



SmartRoom[™]
Powered by **bmcgroup**

User Manual

For SmartRoom Managers

Table of Contents

1.0 Login

2.0 Confidentiality Agreement

3.0 Software Installation

4.0 Dashboard

5.0 Document Review and Index Maintenance

- 5.1 View by Index
 - 5.1.1 Index View
 - 5.1.2 First Page Preview
 - 5.1.3 Additional Right-Click Controls
 - 5.1.4 Uploading documents within the Index View
 - 5.1.5 Index Maintenance via Drag and Drop
 - 5.1.6 File View
- 5.2 Document Viewer
- 5.3 View by List
 - 5.3.1 Export to Excel
- 5.4 Search
 - 5.4.1 Advanced Search
- 5.5 Print Queue
- 5.6 Save Queue
- 5.7 Q & A Messages

6.0 My SmartRoom

- 6.1 Account
 - 6.1.1 Personal Information
 - 6.1.2 Password
 - 6.1.3 Language
 - 6.1.4 Options
- 6.2 Alerts
- 6.3 List of SmartRooms

7.0 Reports

- 7.1 User Activity
- 7.2 My Activity
- 7.3 User Rights
- 7.4 Usage Reports
 - 7.4.1 User Statistics
 - 7.4.2 Document Completion Progress
 - 7.4.3 Marked as Completed Documents
 - 7.4.4 Document Review Analysis
 - 7.4.5 Document Activity
 - 7.4.6 Site Totals
 - 7.4.7 User Invitation List
 - 7.4.8 Security Rights
- 7.5 Audit Reports
 - 7.5.1 Site Invitations

- 7.5.2 User Management
- 7.5.3 User Logins
- 7.5.4 Client Machine Settings
- 7.5.5 Configuration Management
- 7.5.6 Folder Management
- 7.5.7 User Category Management
- 7.5.8 Document Management
- 7.5.9 Audit-level User Statistics
- 7.5.10 Instant Alert Management
- 7.6 Scheduled Reports

8.0 Help

- 8.1 User Guide
- 8.2 FAQ
- 8.3 Best Practices
- 8.4 Contact the SmartRoom Team

9.0 Additional Services

- 9.1 Managed Data Hosting

10.0 SmartRoom Management

- 10.1 New Index
 - 10.1.1 Create Numeric Document Index
 - 10.1.2 Create Alpha Numeric Document Index
- 10.2 Content
- 10.3 Security Profiles
- 10.4 Add / Edit Users
 - 10.4.1 Invite Users
 - 10.4.2 Manage Users
- 10.5 Q & A

11.0 SmartRoom Settings

- 11.1 Alerts
 - 11.1.1 Standing Alerts
 - 11.1.2 Instant Alerts
- 11.2 Customization
- 11.3 Q & A Settings
- 11.4 Site Defaults
 - 11.4.1 Message Templates
 - 11.4.2 Country Defaults
 - 11.4.3 Document Numbering Defaults

1.0 Login

Follow the link provided in your invitation or go directly to <https://bdr.bmcgroup.com> to log into your SmartRoom. Use the username and password provided in your invitation email. If you have forgotten or misplaced your password, click on the **Forgot Password?** link to be sent a reminder.

Please note this will also unlock your account and send you a new password.

If you experience login problems please call or email our Customer Support Team using the contact information provided on the login page.

SmartRoom™
Powered by **bmcgroup**

username password

English

[Unlock Account?](#) | [Forgot Password?](#)

Customer Support

Asia: 852.800.930.643
Brazil: 0.800.722.0545
Europe: 00.800.3325.7666
Japan: 0120.974.858
North America: 1.877.332.5739

Email: SmartRoomSupport@bmcgroup.com
Website: <https://support.bmcgroup.com>

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2.0 Confidentiality Agreement

You will be prompted to read and accept the confidentiality agreement each time you enter the SmartRoom.

Click to enter your SmartRoom.

Confidentiality Agreement

The information contained on this website is confidential. As a condition to receiving access to this website, you agree to treat all information which is contained herein as confidential, unless and until such information has been made generally available to the public or unless The Company agrees in writing to remove this restriction. The information contained on this website may not, in whole or part, be reproduced or distributed to others.

Furthermore, you agree that the information included herein shall be used solely for the purpose of evaluating a possible transaction with The Company. Nothing herein shall limit or impair your right to disclose information, if legally required to do so, in any judicial, administrative or governmental proceeding, subject to your prior notification of The Company. Your obligations of confidentiality and non-disclosure are set forth in more detail in a separate agreement and nothing in this website will be deemed to supersede or modify your obligations under that agreement. If you do not believe you are bound by such a non-disclosure agreement, you must exit this website now.

