Virtual Office Module

This is for internal use only and does not control a website of any kind. The virtual office allows you enter items such as calendar events, contacts, files, emails, message board, store links, and create a To-Do list.

The main point to remember when using the Virtual Office is that if you are working in a folder with the word “personal” in it then only you can see the information in that folder within the virtual office. If you are working in a folder with the word “global” in it, any information listed in that folder can be viewed by all people who have access to the virtual office.

Calendar

View Calendar

This gives you the display of the calendar with any scheduled events listed on it. You can go to the preceding and following months by using the buttons above the calendar. To the right of the calendar there is a list of events going on that month with more information regarding the event.

Add Personal Event

Allows you to enter an event that only you will be able to see when in the Virtual Office. To save the event, click on the save button at the top of the page. Now when you go back to “view calendar” the event you entered will be listed on the calendar. Again, any “personal” events you enter can only be seen by you when you are viewing the calendar in the Virtual Office.

Add Global Event

Allows you to enter an event that all people who have access to the Virtual Office can see. This way if you have an event that all people who have access to the Virtual Office need to know about, you can enter it using the “add global event” feature and the calendar will be updated for all to see.

Using the calendar will allow all users to keep track of events that are going on that they need to know about as well as the events that the entire organization needs to know about.

Contacts

View All

Allows you to see all the personal contacts that you have entered and all the global contacts that you and others have entered within the Virtual Office. In other words, any personal contact that you have entered or any global contact entered by anyone with access to the Virtual Office is listed under this tab.

View Personal

Allows you to see the personal contacts that you have entered using the “Add Personal Contact” tab. Other users cannot view these

View Global

Allows you to see all the contacts that you or any other user of the Virtual Office has entered using the "Add Global Contact" tab.

Add Personal Contact

Allows you to enter the information for any people you have contact information for. These contacts will only be listed on your personal contact list and your view all contact list in the Virtual Office. No other person with access to the Virtual Office will be able to see these contacts and their information.

Add Global Contact

Allows you to enter the information for any people you have contact information for that you want every person with access to the Virtual Office to be able to see.

File Manager

This is the section that allows the users of the Virtual Office to organize, manage, and store information regarding various topics that different users of the Virtual Office can access based on the permissions they are given.

This is a tool that will allow users of the Virtual Office to have a centralized location to upload information to certain folders for easy access and to keep records up-to-date.

By allowing users to have access to certain folders within the File Manager, the users will be able to help keep the content about them or their organization current.

The main thing to remember about the folders is "permissions." What the folder's permission level is set to will determine who has access to that folder to read, add, edit and remove content form that folder, which will affect what is seen on the website. (more about permissions later)

On the main page, the first column allows you to select a folder to delete. **Never** delete a folder. If you do you lose all the information in that folder and it is very hard to retrieve that information. **Never** delete a folder.

The other columns list the name of the folder, the size of the data stored in the folder, the date the folder was added to the File Manager, the person who created the folder, and the last column labeled "perm." lists who has permission to make changes to the content in that folder.

You have different "permission" levels that you can assign to folders and the content within the folder. These levels will determine how many users have the ability to view and/or work with the content in the folder.

Who has permission to work with a folder is based on what group of users in the Virtual Office has access to the folders and its content.

The user who creates the folder can set the limits on what users outside his group can do to a folder's content by using the Permission Levels listed below.

You can set the permissions based on what other groups you want to have access to the folder's content in order to read, add, edit, or remove the content saved there. You can also choose to allow all users to read and make changes to the folder, The main folder can have one permission level, while the content within can have the same or another permission level.

The different Permission Levels are:

Prvt. – this means private. Only the group that the user who created the folder is classified in has the ability to make changes to it.

All RW – all users of the Virtual Office, regardless of the group they are in, can read the folder's content and make changes to it (or write to the folder).

All R – all users of the Virtual Office, regardless of the group they are in, can read the content in the folder, but can not make changes to it.

You can also choose more than one group to have access to the folder. You do this by selecting (highlighting) the group you are in and one of the other group names from the list when you create a folder. (to select multiple groups, highlight one group's name, hold down the shift key, and click on the other group's name you want to have access to the folder)

Depending on the permission level of the folder, users can have all or limited access to the content of the folder and what they can do to it.

When you create the folder, you will set the permission level. (more about creating a folder later)

The last column has a icon that allows you to edit the content of the folders. If you click on it, you can edit the content of the folder, upload new files, etc. (more about editing later).

