

# 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*



The screenshot displays the 'Electronic Library' interface. At the top, there are four buttons: 'Check-in File', 'Check-in URL', 'Unlock Files', and 'Add New Folder'. Below these is a 'Library Folder' section with a folder icon and the title 'Library Folder'. Underneath, it says 'Folder Name: Center'. A table lists four sub-folders: 'General', 'Business', 'Key Information', and 'Personal'. Each row includes a folder icon, the folder name, its size (all are blank), the last modified date and time, and the user who locked it (all are blank). A 'Note' at the bottom explains how to interact with the interface: clicking a file name to download or checkout, clicking a folder icon for details, clicking a link name to view a URL, and clicking a folder name to modify or delete it.

Detail	Name	Size (KB)	Last Modified	Locked By
	<a href="#">General</a>		09/04/2002 12:02:21 PM	
	<a href="#">Business</a>		09/04/2002 12:04:08 PM	
	<a href="#">Key Information</a>		09/04/2002 1:04:02 PM	
	<a href="#">Personal</a>		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

 **Search**

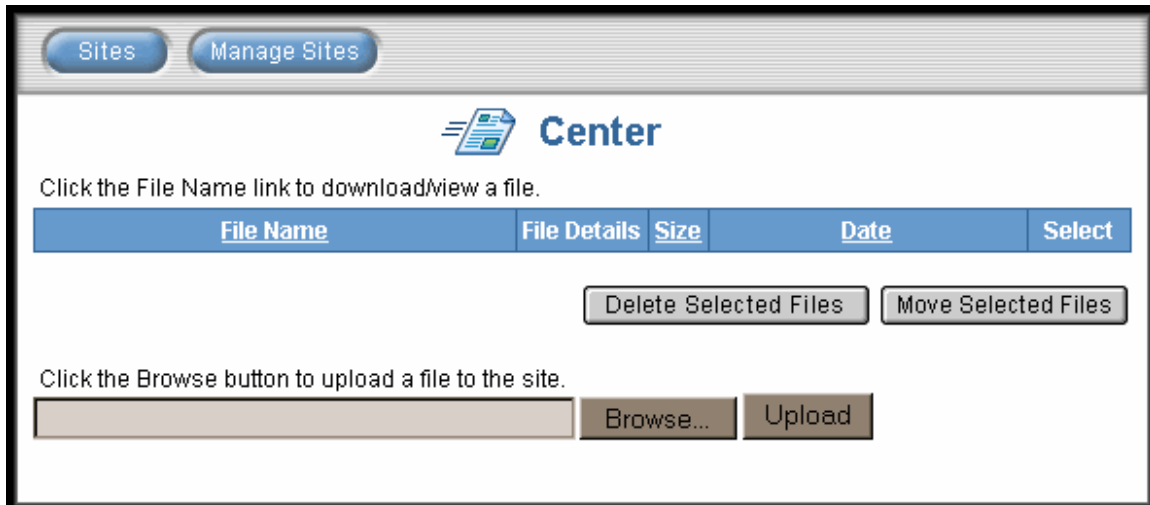
**Keyword:**

**Select Categories:**

- Left Frame Links
- Office Rooms
- Messaging Box
- Announcement Boards
- Calendars
- Conference Center
- Digital Express
- Discussion Boards
- Library System
- List Management
- News Boards
- Problem Management
- Project Plans
- Strategic Plans
- User Directory
- Select/Deselect All**

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

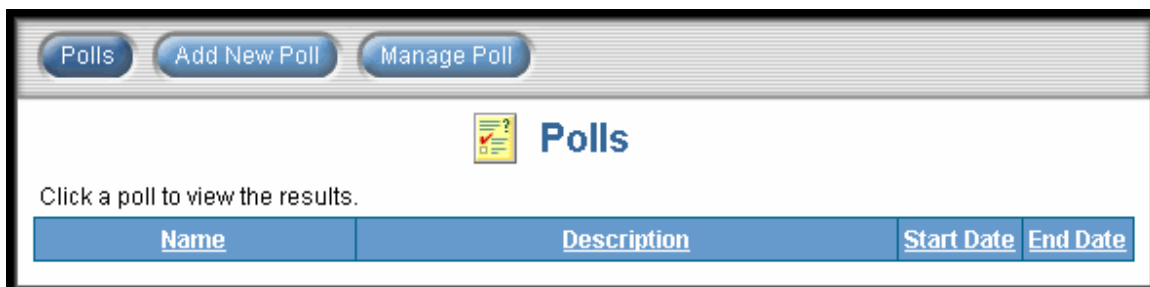


Send and receive information that is not stored in the Library using Digital Express. It lets you upload and download files using public and private File Transfer Protocol (FTP) sites. Just click to view all the public and private FTP sites available to you. Then click again on the site name to upload 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 what new information has been posted over last

