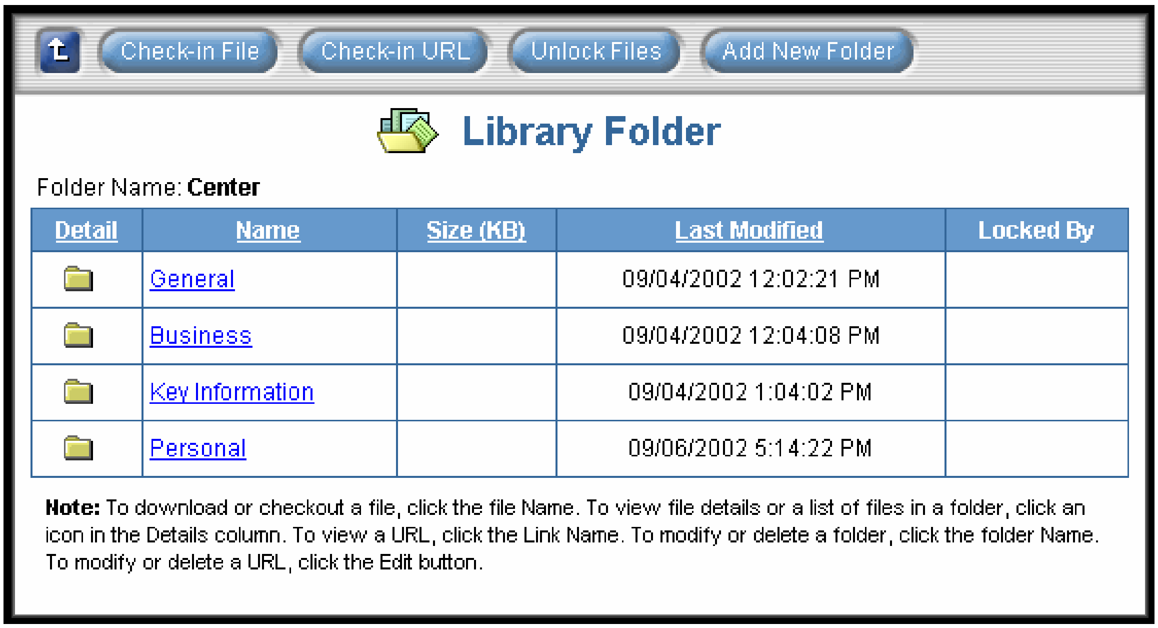
INFORUM Virtual Center Functions Guide

Your virtual center integrates an array of applications for communication, information management, and program management, along with desktop utilities and administrative tools. These include:

Electronic Library


Check-in File Check-in URL Unlock Files Add New Folder

Library Folder

Folder Name: **Center**

Detail	Name	Size (KB)	Last Modified	Locked By
	General		09/04/2002 12:02:21 PM	
	Business		09/04/2002 12:04:08 PM	
	Key Information		09/04/2002 1:04:02 PM	
	Personal		09/06/2002 5:14:22 PM	

