

This Quick Start Card introduces the ICC and its main components, as well as how to use the ICC Catalog (including how to join, register to and search for Events posted in the Catalog).



Select a **Portal** from the dropdown list.

**Title bar** – branded and customizable bar, which includes links to up to five Web sites, all Department Portals within your organization, the ICC Home page and Online Help.

**JOIN iMeeting** – click to join an active iMeeting Event.

**CREATE iMeeting** – click to create an instant iMeeting Event.

The main screenshot shows the Interwise Communications Center interface. At the top, there is a title bar with the Interwise logo, 'ECP Connect', and the date 'Monday, March 22 2004 17:28'. Below the title bar is a navigation bar with buttons for 'Go to Portal', 'Logout', 'Home', and 'Help'. The main content area is titled 'Welcome to the Interwise Communications Center.' and features a 'Catalog' tab and a 'Calendar' tab. The 'Catalog' tab is active, showing a search bar with 'Future Events' entered and a 'GO' button. Below the search bar is a table of events with columns for Action, Name, Department, Type, Date & Time, and Moderator. The table contains several rows of event data, including 'NewClient', 'Sales Review 1', 'Sales Review 2', and 'Sales Review 3'. A callout box points to the 'Calendar' tab with the text: 'Click on the **Calendar** tab to view Events in a daily, weekly or monthly view.' Another callout box points to the 'Enter' button in the 'Action' column of the table with the text: 'Click **Enter** to enter an Event, or **Playback** to play a recorded Event, or **Register** to enroll to an Event.'

According to the roles assigned to you by the ICC Permissions Manager, you can access various administrative tools, such as User Management.

Click **Getting Ready** to prepare yourself for an Event. Click **Tools** to access Interwise downloads (including the latest Participant application). Click **Your Information** to change your personal details. Click **Materials** to view or delete Event Materials you previously uploaded to the ICC.

**Event Types** – according to the roles assigned to you by the ICC Permissions Manager, you can create and edit **iMentoring**, **iMeeting**, **iClass** (both standalone Events and Courses), **iSeminar**, **iCast** and **On Demand** Events.

Catalog

## Join Events

### To join an Event directly from the Catalog:

Click the **Enter** link for the relevant Event (if you are already registered to the Event or it is an open Event which does not require registration). This automatically opens the Interwise application set for the Event (Participant application or Java Participant). 'Enter' is displayed in the Status column for any Live Event.

## Register to Events

### To register to an Event from the ICC:

- 1 From the Catalog, click on the relevant **Register** link in the Action column. The *Event Details* window is displayed.
- 2 Click **Register to Event**. The message "You have been successfully registered..." is displayed. The Catalog now displays the Event as 'Future'. When the Event is live, the status changes to 'Enter'.

### To register to an Event from an external Portal link:

Unregistered users can access Portal Events from an external link. When clicking the **Register** link, a Registration page is displayed, which must be completed before access to the Event is granted.

## Navigate and Search the Catalog

### To navigate through Catalog pages:

Click the relevant page number in the page sequence bar, located at the top and bottom of the Catalog list. The page number of the page you are currently viewing is in black and underlined.

Click **Next** in the page sequence bar to move forward or **Previous** to move backward one page.

### To search the Catalog:

#### To run a basic search:

- 1 From the Search in dropdown list, select from one of the fields, such as **Past Events**.
- 2 Enter any relevant text in the Search text box (optional).
- 3 Click **Go** or click on an Event icon. The Catalog displays only those Events that meet your search criteria.

#### To run an advanced search:

- 1 From the Search toolbar, click **Advanced Search**. The *Advanced Search* window is displayed.
- 2 In the Text field you can select the option button for the category you want to use as a filter (**Name**, **Moderator** or **All**) and enter text in the text box.
- 3 Define an initial (**From**) and final (**To**) search date.
- 4 In the Type field you can choose **ALL** (selected by default) or one of the options in the dropdown list, such as **iClass**.

- 5 In the Department field you can select one of the departments in your organization from the dropdown list.
- 6 Click **Go**. The Events that meet your search criteria are displayed in the Catalog.

### To sort the Catalog:

Click on the relevant Column header to sort the column alphabetically, or by date and time.

## View your Event Calendar

The Event Calendar enables you to view your scheduled Communications Center Events, whether in day, week or month views.

### To access the Calendar:

In the Catalog display area, click on the Calendar tab.

- **Day View:** Displays scheduled Event information in an hourly breakdown.
- **Week View:** Displays scheduled Event information for a selected week (Sunday through to Saturday).
- **Month View:** Displays scheduled Event information for a selected month.
- **Go To Date:** Enables you to jump directly to a date in the Event Calendar.
- **Refresh:** Displays today's date (in Week view mode), the default date displayed when first accessing the Calendar.

## Access Recorded Events

### To download a recorded Event:

- 1 From the Action column in the Catalog, click the relevant Playback link for the recording that you want to view.
- 2 The Interwise system automatically installs or activates the relevant application (Participant application or Java Participant), and then downloads the recording. You are prompted to save the file to your computer.
- 3 Click **Yes**. The file is saved (in .vcm or .vcr format) and opens via the Participant application (or Java Participant).

## View Event Information

### To view Event information:

From the Catalog list, click the relevant Event link in the Name column. The Event Details window is displayed. Some of the displayed buttons may be enabled, according to your login privileges. For example, if you have initiated an iClass, you can edit the Event, view the registration report and attendance data, and delete recordings.

If the Event has an assigned Overview Page, you will be able to view additional information, such as the Moderator's credentials.