

WorkRooms demonstration

The WorkRooms demonstration

The Organizations

There are two organizations set up for the demonstration, Demo Services Ltd and Demo Client Ltd.

The users

Four users have been enrolled in each organization, demosrv1 – 4 and democlient1 – 4. The passwords are the same as the user ids.

Signing on to the system

Start Internet Explorer and enter <http://workrooms2.arepo.net/alpha/pages> in the Address field at the top of the screen. You should then see the pop up window below. Enter the user id and password for the user you have decided to be, and the domain name if the pop up window asks for it.



Enter Network Password

Please type your user name and password.

Site: workrooms2.arepo.net

User Name: demosrv1

Password: *****

Domain: theworkrooms.co.uk

Save this password in your password list

OK Cancel

You can have more than one Internet Explorer session running on your PC at one time – so you can have a logical dialogue with emails and so on.

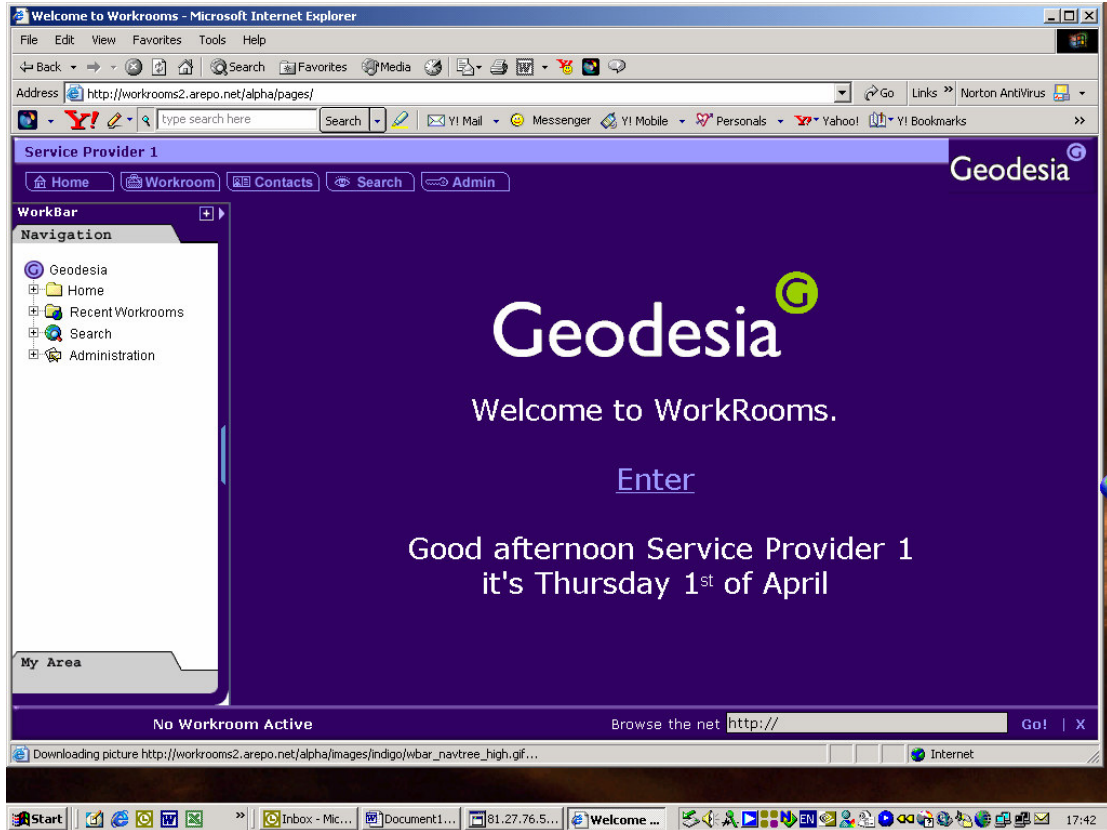
What can you do as demosrv1 or democlient1?

These two users are Workroom Administrators, which means that they can set up workrooms, create users and change access to workrooms and files. The other six users are General Users, so they are dependent on the access rights to workrooms and files that the Workroom Administrators give them.