3.0 Software Installation

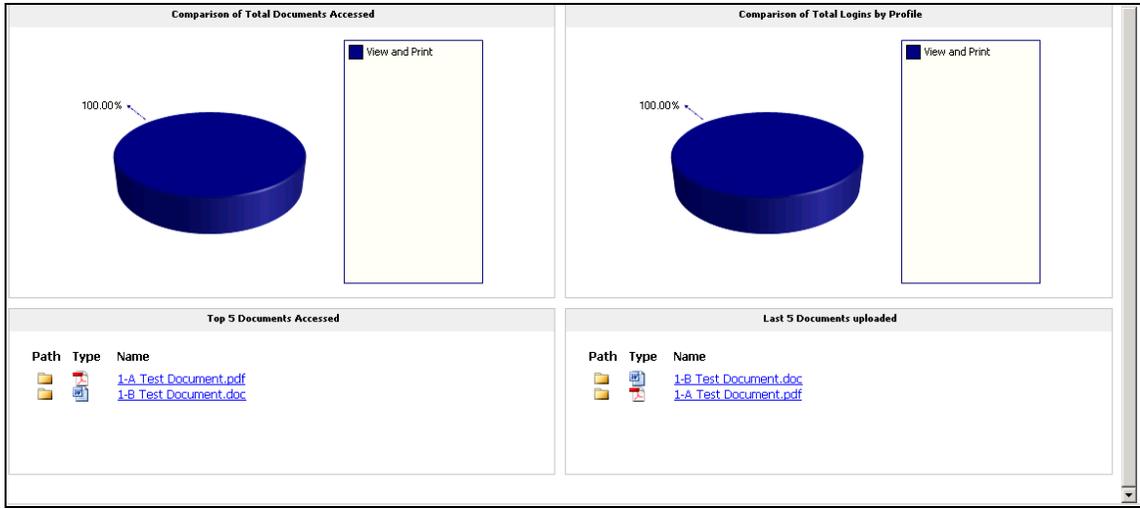
First time users will need to download and install the latest version of the Java Runtime Environment (JRE) in order to appropriately view, print, and/or save documents within the SmartRoom. Although most workstations already have the appropriate software installed, the software can easily be downloaded and installed from <http://java.com>.

If any issues occur after updating your Java Runtime Environment please check the site FAQ under the Help section for further troubleshooting tips or you can reach out to us directly at 1-877-332-5739 or SmartRoomSupport@bmcgroup.com.

4.0 Dashboard

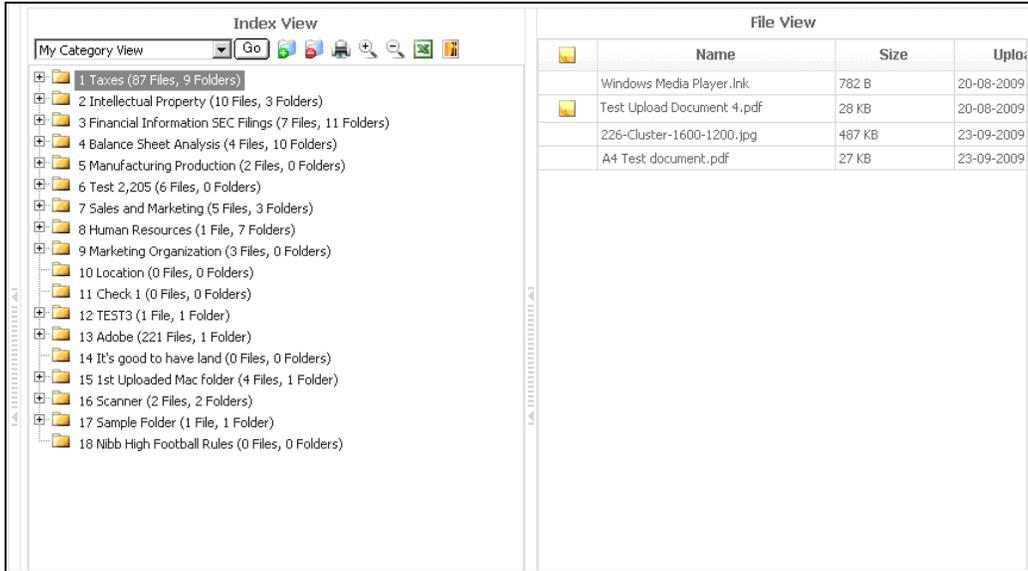
When enabled, the Dashboard provides the SmartRoom Manager the option to immediately review the latest activity of the external users through the use of different graphs and table as shown below.

Any time that there is a change that is related to the below graphs or tables they will be updated each time that the site is refreshed.



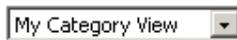
5.0 Document Review and Index Maintenance

5.1 VIEW BY INDEX



5.1.1 Index View

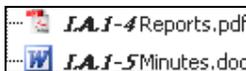
'View by Index' will display the SmartRoom index under the **'Index View'** pane. You are able to view the index for each category by selecting from the drop down menu labeled **'My Category View'**.



You can expand and collapse individual folders and sub-folders by clicking on the icons.

Using the buttons above the index, you can expand or collapse all folders and sub-folders, zoom in or out of the index. Print the index and export the index to Microsoft Excel™.

Documents will be visible below the expanded folder with the symbol on the left of each document name denoting file type.

