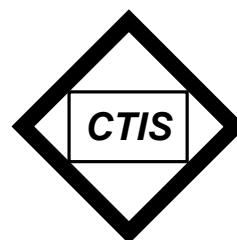


AdEERS LISTSERV

Frequently Asked Questions

May 2001

NCI CTEP Help Desk -
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By Capital Technology Information Services, Inc.

AdEERS LISTSERV Frequently Asked Questions

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Introduction

CTEP has received over 1,200 AdEERS reports since January 2001. In response to queries regarding the system, the NCI Guidelines for Adverse Event Reporting, and updates, CTEP will be distributing AdEERS Announcements electronically to all individuals registered to the AdEERS LISTSERV: AdEERS@list.nih.gov. The following are questions frequently asked regarding the AdEERS LISTSERV.

Frequently Asked Questions

1. *How do I subscribe to the ADEERS LISTSERV?*

To subscribe to the ADEERS LISTSERV, send an e-mail to listserv@list.nih.gov with the following text in the message body:

```
Subscribe ADEERS <your name>
```

Only enter your actual name within the message body. Entering your e-mail address is unnecessary as it will be obtained from the From field of your e-mailed message.

2. *How do I unsubscribe from ADEERS list?*

To unsubscribe from the ADEERS LISTSERV, follow the instructions in Question 1 (above) and include the following text in the message body:

```
Unsubscribe ADEERS
```

Your e-mail address will be removed from the list of subscribers.

3. *After I initially subscribed to the ADEERS LISTSERV, I received a message asking for confirmation. What should I do?*

Reply to the e-mail by typing **OK** in the message body, then send the e-mail to listserv@list.nih.gov. Additional instructions are included in the e-mail. You will receive final confirmation by e-mail and basic help instructions to assist you in your use of the AdEERS LISTSERV.

4. *How do I obtain a password to the archives?*

Follow the instructions provided in Question 5 (below). When you initially connect to the archives, you will be requested to create a password. Once the password is entered, a confirmation e-mail will be sent to your address. Follow the instructions within this e-mail to activate your archive account. Once the account is activated, you can logon to the archives to and browse through the various information presented there.

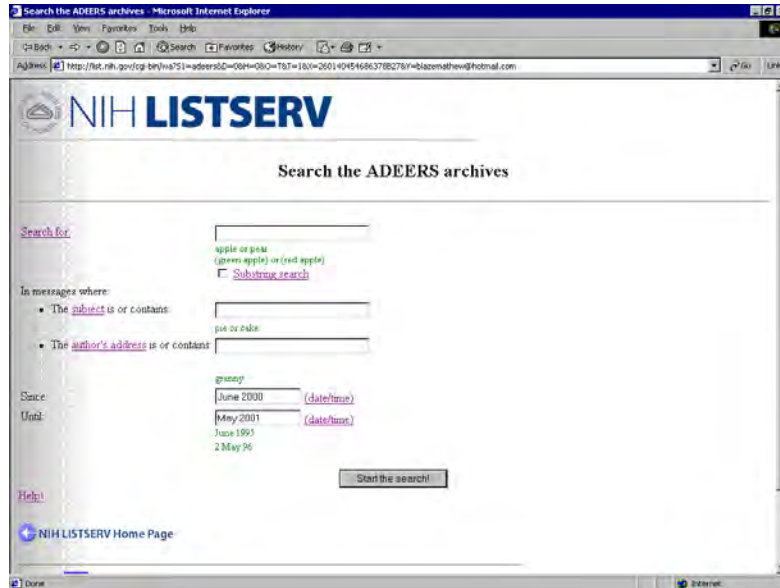
5. *How do I browse the archives of the ADEERS LISTSERV?*

Access the Internet using your preferred browser and search on <http://list.nih.gov> to access the AdEERS Archives. Follow the instructions below to initiate your search of the archives:

1. Click on Browse.
2. Click on Index A.

3. Select **AdeERS** from the list displayed.
4. Click on **SEARCH THE ARCHIVES** and enter your search criteria.

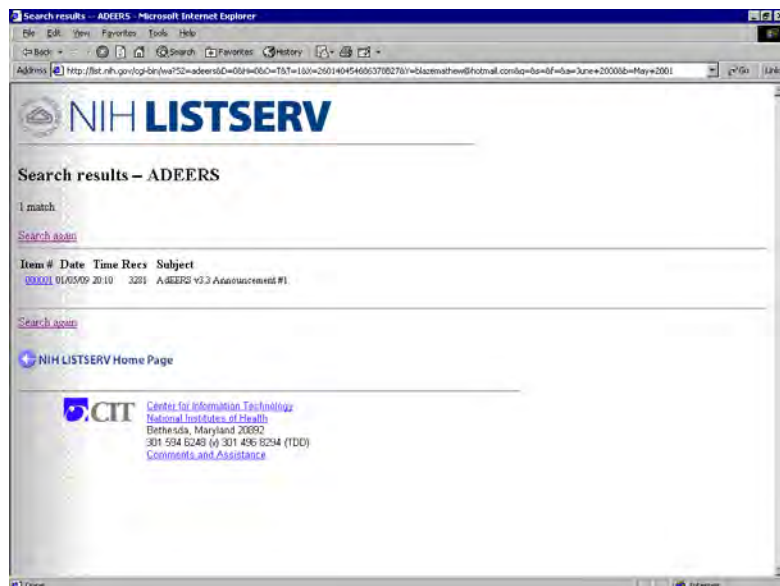
A variety of search criteria are available to conduct your query, such as Key Words, Subject, Since Date, etc.



AdeERS Archive Search Criteria Options

5. Click **START THE SEARCH!**

The search results will display a list of available information regarding AdeERS, Each published document is provided as a hyperlink.



AdeERS Archive Search Results

6. To exit the AdeERS LISTSERV, simply close your Internet browser.

Getting More Information

For more information on the NIH LISTSERV, see the Instructions for General Users at http://list.nih.gov/LISTSERV_WEB/listserv_user_docs.htm. In addition to the *NIH LISTSERV User's Guide*, the Web page includes a link to the *L-Soft General User's Guide*, which contains instructions for using the INDEX and GET commands to view a list of archive files and get a specific file via e-mail.

Obtaining Technical Support

If you have any questions or comments regarding the AdEERS LISTSERV or need more information, please contact the NCI CTEP Help Desk by telephone (301) 840-8202, fax (301) 948-2242, or e-mail at ncictephhelp@ctep.nci.nih.gov <mailto:ncictephhelp@ctep.nci.nih.gov>.