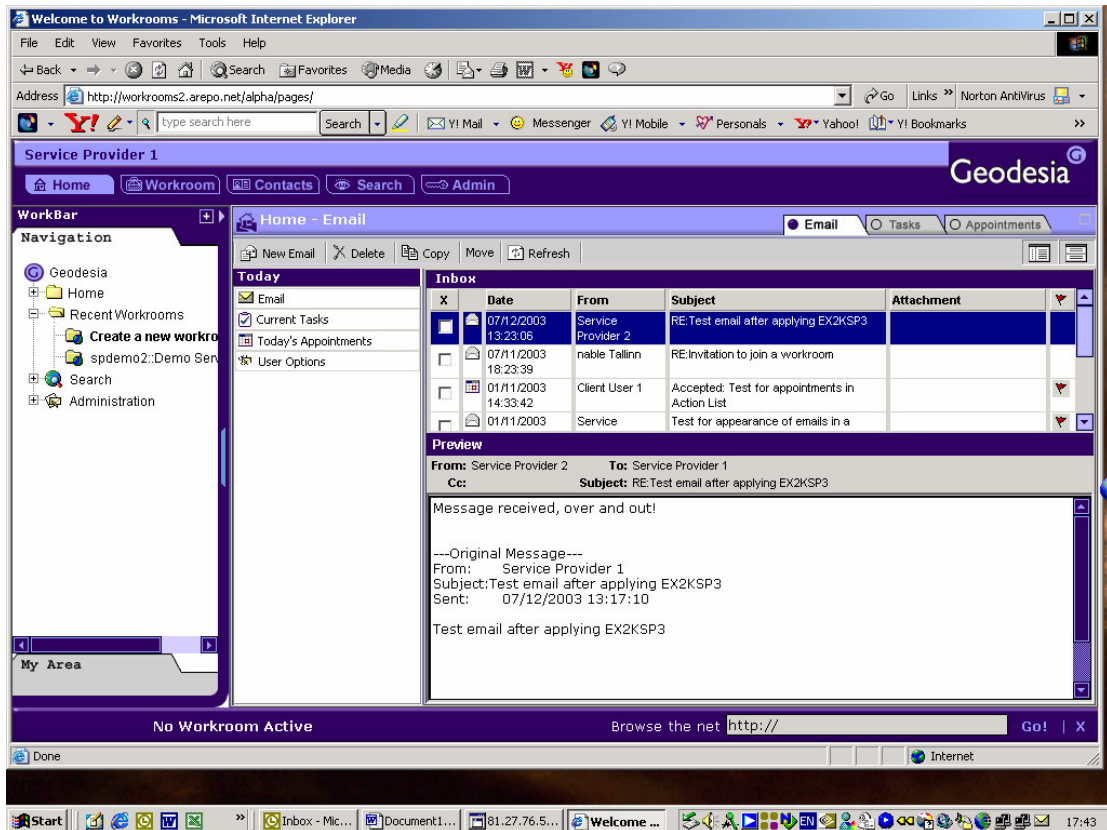
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The Home Page