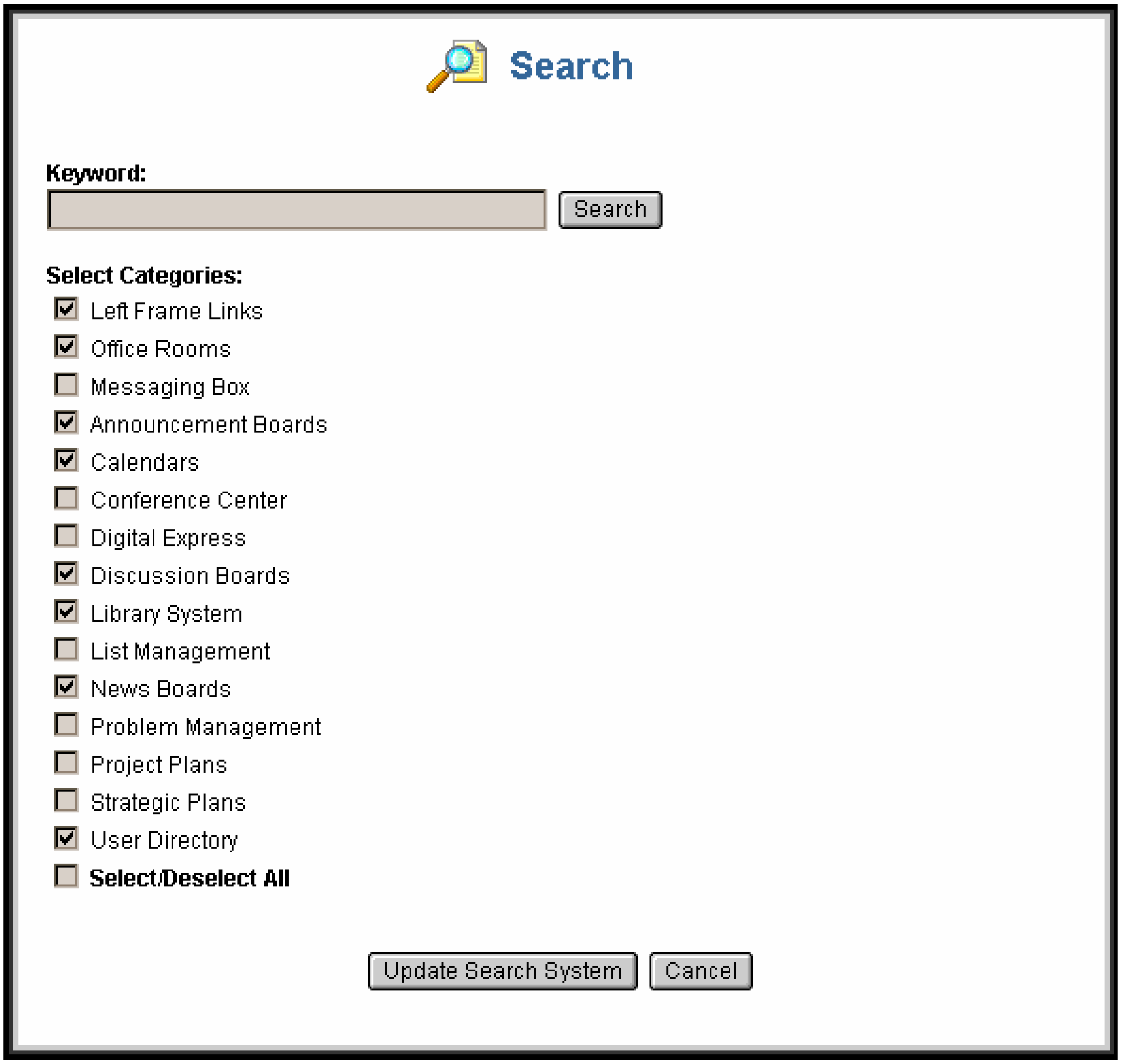
Note: To download or checkout a file, click the file Name. To view file details or a list of files in a folder, click an icon in the Details column. To view a URL, click the Link Name. To modify or delete a folder, click the folder Name. To modify or delete a URL, click the Edit button.

Add, store, organize, and manage any type of information (files, URLs, etc.) in an electronic library that grows with your needs. You can quickly find information using a search engine and easily configure the library to meet your needs. In addition, you can:

- File information into a hierarchy of folders and sub-folders
- Search for a specific file
- Check-in and check-out files
- Manage files
- Identify the most frequently accessed information
- Lock and unlock files and folders
- Add, delete, modify, and move folders
- Generate access logs on document usage

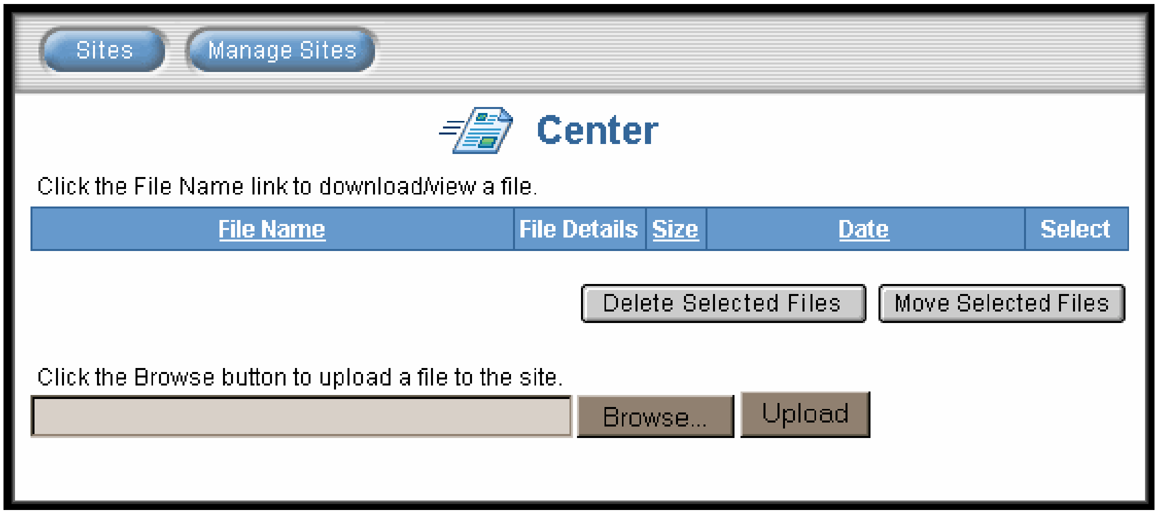
You can access the Library functionality from the Director's Room, File Room, Project Office, or Often Used Function link – or from the "Functions" link under Center Management in the left frame.

