

Title	Specializ: Participate in a Topic		
Number	SPZ-TRL-2000		
Online Location	specializ.us/tutorials		
Responsible Group	Training	Effective Date	2012-03-07
Owner	Project Manager	Last Revision	2012-03-07

Purpose: Identify the basic procedures for participating in a Specializ topic

Scope: Specializ topic participation

Related Documents: User Manual

Procedure:

1. Users participate in a topic by rating and suggesting items associated with a topic.
2. Participants can select a topic through the 'My Topics' panel on the left of screen.



3. After selecting a topic, users can view information about the purpose of the topic along with consensus levels achieved.

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4. Select the 'Participate' tab.

5. From the participate tab, users can 'rate' the existing items by utilizing the star rating system. Select 5 stars for items that are the most applicable to the topic and fewer stars for items that are less applicable.
6. Some of the items may have additional attributes assigned to it for collecting information. Those items will have an icon next to it. To see those items, click on the icon to expand the attributes section.

7. Users may add new items by clicking the 'Add New Item' button which will display a 'Create new item' form. Enter a name and add attributes as desired and then select the 'Create Element' button. Newly suggested elements will be available for rating in the next iteration after approval by the topic group manager.

8. Once satisfied with their ratings, participants submit their input by selecting the 'Save List' button and then confirming at the prompt. The participants can update / change their submissions while the iteration remains active.

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