When you sign in you will see this



Click on 'Enter' and you will see the Home Page,

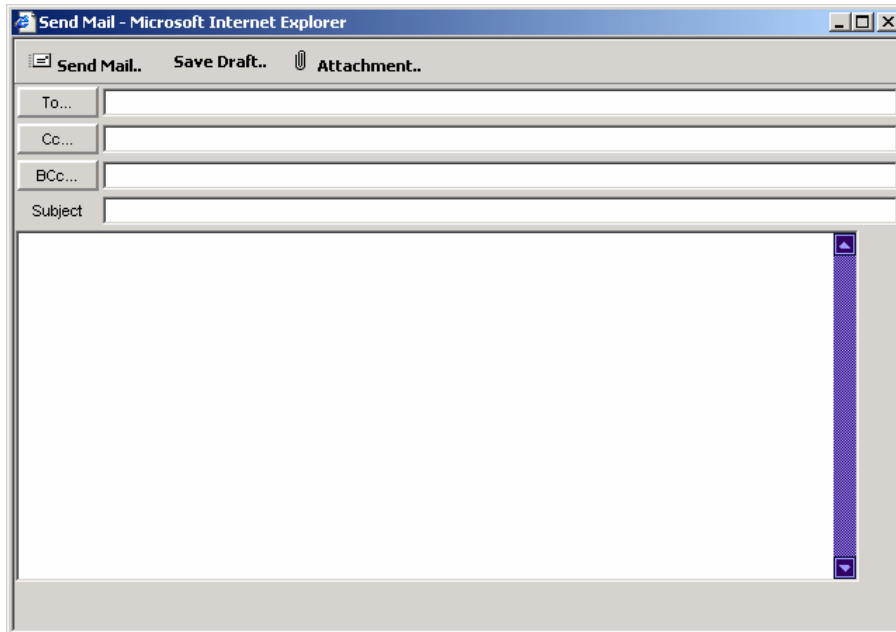


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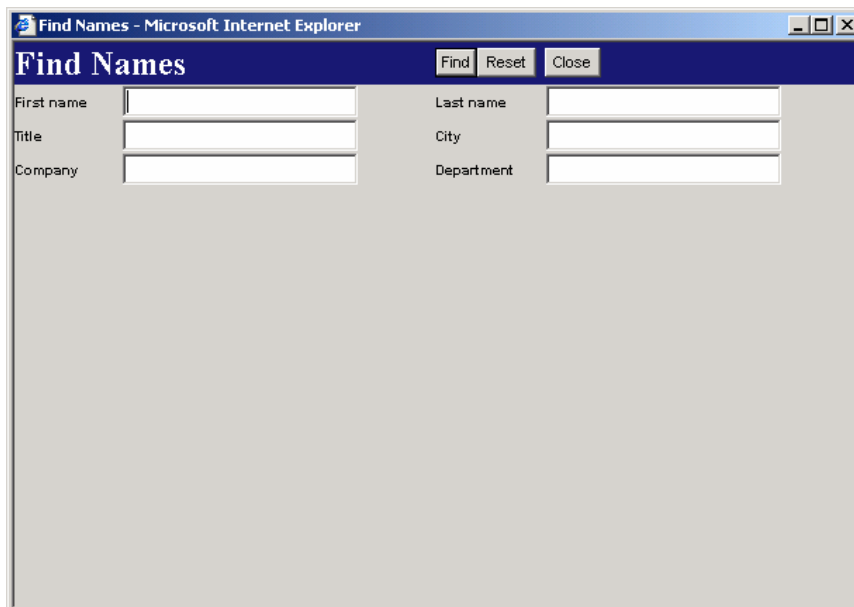
What can you do now you are in?

You can open up the 'trees' in the Navigation area on the left of the display and see what the various functions do. You can search for workrooms, contacts and files. You can enter the workroom spdemo2 without using the Search facility – it is there in the navigation area (the same is true for democlient1).

If you want to send an email, you cannot just key in the email address – you must use the 'To', 'Cc' and BCC' buttons.



Then you will see the Contact Search pop up window



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Click on the Find button: -

	First Name	Last Name	Company	Email	Telephone
<input type="checkbox"/>	Service	Provider 1	Demo Services Ltd	demosrv1@theworkrooms.co.uk	
<input checked="" type="checkbox"/>	Service	Provider 2	Demo Services Ltd	demosrv2@theworkrooms.co.uk	
<input checked="" type="checkbox"/>	Service	Provider 3	Demo Services Ltd	demosrv3@theworkrooms.co.uk	
<input checked="" type="checkbox"/>	Service	Provider 4	Demo Services Ltd	demosrv4@theworkrooms.co.uk	

When you have selected the recipients click on the appropriate button and the recipients will appear in the email: -

To... Service Provider 2,Service Provider 3,Service Provider 4

Cc...

Bcc...

Subject

You will use the same function for Appointments and Tasks!

Uploading a file to a workroom

For a file to appear in the workroom Work File it must contain the workroom name e.g. spdemo2. Then, when Microsoft Search next runs (it runs every 15 minutes), the file will be added to the full text index and it will appear in the Work File.

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Shared Workroom

That workroom spdemo2 is a special type – demosrv1 set it up and then invited democlient1 to share the use of it. The two Workroom Administrators control who from their own organization can use the workroom, and can also manage the access to files that they have stored in it.

If you send an email from this workroom the contacts will be the Related Contacts set up by each organization sharing the workroom: -

First Name	Last Name	Company
<input type="checkbox"/> Client	User 4	Demo Client Ltd
<input type="checkbox"/> Client	User 3	Demo Client Ltd
<input type="checkbox"/> Client	User 2	Demo Client Ltd
<input type="checkbox"/> Client	User 1	Demo Client Ltd
<input type="checkbox"/> Peter	Rouse	GeoWorkrooms Ltd
<input type="checkbox"/> Service	Provider 4	Demo Services Ltd
<input type="checkbox"/> Service	Provider 3	Demo Services Ltd
<input type="checkbox"/> Service	Provider 2	Demo Services Ltd
<input type="checkbox"/> Service	Provider 1	Demo Services Ltd
<input type="checkbox"/> Murray	Muspratt-Rouse	GeoWorkrooms Ltd

What cant you do?

Unless you are able to set up a VPN connection to the server there are certain things that you will not be able to do: -

1. Process email attachments
2. Create documents
3. View or edit documents

If you do want to set up a VPN connection please talk to Murray first!

If you test the user password change function, please restore the original password afterwards!

Problems?

Please contact Murray Muspratt-Rouse (murray@geodesia.com) tel 020 8906 8141. He will be very happy to talk you through any part of the system.