for the purpose of sharing project information via the Comments and Tags features. Only your connections – colleagues with whom you have chosen to connect – can view and interact with your reference information.

Invite a Colleague To Connect

1. Click **My Connections**.

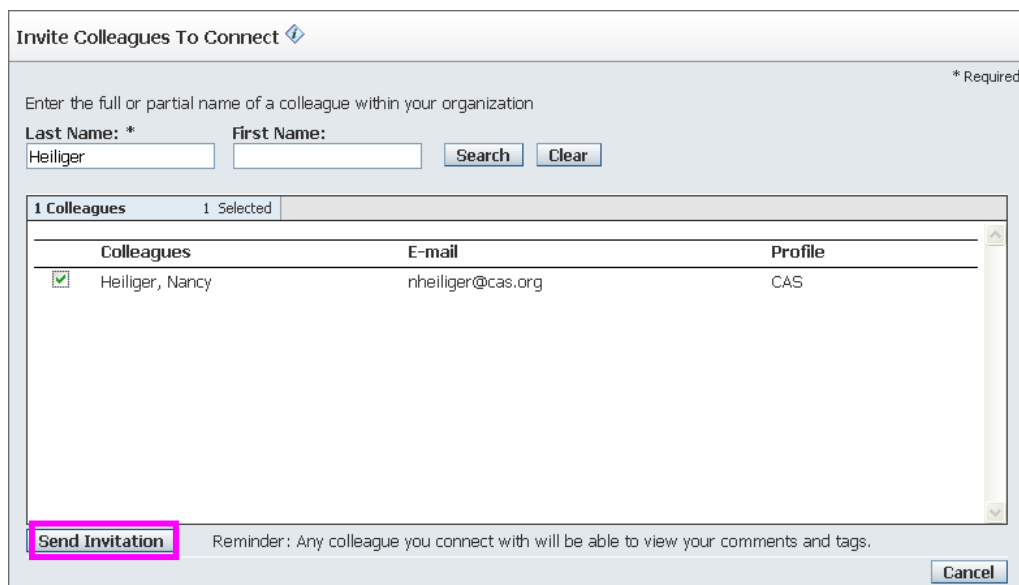
Then, on the My Connections page, click **Invite Colleagues To Connect**.



2. Type a colleague's name. Click **Search**.

SciFinder displays users within your research site that match your entry.

Select the colleague(s) of interest. Click **Send Invitation**.



Invite Colleagues To Connect

Enter the full or partial name of a colleague within your organization

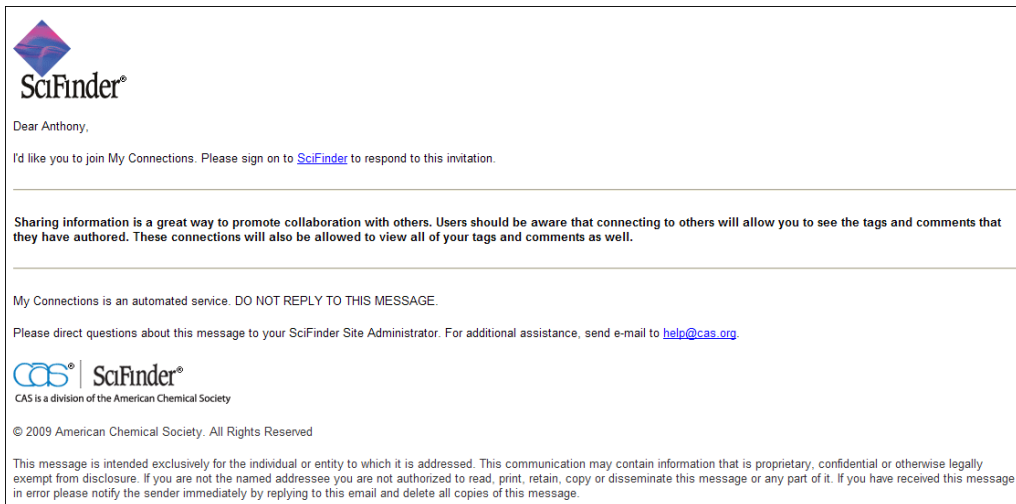
Last Name: * Heiliger First Name: Search Clear

Colleagues	E-mail	Profile
<input checked="" type="checkbox"/> Heiliger, Nancy	nheiliger@cas.org	CAS

Send Invitation Reminder: Any colleague you connect with will be able to view your comments and tags. Cancel

Note: SciFinder confirms that the invitation was sent and asks whether you want to connect with additional colleagues.

3. Receive e-mail confirmation that colleague has accepted or declined.




Dear Anthony,

I'd like you to join My Connections. Please sign on to [SciFinder](#) to respond to this invitation.

Sharing information is a great way to promote collaboration with others. Users should be aware that connecting to others will allow you to see the tags and comments that they have authored. These connections will also be allowed to view all of your tags and comments as well.

My Connections is an automated service. DO NOT REPLY TO THIS MESSAGE.

Please direct questions about this message to your SciFinder Site Administrator. For additional assistance, send e-mail to help@cas.org.

