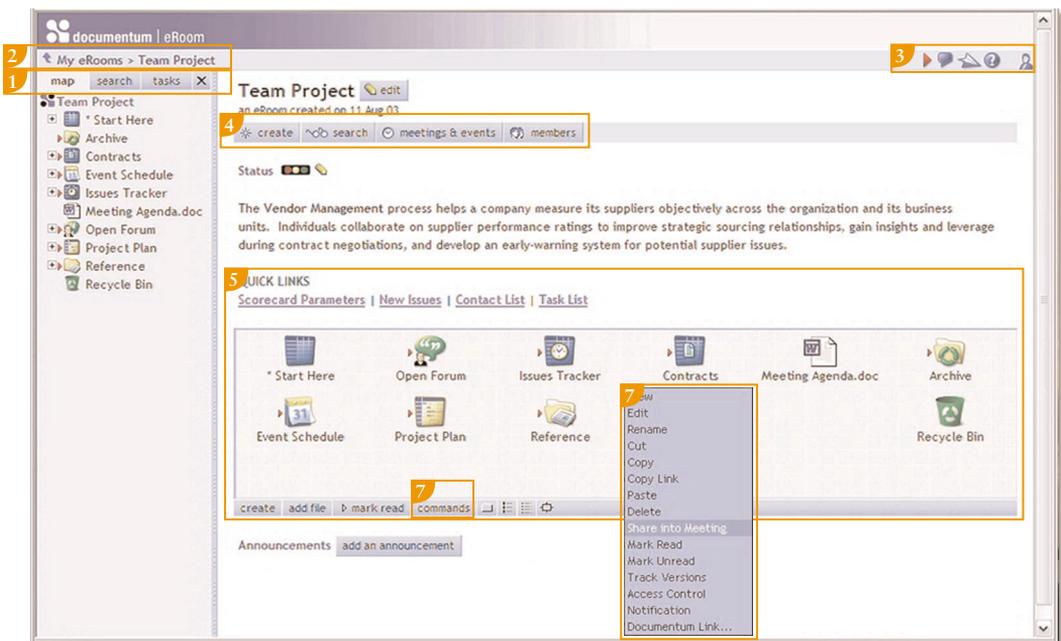


## eRoom 7 Quick Reference

### To go to your eRoom:

1. In your browser, enter the URL for your site-wide My eRooms page. Or, click the link in an email message inviting you to an eRoom.
2. On the Login page, enter your eRoom login name and password.
3. Click OK to go to your My eRooms page, or to enter your eRoom.

**The eRoom plug-in:** You can use eRoom with just your browser, or with a browser plug-in (4 MB, Windows only). Most features work the same with or without the plug-in, but the plug-in provides some extra features like rich text editing, and drag-and-drop to and from your desktop. To use the plug-in, go to your My eRooms page and click [my member info](#). On your Member Information page, select the check box labeled “Use eRoom plug-in software” and click OK. To stop using the plug-in, clear the check box and click OK.



### Seeing eRoom 7 for the first time:

- 1 The map lets you navigate and shows where you are. To switch between showing the map, the quick search form, and your tasks list, click [map](#), [search](#), and [tasks](#), respectively.
- 2 The path tracks your location in the eRoom (like a trail of bread crumbs). Navigate by clicking the links it contains.
- 3 Tool buttons activate eRoom-wide functions, including the intercom and online Help.
- 4 The button bar on the front page lets you create items; search for items; see a list of your meetings and events; and open the eRoom Members list.
- 5 The item box (or attachment box) shows the items you can work with, including any hidden items that only you and others have access to.
- 6 Right-mouse click menus give you access to context-sensitive actions such as starting an online meeting and sharing a file at the same time, or linking a file to a Documentum repository.\*
- 7 On the command bar, click **commands** to show all the actions you can perform on items.

\*Online meetings require eRoom Real Time Services. Linking to a Documentum repository requires eRoom Enterprise. For details, go to [www.documentum.com](http://www.documentum.com).

## Standard Items:



Folder



Discussion



Note



Poll



Calendar



Project Plan



Database



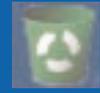
Inbox



Other File



Link



Recycle Bin

## Basic actions:

**Edit a file or item properties....**Right-click the icon and pick **Edit** from the pop-up menu.

**Open an item.....**Click it, either in the map or in the item box.

**Create an item.....**Click **create**, either in the button bar on the front page, or in the command bar.

**Act on an item.....**Right-click the icon and pick a command from the pop-up menu.

**Act on multiple items.....**On the command bar, click . Select each item () you want to act on. Then, either right-click and pick a command, or click a command in the command bar.

**Go to the front page.....** In the map or in the path, click the eRoom's name.

## Standard controls:

**next unread.....**Click to open the next item marked unread (). Click repeatedly to cycle through all new information in your eRoom.

**intercom.....**Click to open the eRoom intercom so you can chat with other members, or alert them to join you there.

**alert.....**Click to send an alert message in email to other members.

**show map.....**Click to show the map when it is hidden. To hide it when it's open, click .

**help.....**Click to open eRoom online Help.

**members present....**Point to these icons to show the names of members currently present in your eRoom. Click to open the intercom.

**create.....**Click to create items.

**search.....**Click to open the "Search the eRoom" page, from which you can search for items in your eRoom based on text, ownership, or date created or modified.

**meetings & events.....**Click to open the eRoom's Meetings & Events page, which lists current and upcoming online meetings and calendar events in your eRoom. On this page you can also start or join online meetings.

**tasks.....**Click to open the task pane, which lists all your open tasks from all project plans and task databases in your eRoom.

**members.....**Click to open the eRoom Members page. You can edit your own member information, view information about other members, or (if you are a coordinator or administrator) manage membership for your eRoom.

## Tips:

**Email notification** — You can get an email message when a particular item changes, or anything in an eRoom changes, either instantly or overnight.

1. In the map or item box, right-click an item's icon and pick **Notification** from the pop-up menu. Or, select the item and click **notification** on the command bar.
2. On the Notification page, pick whether you want to know about changes as they happen, just once a day, or not at all.

**Access control** — If you own an item, you can control who has access to it.

- Click the **access control** button on the Create or Edit page, or in the appropriate Create or Edit wizard.
- Either right-click the icon and pick **Access Control** from the pop-up menu, or select it and click **access** on the command bar. You can also click the owner's name.