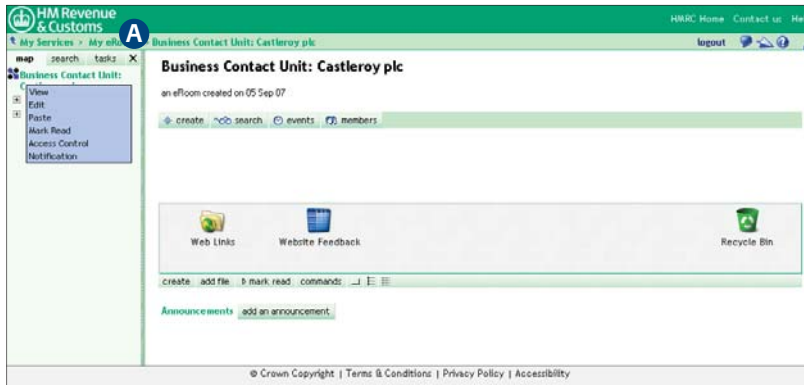


Customer Member

Navigating your Room

- 1 Navigate to the Room **Home page**.
- 2 To close the **map/search/tasks pane** select the **X** button (A).



A X (Close) button

- 3 The Control bar shows the **Navigation path/breadcrumb trail** (B) which tracks a member's location within the Room and allows them to navigate back to a specific screen.
- 4 The **tool bar** (C) has the following buttons

logout logs a member out of the Shared Workspace service.

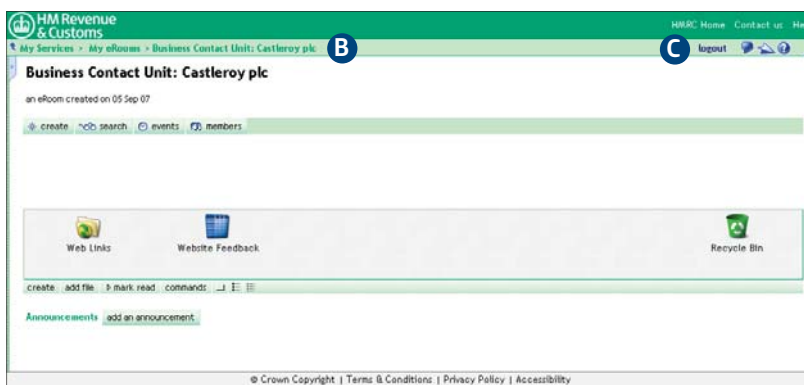
▶ **Unread** icon only appears when a member has unread items in the Room. Selecting this icon opens the next unread item.

🗨️ **Intercom** icon allows a member to have a live chat with other members of the Room who are logged into the Room, or alert them of their presence.

✈️ **Alert** icon sends an email alert message to other members. Also known as the paper aeroplane.

❓ **Help** icon at the top of the page opens the online help for Shared Workspace.

👤 **Member** icon lets a member know who is currently in the Room. Pointing the mouse cursor over this icon displays a list of members currently logged into the Room.