Search



Use a keyword to search through all or part of your virtual center to instantly find the precise information you need. You can access the Search functionality from the "Functions" link under Center Management in the left frame.

Digital Express/FTP

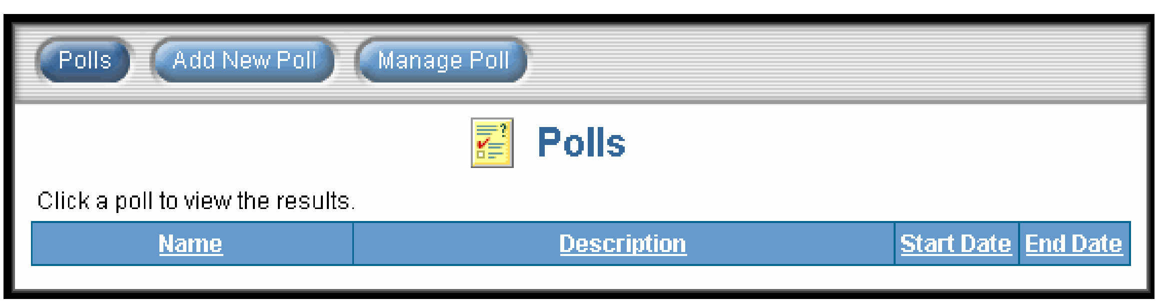


Send and receive information that is not stored in the Library using Digital Express. It lets you upload and download files using public and private File Transfer Protocol (FTP) sites. Just click to view all the public and private FTP sites available to you. Then click again on the site name to upload or download a file. It's an ideal way to make temporary files available without logging them into the library. As users submit requests for new FTP sites, center owners and administrators can approve and activate those sites. You can access the Digital Express functionality from the Director's Room or Project Office – or from the "Functions" link under Center Management in the left frame.

Questionnaire – Coming Soon!

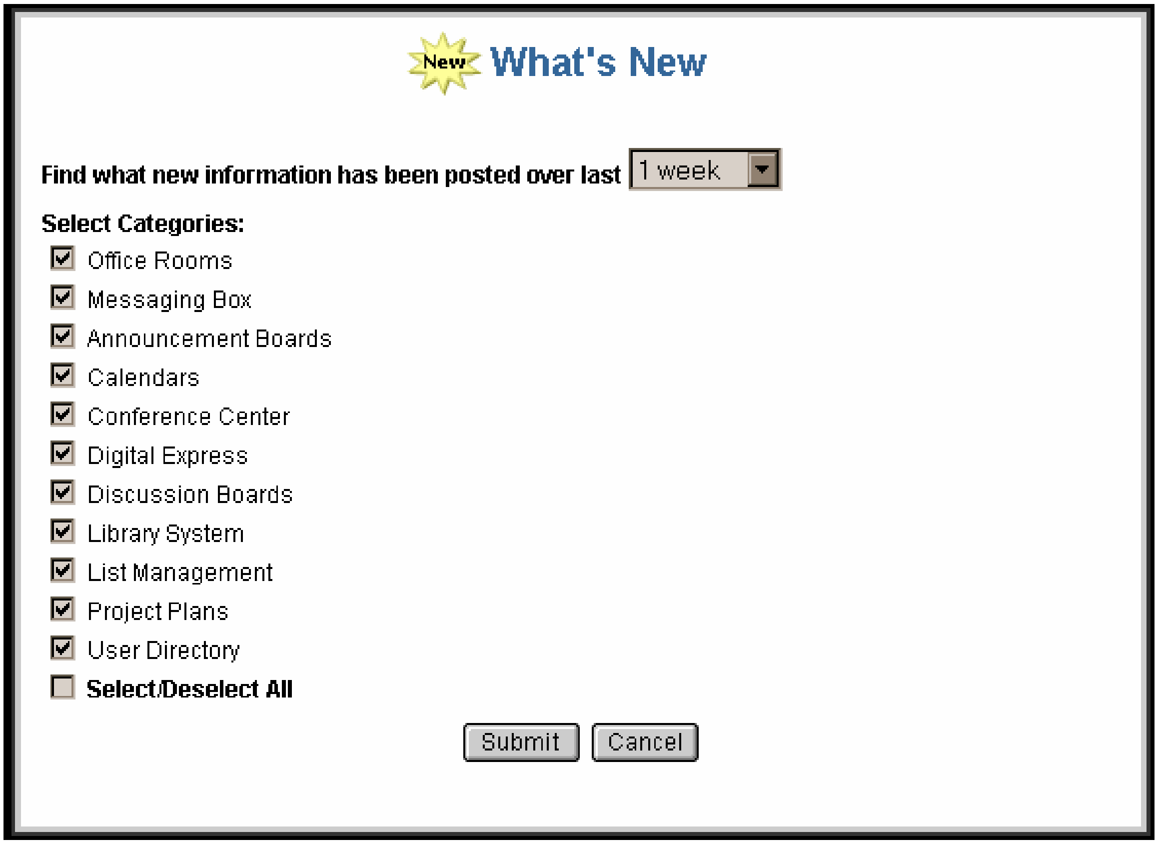
The electronic questionnaire lets you collect dependent information from different points of view. The system captures, cleanses, and prioritizes that information – surfacing the most important elements.

