

## Aspen Quick Tips

\*\*\* This card has not been updated to contain Aspen information. \*\*\* 

### Register

1. Use your web browser to display the first page of the SiteScape software.
2. In the login box, click the **Register** button.
3. Enter your first, middle, and last names, and enter a login name that Forum can use to log you in.
4. Enter the same password in the "Password" and "Verify password" boxes.
5. Click **Contact information: E-mail**,..., and enter your e-mail address.
6. If you are *not* using Forum with Zon presence, go to Step 8.
7. In the "Screen names" section in Contact Information, click the "i" icon at the end of the **new account** radio button, and follow the instructions for providing your Zon screen name and password.
8. If you choose, click other section titles to provide more information for your Forum user profile.
9. Click **OK**.

For additional help, consult with your system manager.

### Log in

1. View the first page of SiteScape software.
2. Enter your login name and password.
3. Click the **Login** button. Your linked name now appears in the upper-left corner of the page.

(If you forget your password, click the **I forgot my password** link, enter your login name, and click the **Send new password** button.)

### Change your password

1. Log in.
2. In the upper-left corner of the page, click your name.
3. Click the **Modify profile** toolbar item.
4. Enter a new password in the "Password" and "Verify Password" boxes.
5. Click **OK**.

### Look for people

1. Log in.
2. Click the **Find people** toolbar item.
3. In the "Find people" box, type the first letter of a name and two asterisks (for example, s\*\* returns Sam, Sanchez, and Samantha).





4. Click the **Find** button.

Forum lists full names that match your search string.

You can also use the **Find all names in...** and **Find names starting with...** toolbar items for quick, limited searches.

### Check the Presence of a Teammate

If you are using Forum with Zon presence, then the following icons indicate that your teammate is:

- |   |                                   |
|---|-----------------------------------|
|  | Online                            |
|  | Online but away from the computer |
|  | Offline                           |
|  | No presence information available |

### Chat or Meet with a Teammate

1. Log in.
2. View the username of a teammate.
3. Click the presence icon.
4. Click **Send instant message...** or **Start instant meeting...**

If you do not have Forum with Zon presence, use the same procedure to send e-mail or to add the teammate to your Outlook contact list.

### View available workspaces

1. Log in.  
A list of available workspaces appears on the left.
2. Click a plus sign ( + ) to view a list of child workspaces (subordinate workspaces), and click a minus sign ( - ) to collapse the list.

To view another workspace and access its forums and tools, click the workspace name.

### View discussion forums and entries

1. Log in.
2. Click the Discussions tab, and, in the drop-down menu, click the title of a discussion forum.
3. Click the title of an entry (discussion topic, document, URL, or survey).

The entry page appears.

### Add entries to discussions

1. Log in, and view a discussion forum.
2. Click the **Add** toolbar item, and click the **Add...** menu item for the type of entry you want to create (such as **Add document**).
3. Fill out the form and click **OK**.

For a topic, type text; for a document, use a **Browse** button to upload a file; for a URL, specify the address of a web page ("http://..."); and, for a survey, specify choices for voting (for example: Yes, No, Abstain).

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## View new or modified entries

1. Log in.
2. Click the **List unseen** toolbar item.
3. In the list, click a discussion name to view the discussion, click the number next to the name to see the list of unseen entries in that discussion, or click **List titles of unseen entries** to include entry titles in the list (this may take a few minutes).

## Search for entries

In the upper center of the page, enter words that must be in an entry, and click **Find**.

**Hints:** Separate search words with spaces. To specify part of a word, use two asterisks (micro\*\* matches microcompany and Microsoft). To search for a phrase, enclose it in quotes ("great expectations").

## Enable e-mail notifications

1. Log in, and view a discussion forum.
2. Click the **Tools** toolbar item.
3. Click the **Set notification** menu item.
4. Click one of the lower two radio buttons ("digest style" for one e-mail message containing summaries of new and modified entries, and "individual message style" for one e-mail message for each new or modified entry).
5. Click **OK**.

## Add a reply

1. Log in, and view a discussion forum.
2. View an entry.
3. To reply to the entry, click the **Reply** button to the right of the *entry* title. To reply to another reply, click the **Reply** button to the right of the *reply* title.

## Add an attachment

1. Log in, and view a discussion forum.
2. View an entry that you created.
3. Click the **Attach** toolbar item, then click the **Attach files** menu item.
4. Use the **Browse** buttons to specify files to upload and attach to the entry.

## Modify your entry

1. View an entry that you created.
2. Click the **Modify/delete** toolbar item, then click the **Modify** menu item.
3. Make your changes to the form and click **OK**.

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For information about SiteScape terminology or SiteScape icons, click any **Help** link or button, click the **Get Started with...** link in the left frame, scroll down in the left frame, and click the **Glossary** link or the **Icon Descriptions** link.

## Terminology

**Zone**—The set of *all* forums and online tools, and all registered SiteScape users from your organization.

**Workspace**—A collection of tools that one group uses to work toward a common goal (examples: the company workspace, the engineering workspace, the marketing workspace).

**Zone workspace**—The tools available to all members of your organization; the first page you see after you log in; and the starting point for all other workspaces.

**Child workspace**—A workspace that is subordinate to another one, just as a subfolder is subordinate to a folder (for example, the marketing workspace can have the "Print Marketing," "TV Marketing," and "PR" child workspaces).

**Forum**—A SiteScape tool that enables you to collaborate with teammates (for example, discussions, calendars, chat rooms, or messaging).

**Toolbar item**—A link in the bar located below the tabs at the top of most SiteScape pages, which allows you to do work within the forum.

**Menu item**—A choice on the menu that appears when you click a toolbar item.

**Entry**—One major piece of information within a forum (for example, a discussion topic, a document, an appointment in a calendar, or a chat session).

**User profile**—Registration information, the top portion of which is visible to other users and is called a **business card**.

**Presence**—Information about whether someone is online and how available they are (requires Forum with Zon).

**"My summary" page**—A page that allows you to track new or changed features in discussions that are important to you, to view current calendar entries, to access today's scheduled chat sessions, and more.

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## Contact information

For more information about using our software to assist your teams, contact the following managers within your organization:

<u>Name</u>	<u>E-mail</u>	<u>Phone Number</u>
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