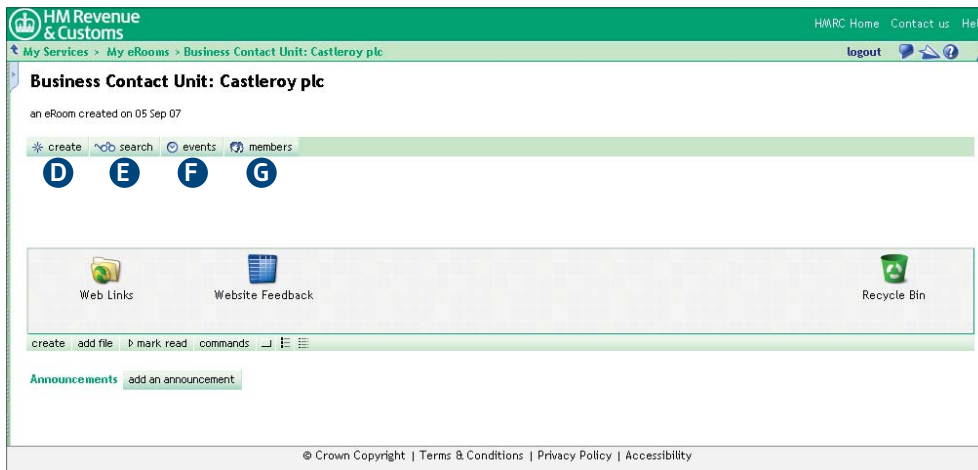


B Navigation path/
breadcrumb trail

C tool buttons

5 The **room button bar** has the following buttons

- **create** (D) allows members to **add new items** such as Folders, Databases and Calendars
- **search** (E) allows members to make a **full text search** of all files and items in the Room
- **events** (F) allows members to view any **events** entered in a Calendar
- **members** (G) allows members to see the list of **Room members** and their details.



- D** create button
- E** search button
- F** events button
- G** members button

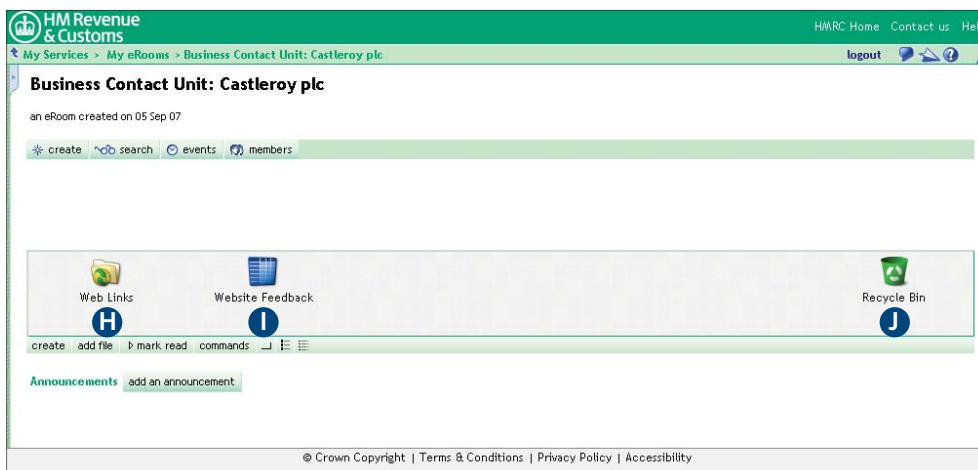


Note

The create button will not be shown on the front page of a Room because it is Shared Workspace policy to lock the front page of all Rooms.

6 The **Item box** displays the items within a Room. It can contain a variety of items, for example

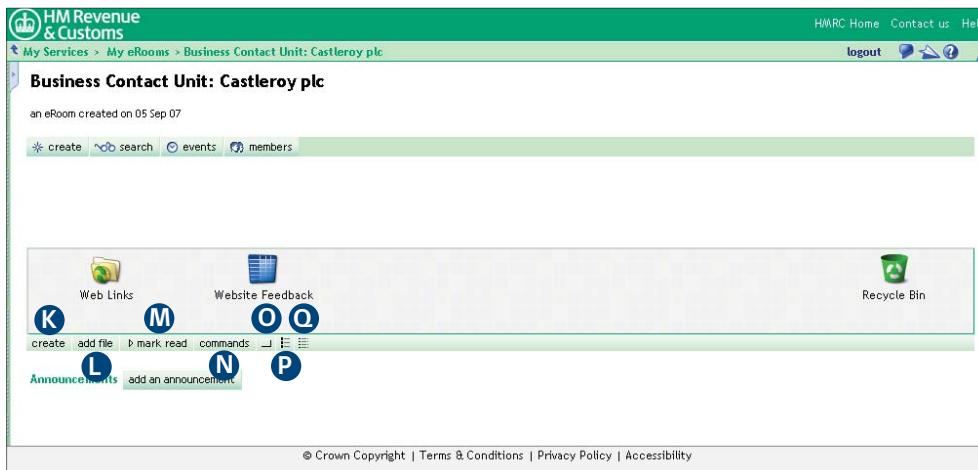
- **Folder** (H) – you can **view** or **edit** the contents by selecting the icon
- **Database** (I) – you can **view** or **edit** the contents by selecting the icon
- **Recycle Bin** (J) – stores all files deleted from the Room. Only the Room's BAOs can access files stored in the Recycle Bin.