Polling



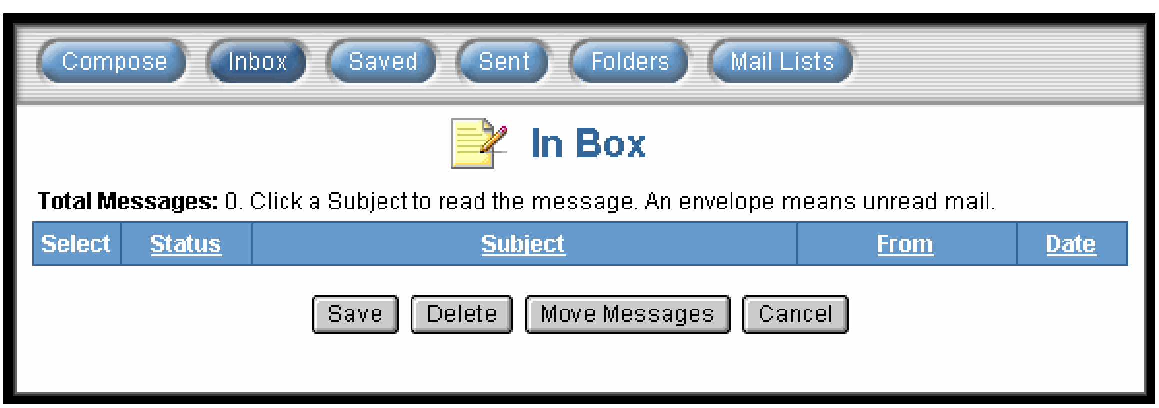
Poll users to collect information about what everyone thinks of a new idea, project plan, etc. You can access the Polling functionality from the "Functions" link under Center Management in the left frame.

What's New



Find out what has happened in your office since your last visit and keep up-to-date with new developments. Just click and view all new discussion board postings, library submissions, To Do lists, requests for user accounts, and other recent activity. You can access the What's New functionality from the Executive Suite, Project Office, Customer Room, Contractor Room, or Often Used Function link – or from the "Functions" link under Center Management.

Messaging



Send, receive, and store electronic messages quickly and easily by using the center's built-in e-mail function, your own client e-mail system, or a web-enabled cell phone. You can send and receive messages within the center or beyond – addressing them to individuals, groups of people, or customized mailing lists. You can even attach a file and one or more URLs to your messages. You can access the Messaging functionality from the Executive Suite, Director's Room, Project Office, Customer Room, Contractor Room, or the Often Used Function link – or from the "Functions" link under Center Management in the left frame.

