

How to answer ask-the-expert questions

Finding questions to answer:

1. Go to the ask-the-expert forum at <http://web4health.info/eu/kom/ask-the-expert-here>; login
2. Give your login id and password, if you were not already logged in.
3. Under the heading **Draft discussions:** you will see a list of questions not yet answered.
4. If the Subject begins with a signature, for example "GP: " this indicates that another project partner is already working on an answer.
5. Select a question to answer, and click on its name, for example:
13696. [sex guilt](#), [hemant](#), 01 Sep 21:39

Handling delayed replies:


If you will not write your reply immediately, but want to work on it for some time, then do the following (Note: In principle there is nothing wrong with more than one person answering an ask-the-expert question. But of course, usually we can save time by not having two people answering the same question):

6. Add your signature at the start of the Subject, for example Gunborg Palme might add "GP: " at the start of the Subject:

Subject:

7. Push the button.
Now all other partners will see that GP is working on an answer to this query.
8. Note down the number of the question, in this case 13696. You can use this number in the future to locate the question, using the webb address:
<http://web4health.info/eu/kom/13696>; login
9. When you are ready producing the text for your reply, locate the question to answer again, for example:
13696. [GP: sex guilt](#), [hemant](#)
10. Click on the subject above.
11. Remove the initial signature "GP: ".

Submitting the question and writing the reply:

12. Make, if needed, corrections to the language of the question.
13. Push the button.
14. Push the  command.
15. Write your answer.
16. Push the button.