- H** Folder
- I** Database
- J** Recycle Bin

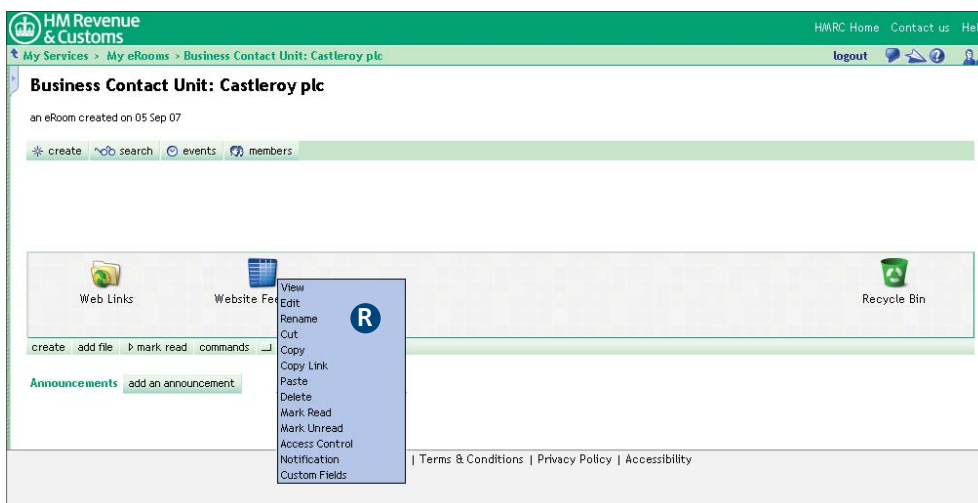
7 The **command bar** has the following buttons

- **create** (K) allows members to **create items** the same as the Room button bar item (not shown when front page is locked)
- **add file** (L) allows members to **add a file** to the Room (not shown when front page is locked)
- **mark read** (M) allows members to **select specific**, or **all items** as read
- **commands** (N) allows members to **display items** in a detailed list with check boxes.
- ▢ **large icons** button (O) allows members to view items as large icons.
- ☰ **list icons** button (P) allows members to view items as a list.
- ☰ **detailed list** icon (Q) allows members to view items in a detailed list with a check box.



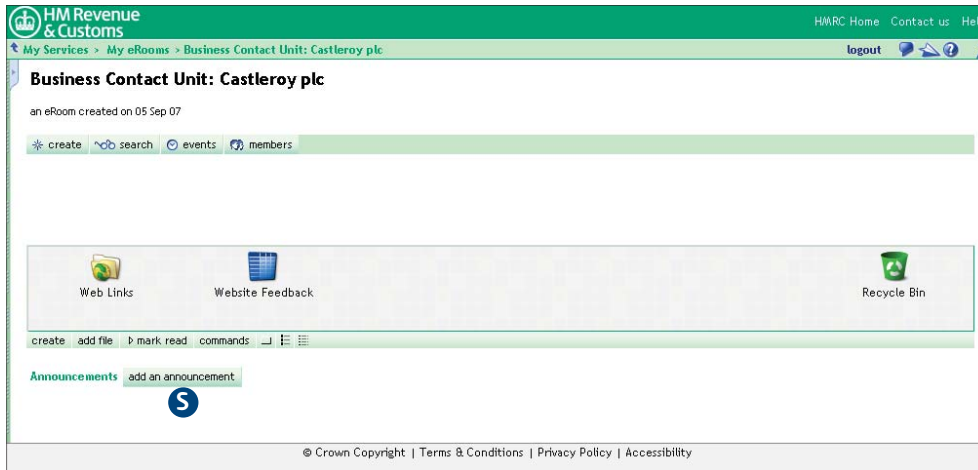
- K** create button
- L** add file button
- M** mark read button
- N** commands button
- O** large icons button
- P** list icons button
- Q** detailed list button

8 You can also access Commands for each item in the Room by right-clicking the item to display a **pop-up menu** (R).



- R** pop-up menu

- 9 The **add an announcement** button (S) allows members to add a comment to the Room's front page.



- S add an announcement button