

RAPS Regulatory Exchange Quick Start Guide

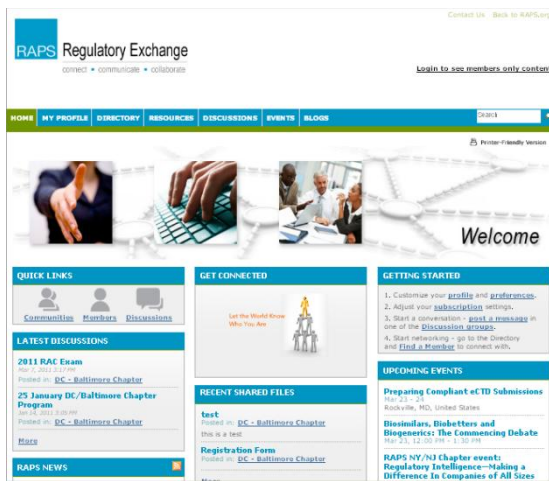
Updated May 2011

RAPS has created an online community just for you. Log onto *RAPS Regulatory Exchange* to build your professional regulatory network. Connect. Communicate. Collaborate.

It's easy! Just log on and update your profile. Then, connect with others and join the conversation. This brief guide will get you started.

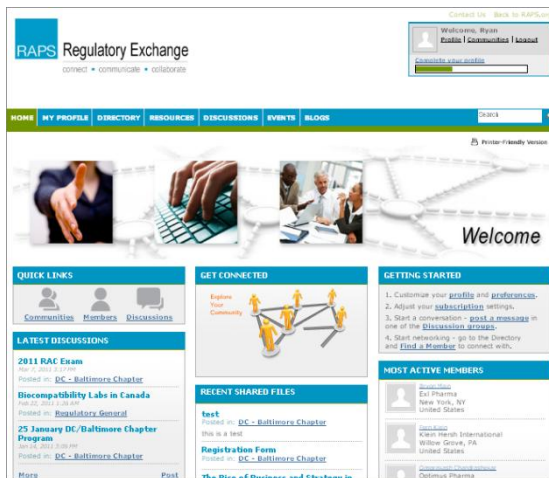
Log on

To log on and begin using Regulatory Exchange, visit connect.raps.org or click one of the direct links from RAPS.org and log on using your RAPS username and password. If you do not know your username or password, contact the RAPS Solutions Center at +1 301 770 2920, ext. 200, or email raps@raps.org.

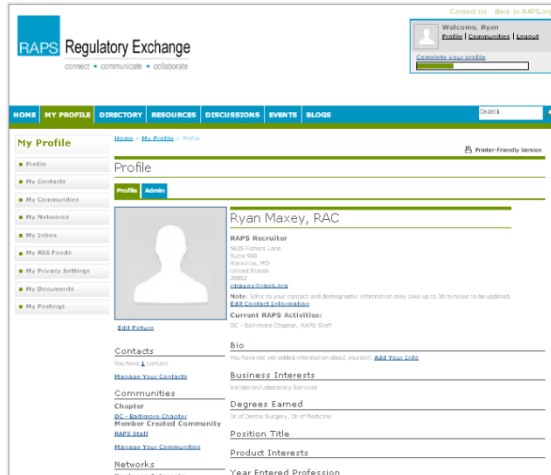


Update Your Profile

To view and update your profile, click [My Profile](#) on the main menu bar, or “Profile” on the gray box in the upper right corner. Note: if you do not see the gray box, you may not be logged in.



The first time you log on, you will find your profile already includes information from the RAPS member database. You can update this information by clicking the add/edit links from your profile page. You can also upload a profile picture by clicking “Edit Picture.”

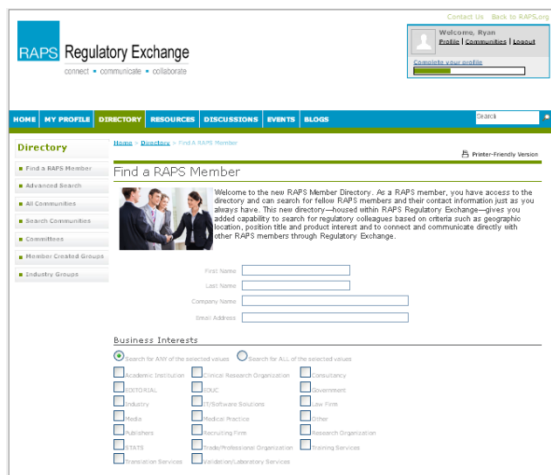


If you have a LinkedIn profile, you can easily import information from LinkedIn directly into RegEx. You can also include links to your personal profile on LinkedIn, Facebook, Twitter and other popular public social networks, or link to your blog if you have one.