**Select Categories:**

- Office Rooms
- Messaging Box
- Announcement Boards
- Calendars
- Conference Center
- Digital Express
- Discussion Boards
- Library System
- List Management
- Project Plans
- User Directory
- Select/Deselect All**

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

Compose Inbox Saved Sent Folders Mail Lists

 **In Box**

**Total Messages:** 0. Click a Subject to read the message. An envelope means unread mail.

Select	Status	Subject	From	Date
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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***

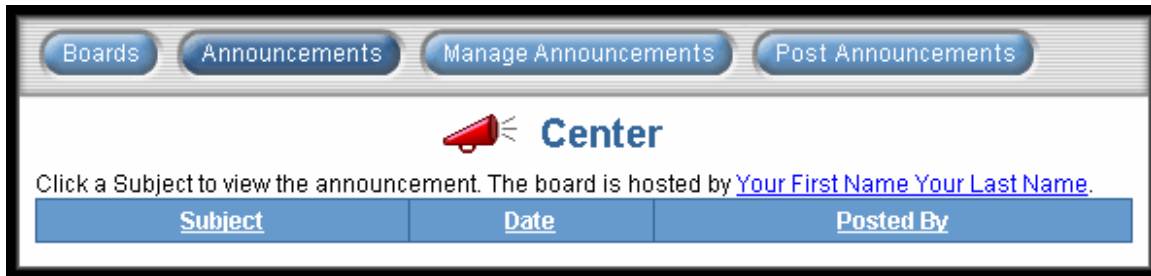
See who is online and send a message immediately to communicate in real time. You can access Instant Messaging by clicking on the button in the top frame of every screen.

### ***Conferencing***



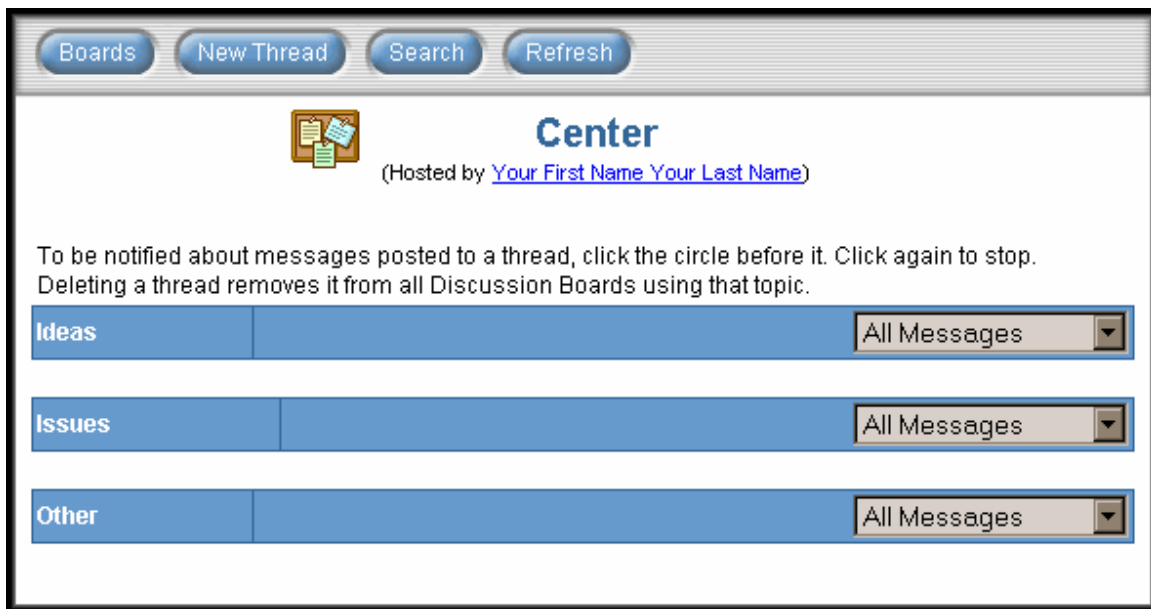
Communicate interactively with your colleagues in real time and get the immediacy of live presentations. You can schedule and participate in online conferences that allow anyone, regardless of geographic location, to meet at any time. The conference system also includes administrative capabilities for 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

Boards
Manage Boards



### News Boards


Click on Board Name to access the news board.