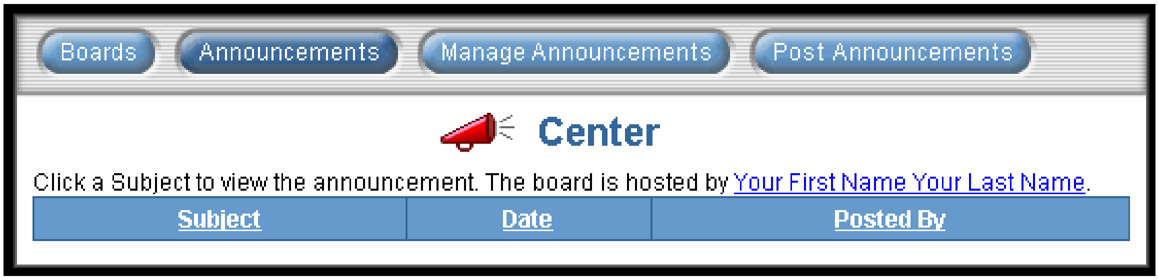
Instant Messaging

See who is online and send a message immediately to communicate in real time. You can access Instant Messaging by clicking on the button in the top frame of every screen.

Conferencing

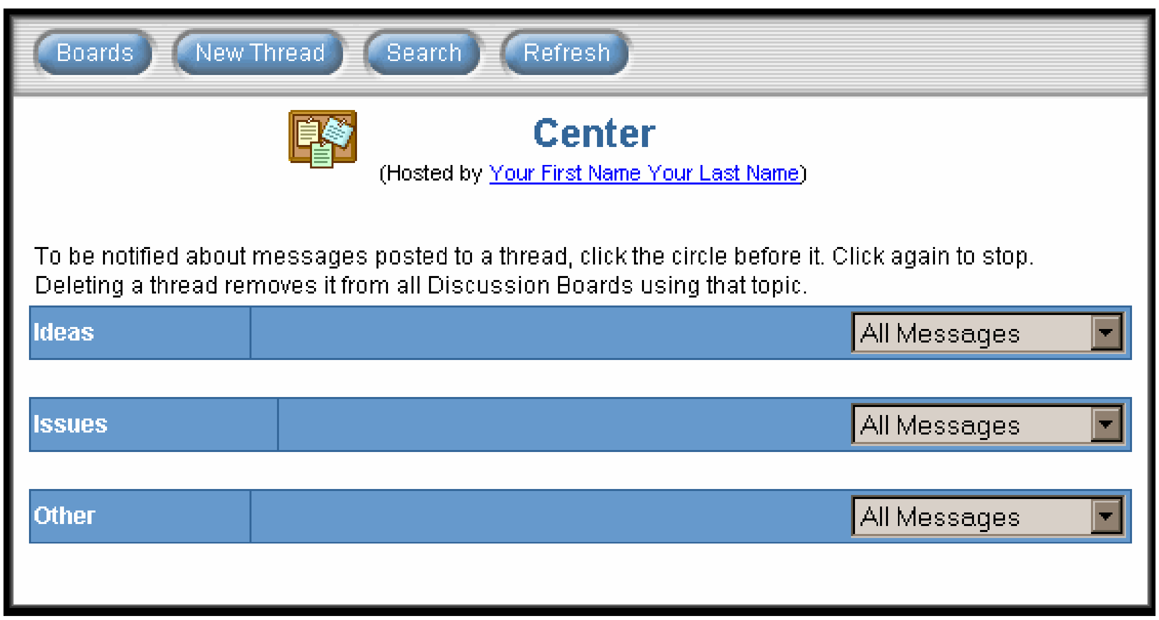
Communicate interactively with your colleagues in real time and get the immediacy of live presentations. You can schedule and participate in online conferences that allow anyone, regardless of geographic location, to meet at any time. The conference system also includes administrative capabilities for managing the conference room and its schedule. You can access the Conferencing functionality from the Conference Room, Project Office, Customer Room, or Contractor Room – or from the "Functions" link under Center Management in the left frame.

Announcements



Broadcast fast-breaking news and information to all users or to selected groups of users in your center. You can even attach files and URLs to your announcement. A built-in management capability ensures that no announcement is posted without the approval of the center owner. You can access the Announcements functionality from the Executive Suite, Director's Room, Project Office, Customer Room, or Contractor Room – or from the "Functions" link under Center Management in the left frame.