Your profile is only viewable by other RAPS members and you can control what is displayed to them on your profile page by clicking on “[My Privacy Settings](#),” either in the column to the left of your profile or on the drop-down menu under “My Profile.” If you click any of the links to edit your contact or demographic information, a new window will open and you will edit the information directly through RAPS.org. When you’ve finished, save the changes and close that window. Then, back on RegEx, be sure to click “Refresh Member Information” at the top of your profile page to update your profile. If you don’t click the refresh link, your profile will still update, but it may take up to 30 minutes before it does.

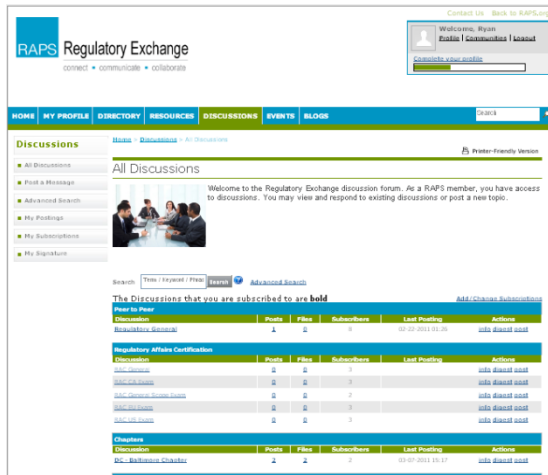
Search For and Connect With Colleagues

Regulatory Exchange serves as an online member directory, but with social networking capabilities. Click on “Directory” from the top navigation menu to search for other RAPS members. If you wish to search based on expanded criteria, such as geographic location or other demographic factors, select the “Advanced Search” option. Once you locate another member, you can view his or her profile, send a message or add that member as a contact.

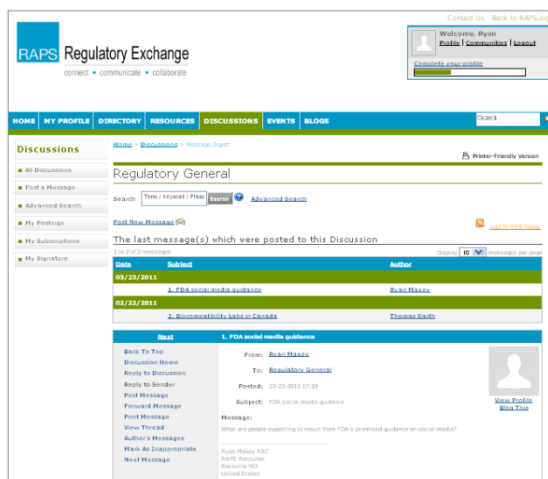


Participate in Discussions

One of RegEx's most useful features may be its discussion groups. Use the groups to exchange ideas and discuss important topics affecting healthcare product regulation, and share knowledge about regulations and issues confronting regulatory professionals. The default view for discussions is chronological, but you may wish to view all posts in a particular thread together. To do so, simply click "View Thread" from the menu of choices to the left of any given discussion item.



You may also respond to a discussion item, post a new discussion or reply privately to a member regarding something he or she posted. To do so, simply click on a discussion category and select one of the available options to the left of the discussion item, such as "Post New Message" or "Reply to Discussion." If you are new to the discussion group, you will be prompted to set your preferences for how often you would like to receive email notices related to that discussion group. Of course, you may also choose not to be notified by email. At any time you can control your group subscriptions by selecting "[My Subscriptions](#)" from the drop-down menu under the Discussions item on the main menu.



Share and View Files

You can share and view files, including Word documents, PDFs and jpegs, via RegEx's resource libraries. Access and search libraries via the "Libraries" item on the main menu. To add a file to a library, there

two ways to post an item. You can add it as an attachment to a discussion post, or you can post it directly into the resource library (not associated with a discussion post).

Content may be tagged to make it easier to categorize and find, but tags are not required. In the near future, RAPS plans to upload archived, searchable Regulatory Focus articles, RAPS special reports and other exclusive RAPS member content to special RegEx resource libraries. An upgrade to this functionality is expected to come this summer that will allow even more flexibility in the types of content that may be shared and how it is accessed and displayed.