Board Name	Description	Hosted By
<a href="#">Center News</a>		<a href="#">Your First Name</a> <a href="#">Your Last Name</a>

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

Calendars
Manage Calendars
Combine Calendars
Personal Calendar



### Calendar System

**Calendars:** Click a Calendar Name to access the calendar.

Calendar Name	Description	Hosted By
<a href="#">Center</a>		<a href="#">Your First Name</a> <a href="#">Your Last Name</a>
<a href="#">Project</a>		<a href="#">Your First Name</a> <a href="#">Your Last Name</a>

**Public Combined Calendars:** Click a Calendar name to access it, or the Edit link to modify it. Only the center administrators can create public combined calendars using the calendars accessible to all registered users.

Calendar Name	Description	Source Calendars	Manage
<a href="#">Combined Calendar- Private, Center, Project</a>		<ul style="list-style-type: none"> <li>Center</li> <li>Project</li> <li>Personal Calendar</li> </ul>	<a href="#">Edit</a>

**Private Combined Calendars:** Click a Calendar Name to access it, or the Edit link to modify it. Click the Combine Calendars button to create private calendars from any combination of calendars and/or your personal calendar.

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

**User Directory**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Door Name: **Center Users**. Click a Name to view the user's profile.

Name	Company/Organization	Phone	Manage
<a href="#">Your Last Name, Your First Name</a>	Your Company/Organization Name		<input type="button" value="Edit"/>

**Users:** 1

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

Title	Description	Entered by	Assigned to
<a href="#">Center Strategic Plan</a>		Your First Name Your Last Name	Your First Name Your Last Name

**Note:** Click a Plan Title to update or review plans details.

**Total Strategic Plans:** 1

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

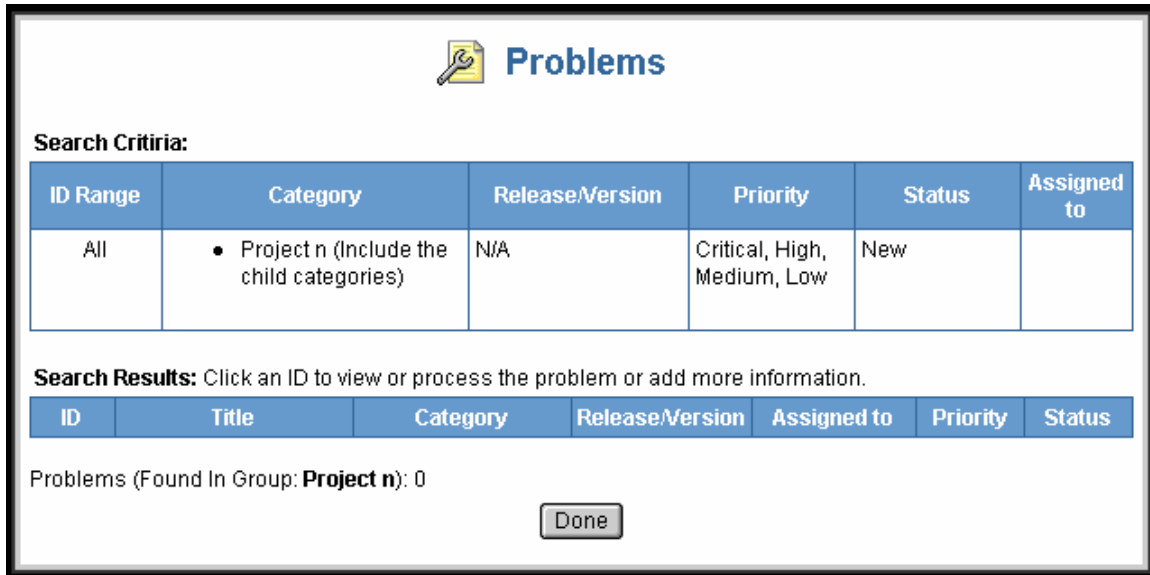
Tasks	Project Title	Description	Entered by	Assigned to	Completed
	<a href="#">Project</a>		Your First Name Your Last Name	Your First Name Your Last Name	No

**Note:** Click a Project Title to update or review project's details. Click a task icon to view project's tasks.

**Total Project Plans:** 1

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



The screenshot shows a web interface for managing problems. At the top, there is a yellow key icon and the title "Problems". Below this is a "Search Criteria:" section with a table. The table has six columns: ID Range, Category, Release/Version, Priority, Status, and Assigned to. The first row shows "All" for ID Range, "Project n (Include the child categories)" for Category, "N/A" for Release/Version, "Critical, High, Medium, Low" for Priority, and "New" for Status. Below the search criteria is a "Search Results:" section with a text instruction: "Click an ID to view or process the problem or add more information." This is followed by a table with seven columns: ID, Title, Category, Release/Version, Assigned to, Priority, and Status. Below the table, it says "Problems (Found In Group: Project n): 0" and there is a "Done" button.