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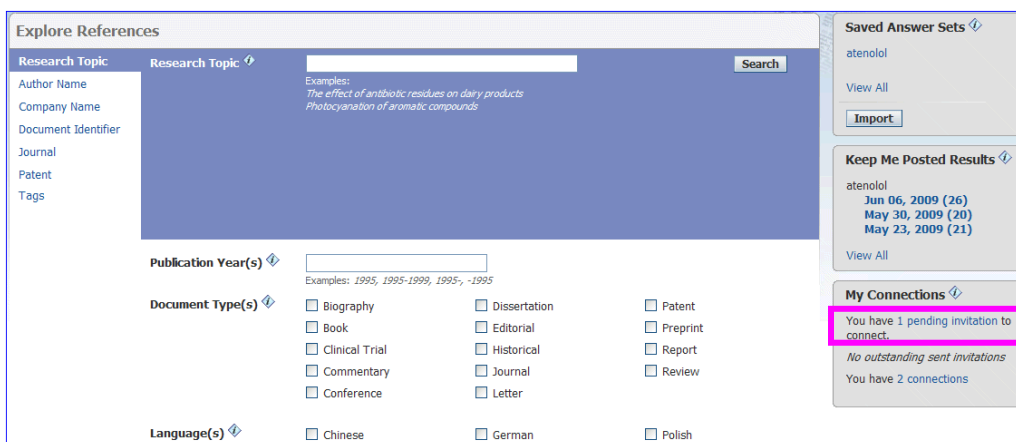
This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, confidential or otherwise legally exempt from disclosure. If you are not the named addressee you are not authorized to read, print, retain, copy or disseminate this message or any part of it. If you have received this message in error please notify the sender immediately by replying to this email and delete all copies of this message.

Accept an Invitation To Connect

1. Open an e-mail sent to you from SciFinder on behalf of a colleague.

Or, when you are in SciFinder, check the My Connections box.

Click the link to go to the My Connections feature.

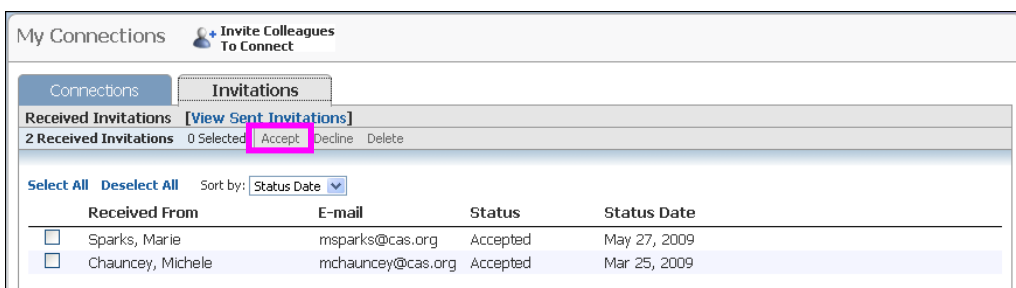


The screenshot shows the 'Explore References' interface. On the right sidebar, the 'My Connections' section is highlighted with a pink box. It contains the text: 'You have 1 pending invitation to connect.' Below this, it says 'No outstanding sent invitations' and 'You have 2 connections'.

2. Click the **Invitations** tab.

Select the colleagues of interest. Click **Accept**.

If you do not wish to connect with this person, click **Decline**.



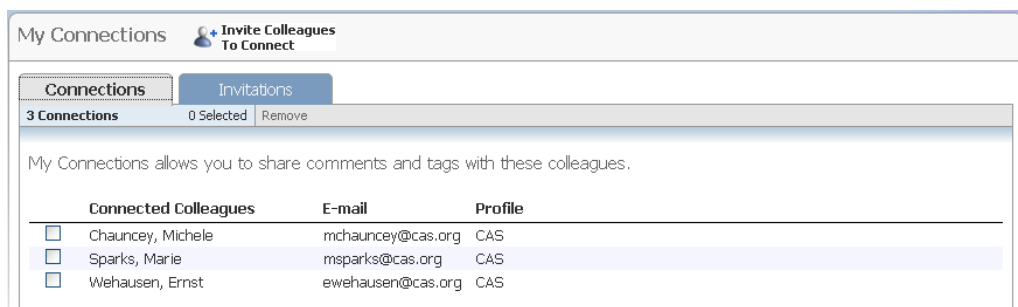
The screenshot shows the 'My Connections' page with the 'Invitations' tab selected. It displays a table of received invitations:

Received From	E-mail	Status	Status Date
<input type="checkbox"/> Sparks, Marie	mspark@cas.org	Accepted	May 27, 2009
<input type="checkbox"/> Chauncey, Michele	mchauncey@cas.org	Accepted	Mar 25, 2009

Notes:

- The Invitations tab provides details about pending invitations. You have 30 days to accept or decline an invitation.
- SciFinder sends an e-mail to the colleague who invited you, notifying them that you accepted or declined the invitation.


3. Click the **Connections** tab to see a list of your My Connections colleagues.



Manage Your Connections

SciFinder enables you to stay on top of your connections once they are set up.

- **Resend** invitations that have expired – that is, invitations your colleague has neither accepted nor declined within 30 days.


On the Invitations tab, click **View Sent Invitations**, select  an invitation with a status of Expired, and click **Resend** on the toolbar.

- **Withdraw** (for whatever reason) invitations that you have sent or resent.

On the Invitations tab, click **View Sent Invitations**, select  an invitation with a status of Sent or Resent, and click **Withdraw** on the toolbar.


Note: You cannot withdraw invitations that have been accepted, declined, or expired.

- **Delete** invitations that have been accepted, declined, or withdrawn, or that have expired. This allows you to remove unwanted items.

On the Invitations tab, click **View Sent Invitations** or **View Received Invitations** as appropriate, select  an invitation with a status of Accepted, Declined, Expired, or Withdrawn, and click **Delete** on the toolbar. Then click **OK** to confirm the deletion.

Note: You cannot delete invitations with a status of Pending, Sent, or Resent.

- **Remove** a connection. This severs your connection to a colleague so that you can no longer share information.

On the Connections tab, select  a colleague, and click **Remove** on the toolbar. Then click **OK** to confirm the deletion.

Collaborate with Colleagues

Use connections to collaborate with your My Connections colleagues.

Connections allow you to share comments and tags on related specific references. For hints and tips, see the How To Guides for:

- Comment on References
- Tag References



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