If you click on the name of the folder, it takes you to a page that lists the contents of the folder. It may be another list of folders that each has separate information in them or it may just take you directly to a list of information in that folder. How it is organized depends on you. You can create folders within folders to break up the content into separate areas that makes the content easier to locate if you need to make changes to it. Or you can just create one main folder that lists all the content. (if there are folders within folders, just keep clicking on the folders name till you get to the content you are looking for)

To go back the previous page, click on the **..** link next to the folder that is at the top of the list of content. This will take you back to the page before the one you are currently on.

On the far right side of the main page, there is a box called "File Manager Actions." In this box you can use the "Search" tab to look for folders, files, or other content by entering a keyword or part of the file's name and click the "search" button. The tab "New Folder" can be used to create a new folder to add to the File Manager.

To create a new folder, use the "New Folder" tab in the right-hand box named "File Manager Actions." Type in the name of the folder, and select the permission level you want for the folder.

You can select the permission to be "prvt." By only allowing the group you are classified in to have access to the folder to make changes and add content. You can also select multiple groups to have permission to access the folder and its contents by highlighting one group's name on the list, holding down the shift key and selecting another group's name from the list. Another option is to click in the circles next to the yes or no options for "All Read" and "All Write." You can give Virtual Office users only access to read the folder's content or access to read and make changes to the content of the folder by selecting yes to one or both of these.

Once you have selected the permission level, click “Create Directory” to save the folder to the File Manager.

You can create folders for the main “browse” page of the File Manager by using the process described above. If you click on the name of one of the folders in the File Manager’s “Browse” page, you can create a folder within a folder by using the same steps as above. The only difference is that in the right-hand box under the tab “New Folder” there will be a folder’s name listed by “create under” instead of it being blank like when you create a folder for the main File Manager “Browse” page.

To add content to a folder, you must have the “permission” to add content. This is determined by the permission level the folder has been given (see above for permission descriptions).

If you have permission to add content to a folder, click on the folder’s name that you want to add or upload content to (this may mean you click on multiple folders’ names until you get into the folder you want the content to be under).

Once you are in the correct folder, click on the “new” button at the very top of the page. On the page it takes you to you can browse saved files and .jpegs or .gifs to upload to the folder. Click the browse button to search for the item you want to upload. Once you select a file, you need to set who has permission to access the file. You can select certain groups to have access to the file or you can allows all users to read or all users to read and make changes to the file.

Highlight the appropriate group(s) by selecting them or to select multiple groups, highlight one group’s name, hold down the shift key and select another groups’ name. Or you can click in the circles next to yes or no to give users the ability to read and /or write to the file.

When you are finished setting the permission, click the upload button to save the file to the folder.

Use this same procedure for adding content to any of the folders you have access to in the File Manager.

To edit content within a folder or a specific file in a folder, you have to have permission to make changes to that folder or its content.

If you have the permission to edit the folder and its content, then click on the edit icon in the far right column on the same line that the folder or file is on. Make your changes to the folder or file and then click the save button at the very top of the page. This will save the changes you have made.

Mail

This is an internal messaging system. You can use this mail to send messages to the groups within the Virtual Office as well as to individual people who use the Virtual Office.

This is not like other e-mail providers that allow you to send message to anyone you want to and receive messages from anyone. This e-mail system will only let you send and receive messages to and from other people that have access to the Virtual Office.

The tab “Inbox” lists all the messages that you have received from other users of the Virtual Office. You will only receive e-mails from other people that have access to the Virtual Office.

The tab “Compose Message” allows you to create a message to send to other users of the Virtual Office.

You can send the message to a group of people by clicking on the group's name from the right-hand list of recipients. When you click on the group name, it automatically is listed in the "to (groups)" blank in the message area.

You can also send messages to a specific person by clicking on their name in the recipient's box under "users." When you click on the person's name it automatically is listed in the "to (users)" blank in the message area.

Type in the message's subject in the subject blank, and then type the message in big empty box underneath all the tools you can use to format the text.

Once you are done typing your message, click the "send mail" button to send the message to the intended recipient.

Again, this mail system is only for sending messages internally. In other words, you can only send and receive messages to and from those that have access to the Virtual Office. This mail system is not intended to be used like other e-mail systems that allow you to send and receive e-mails to and from anyone.

Message Board

When you click on the Message Board link, you are taken to a page that lists all the messages that have been posted by any users of the Virtual Office.

The tab "View Threads" is the only page available for Message Boards.

This page lists the subject of the message, who posted the message, who the last reply to the message was from.