Discussion Boards

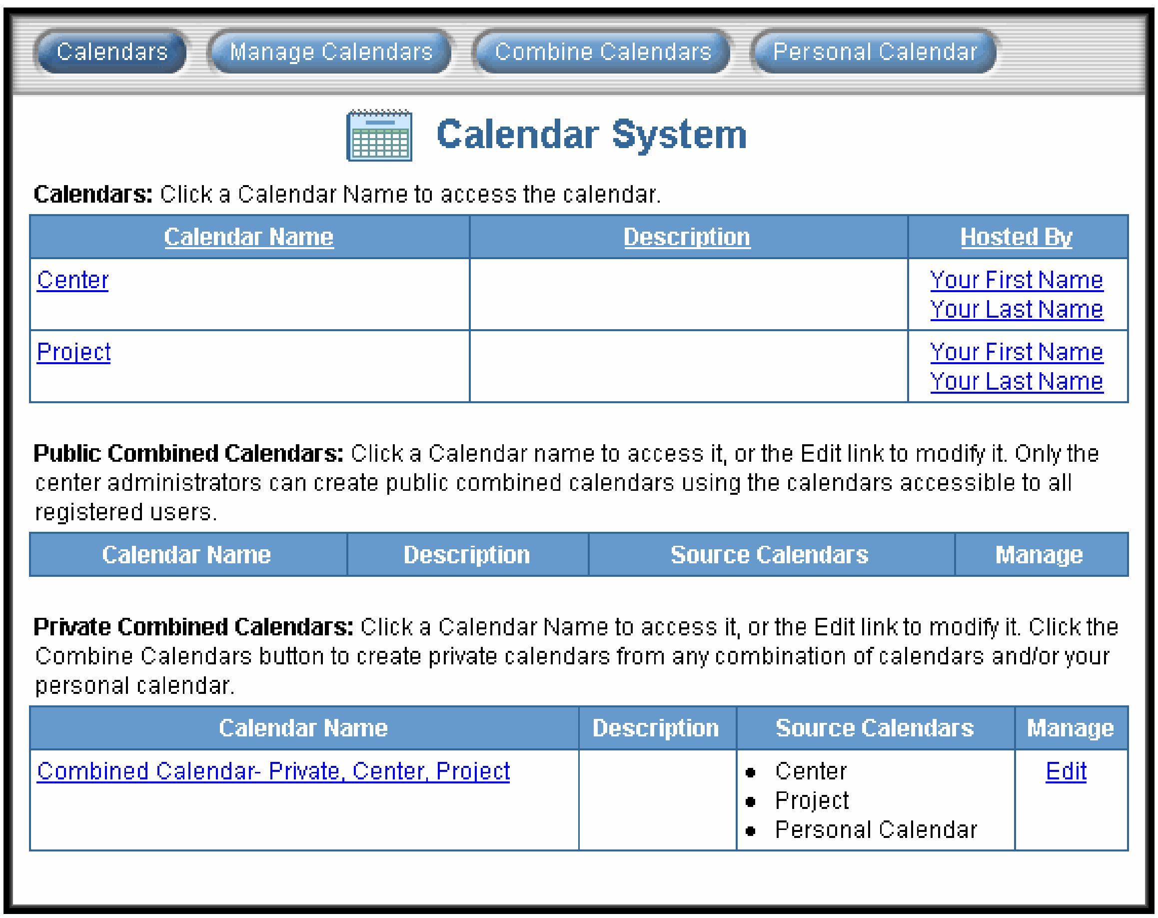


Carry on discussions with your colleagues about important issues by posting and reviewing messages on asynchronous discussion boards. It lets you list all posted messages by category and date. To display a message, click on its name within the list – or use the built-in search capabilities to locate it. You can access Discussion Boards from the Executive Suite, Director's Room, Project Office, Customer Room, or Contractor Room – or from the "Functions" link under Center Management in the left frame.

News Boards

Keep users informed about important plans and activities. Easy to use, a news board acts as a newsletter. You can access News Boards from the Executive Suite or Director's Room – or from the "Functions" link under Center Management in the left frame.

Calendar System



Manage your schedule by creating multiple calendars using a convenient month-at-a-glance format. Calendars can be public or private. While all users can view public calendars, only you can view your private calendar. You can view and post events to public calendars hosted by other users (e.g., project calendar, development calendar). You can even combine multiple calendars to create your own customized version. You can access the Calendar System from the Executive Suite, Director's Room, Project Office, Customer Room, or Contractor Room – or from the "Functions" link under Center Management in the left frame.