ID Range	Category	Release/Version	Priority	Status	Assigned to
All	• Project n (Include the child categories)	N/A	Critical, High, Medium, Low	New	

Search Results: Click an ID to view or process the problem or add more information.

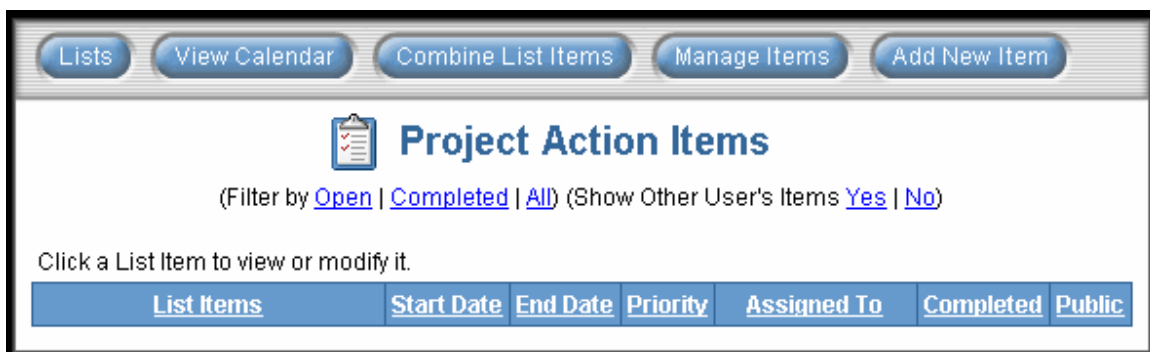
ID	Title	Category	Release/Version	Assigned to	Priority	Status
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Problems (Found In Group: Project n): 0

Done

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



The screenshot shows a web interface for managing project action items. At the top, there are five buttons: "Lists", "View Calendar", "Combine List Items", "Manage Items", and "Add New Item". Below these is a clipboard icon and the title "Project Action Items". Underneath the title, there is a filter instruction: "(Filter by Open | Completed | All) (Show Other User's Items Yes | No)". Below this is a text instruction: "Click a List Item to view or modify it." At the bottom, there is a table with eight columns: List Items, Start Date, End Date, Priority, Assigned To, Completed, and Public.

Lists View Calendar Combine List Items Manage Items Add New Item

Project Action Items

(Filter by [Open](#) | [Completed](#) | [All](#)) (Show Other User's Items [Yes](#) | [No](#))

Click a List Item to view or modify it.

List Items	Start Date	End Date	Priority	Assigned To	Completed	Public
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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



**Who's Here**

Who has accessed the office in the last:

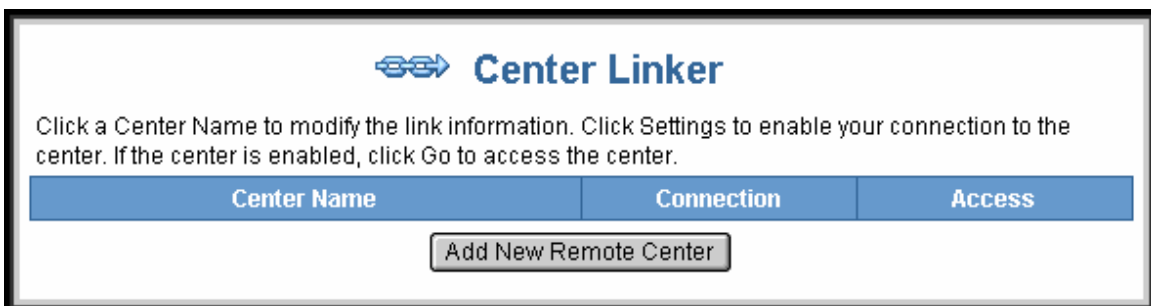
5 minutes       10 minutes       15 minutes

30 minutes       1 hour       2 hours

6 hours       12 hours       24 hours

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 Linker**

Click a Center Name to modify the link information. Click Settings to enable your connection to the center. If the center is enabled, click Go to access the center.

Center Name	Connection	Access
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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.