If you click on the subject of one of the messages, it will take you to a page that allows you to post a response to that message. The original message will be displayed at the top of the page and a box for you to type a response will be underneath it.

Type in the subject for your response and then type in your response in the text box.

When you finish your message, click the "post reply" button to submit your response.

To create a new message for the Message Board, click on the new icon at the very top of the page across from the ISM 3 logo.

When you create a new message, all you do is click on the new icon at the top of the page, and then type the subject of the message and the message in the space provided.

To post that message, click the save button at the top of the page. This will post the new message on the Message Board page for all users to see and respond to.

If you want to cancel the message you are creating before you post it, just click the cancel button at the top of the page and the message will not be posted on the Message Board page.

The Message Board is just a tool that helps users of the Virtual Office to get feedback on messages they post or to give feedback to messages posted by other users.

Quick Links

This section lets you add links to websites that you visit often that you might want to keep handy for reference or links that you want to share with all users of the Virtual Office.

The tab “Browse Links” allows you to see a list of all the personal links, which are the ones only you can see, you have entered and all the global links, which all users of the Virtual Office can see, that you or other users have entered.

The “Browse Links” page gives you the link in the first column, whether it is a global link or personal link, in the second column, and who entered the link in the third column. If you click on the name of the link, it will cause a separate window to pop-up that takes you to the link’s website.

The tab “Add Personal Link” allows you to enter the URL, which is the website address, the name of the site and a description of the site. When you click on save at the very top of the page, it saves your link. If you go back to the “Browse Links” page, you will see the link you added displayed in that list. The links you add using the “Add Personal Link” page will only show up on your “Browse Links” page. No other user of the Virtual Office will be able to see these links.

The tab “Add Global Links” allows you to enter the URL, which is the website address, the name of the site and a description of the site. When you click on save at the very top of the page, it saves your link. If you go back to the “Browse Links” page, you will see the link you added displayed in that list. The links you ass using the “Add Global Link” page will show up all the “Browse Links” page of every user of the Virtual Office. Every user of the Virtual Office will be able to view and use the links that are entered using the “Add Global Link” page.

If you decide you do not want to add the link you have typed in using wither the “Add Personal Link” or “Add Global Link” pages, just click on the cancel button at the very top of the page and the link will not be added to the “Browse Links” page.

To-Do List

The To-Do List section allows you to create a personal to-do list that only you can view and that contains items that you need to get done by a certain day and time. It also allows you to view a global to-do list that all users of the Virtual Office have access to. The global to-do list contains items that all users of the Virtual Office need to know about or need to have done by a certain day and time.

Any user of the Virtual Office can add items to the Global To-do List and see items listed on it. The Global To-Do List can be seen and used by all users of the Virtual Office.

Only you can add items to your Personal To-Do List and see the items listed on it. The Personal To-Do List can only bee seen and used by you and no one else.

The tab “View Personal List” shows you the list of activities you have to do. Only you can see this list of things to do. It lists the activities by due by (when you need to complete the activity by), the opened on day (when you added the item to the list), and the details about the task (information that tells about the item on the list).

The tab “View Global List” shows you the list of activities that all the users of the Virtual Office have to-do. This list can be seen by all users of the Virtual Office. It lists the activities by due by (when the activity needs completed by), the opened on day (when the item on the list was added), and the details about the task (information that tells about the item on the list).

The items listed on the Global To=Do List should be ones that a group of users need to complete or be aware of, all users need to complete and be aware of, or multiple users need to complete and be aware of. You should only enter a task on the Global To=Do List if other users need to have access to that information or need to work on the task too. If the task is only relevant to you, then it should be listed on your Personal To-Do List .

The tab “Add Person Item” lets you enter a task that you need to complete. Only you will see this task and it will be listed on the “View Personal List” page. You can enter the task’s subject, due date, and more details about the task on this page. To same the task to your Personal List, click on the save button at the very top of the page. If you decide you do not want to post this task, click on the cancel button at the very top of the page.

The tab “Add Global Item” lets you enter a task that some or all users of the Virtual Office need to be aware of and/or complete. All users of the Virtual Office will see this task and it will be listed on the “View Global List” page. You can enter the task’s subject, due date, and more details about the task on this page. To same the task to the Global List, click on the save button at the very top of the page. If you decide you do not want to post this task, click on the cancel button at the very top of the page.

Overall, the To-List section will allow you to keep track of tasks you need to complete as well as the tasks that multiple users need to complete. Only you can view your Personal To-Do List while all users can view the Global To-Do List.