

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).

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- **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.

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

4 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.

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- 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.

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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.

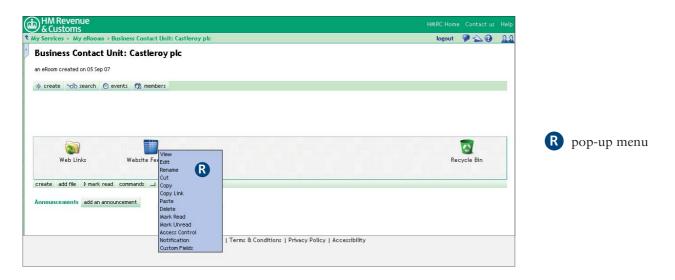
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- 7 The **command bar** has the following buttons
 - **create** (K) allows members to **create items** the same as the Room button bar item (not shown when front page is locked)
 - **add file** (L) allows members to **add a file** to the Room (not 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.

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





Quick Reference Guide

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

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