

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.

**ENTER My Room** – click to enter your Meeting Room (if your ICC does not support Meeting Rooms, the **CREATE iMeeting** button is displayed).

The main screenshot shows the 'Interwise Communications Center' interface. The title bar includes the Interwise logo, 'Communications Center', and 'Interwise Connect'. A navigation bar has 'Go to Portal', 'Product', 'Logout', 'Home', and 'Help'. A sidebar on the left contains 'Welcome, Ian Wright', 'ENTER My Room', 'JOIN iMeeting', and 'Getting Ready' with sub-links for 'Your Information', 'Tools', and 'Materials'. The main content area shows a search for 'Future Events' and a table of events.

Action	Name	Department	Type	Date & Time	Moderator
<a href="#">Enter</a>	<a href="#">Testing Test</a>		iMeeting	5/30/2006 4:30 PM	product product
	<a href="#">Documents to review</a>		iMeeting	6/2/2006 9:30 AM	product product
	<a href="#">Planning for the future</a>		iMeeting	6/5/2006 10:31 AM	product product
	<a href="#">Communicating with management</a>		iMentoring	6/10/2006 11:00 AM	product product

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.

Additional menus are displayed according to the roles assigned to you by the ICC Permissions Manager: you may be able to create and edit **iMentoring**, **iMeeting**, **iClass** (both standalone Events and Courses), **iSeminar**, **iCast** and **On Demand** Events.

Click **Enter** to enter an Event, or **Playback** to play a recorded Event, or **Register** to enroll to an Event.

## 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 Participant application. '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**. A message confirming your registration 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** 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.

## 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 Interwise Participant application, 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.

## 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.