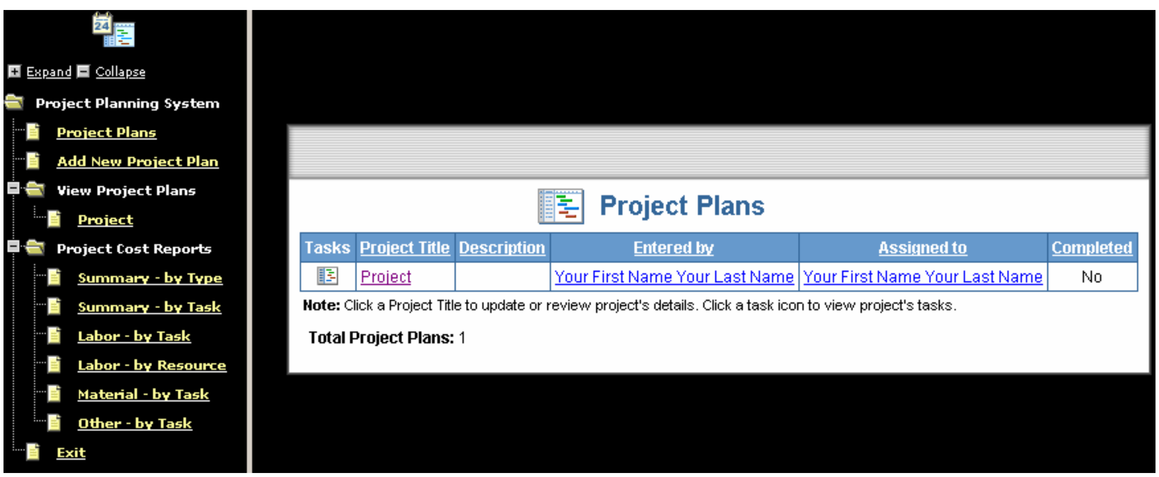
User Directory

View an alphabetized list of all registered users in the center, including their names, company/organization, and phone numbers. The directory provides instant access to user profile information, search capabilities, and e-mail/messaging. From the User Directory, individual users can review and change their own profiles. In addition, center owners and directors can review and approve new user requests and manage existing user accounts. You can access the User Directory from the Executive Suite, Director's Room, Project Office, Customer Room, Contractor Room, or the Often Used Function link – or from the "Functions" link under Center Management in the left frame.

Strategic Planning

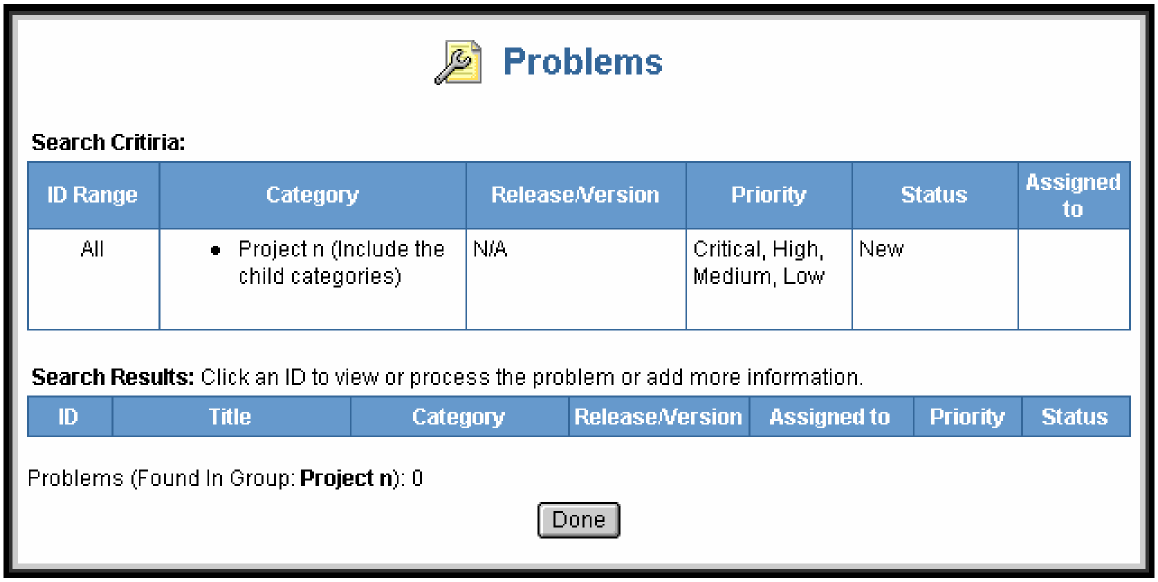
Create one or more strategic plans – documenting their mission, vision, goals, objectives, and initiatives. Then manage their tactical implementation and track their progress using metrics and a variety of predefined reports. You can access the Strategic Planning System from the Executive Suite or the Director's Room – or from the "Functions" link under Center Management in the left frame.

Project Planning System



Lets you create one or more project plans, track their implementation, coordinate the activities of project teams, and document progress using a variety of predefined reports. You can even develop a work breakdown structure, assign tasks to specific labor categories, and project costs. You can access the Project Planning functionality from the Project Office, Customer Room, or Contractor Room – or from the "Functions" link under Center Management in the left frame.

Problem Management



Identify, organize, and track problems through to their resolution. You can quickly and easily search for a problem and view detailed, up-to-date information about its origin, current status, and processing logs. You can access the Problem Management functionality from the Project Office or from the "Functions" link under Center Management in the left frame.

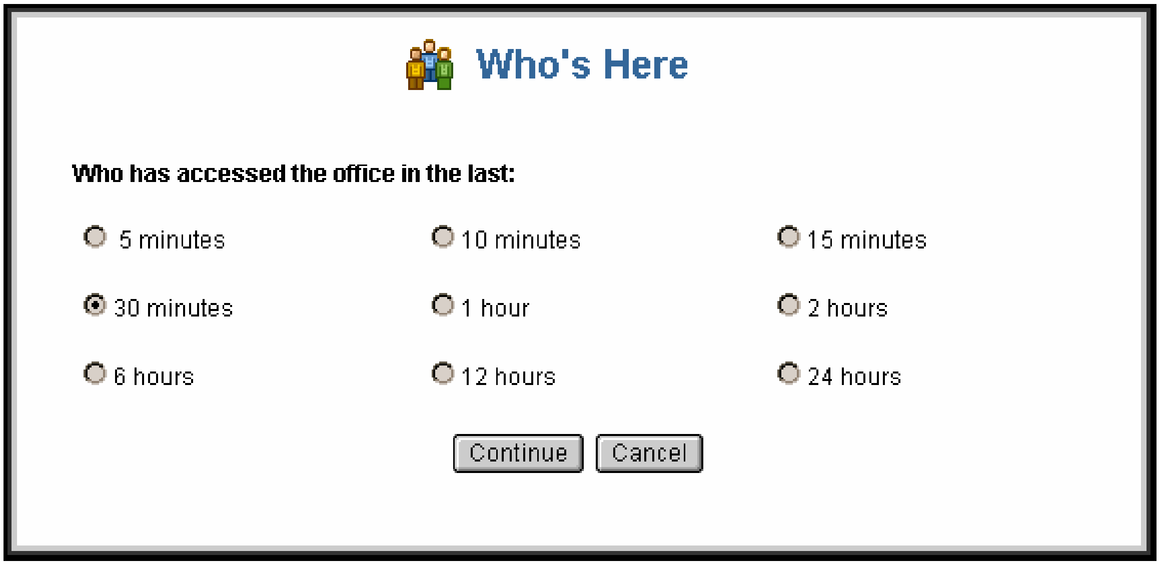
List Management

Create, manage, and combine lists of any type of item (action items, customer issues, outstanding deliverables, etc.). You can assign a priority, status, and responsible user for each item – and sort items by title, priority, and date. You can also produce preformatted reports that document the status of your action items. You can access the List Management functionality from the Executive Suite, Director's Room, Project Office, Customer Room, or Contractor Room – or from the "Functions" link under Center Management in the left frame.

Site Map

Display an at-a-glance view of your virtual office. It presents all your rooms and functions in a simple, clear outline format. You can even access a room or function directly from the site map by clicking on it. You can access the Site Map from the "Functions" link under Center Management in the left frame.

Who Is Here



Identify all users who are or have been in your office over a given period of time. Based on the time period selected (ranging from the last 30 seconds to the last 24 hours), you can view a complete list of all office visitors, display their user profiles, and send e-mail messages to any of them. You can access the Who Is Here function from the Often Used Function link or from the "Functions" link under Center Management in the left frame.

Linker

Center owners and administrators can interconnect multiple virtual offices into a "virtual office park" or link multiple office parks into a "virtual center" using the Linker function. This allows users to enter remote virtual offices in order to access information, perform a function, or set up their own room to achieve a specific objective. To access the Linker function, click "The Park" or "Functions" under Center Management in the left frame.