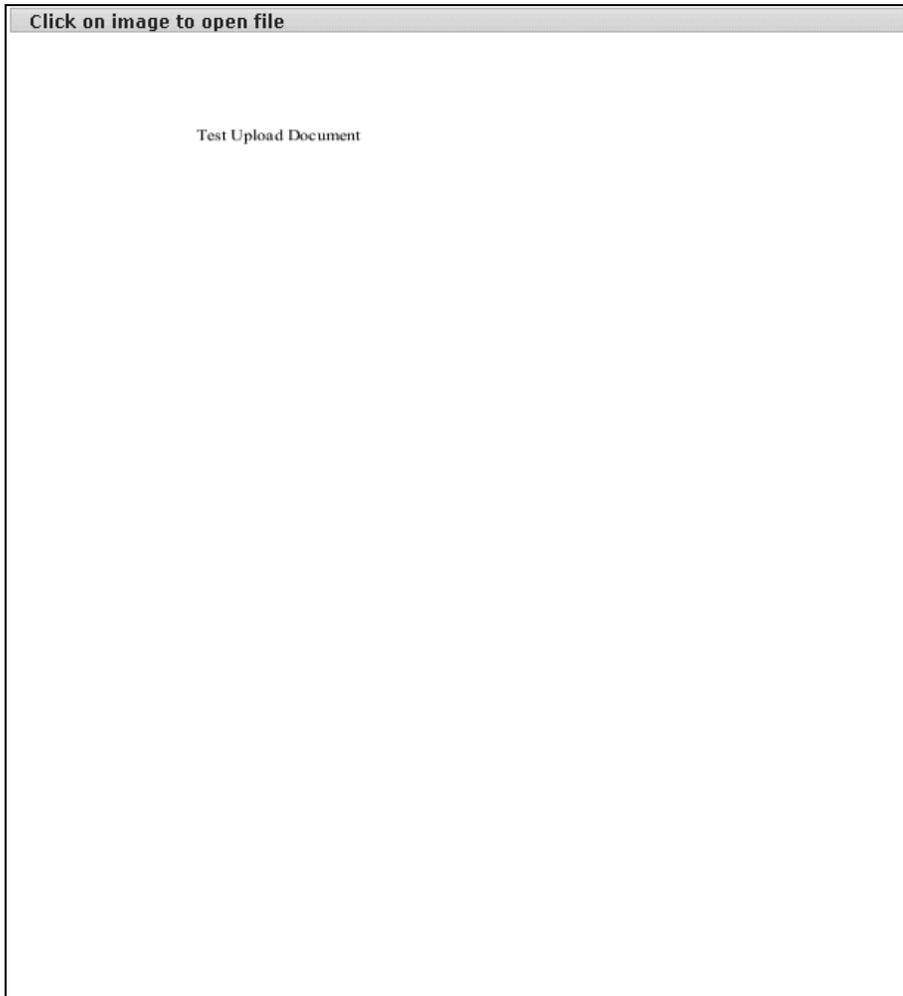


Clicking on the document name will open the document in a separate window.

5.1.2 First Page Preview

If enabled there is the option to view the first page of a document without opening the document. Users can then open the document by clicking on the image that comes up.

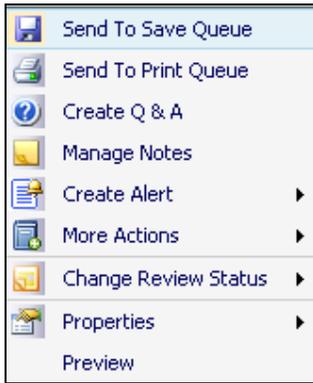
SmartRoom Manager's decide if they would like the First Page Preview enabled. Your SmartRoom may not have this feature enabled by default.



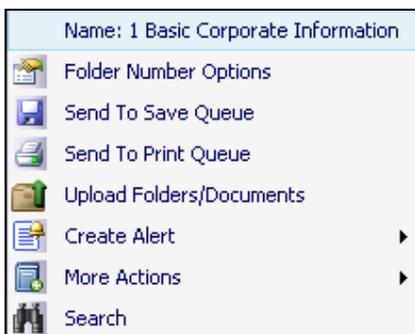
To ensure you can access this feature, if enabled, please check the box 'Allow Preview File' under **My SmartRoom > Account > Options** tab.

To display the first page Preview, please perform the following:

1. Hovering your cursor over the document name while in the 'Index View' or 'File View'.

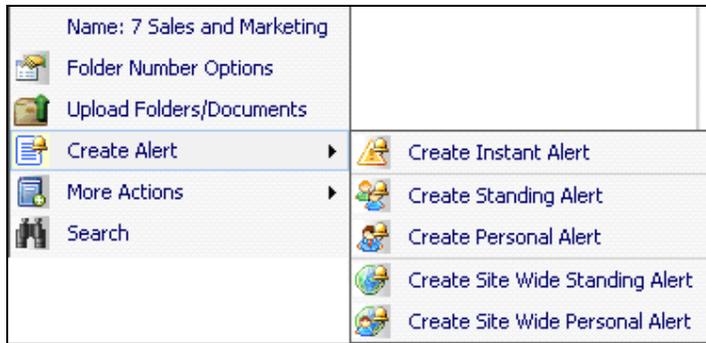


5.1.3 Additional Right-Click Controls



Right clicking on the **folder** name will bring up the follow functionality:

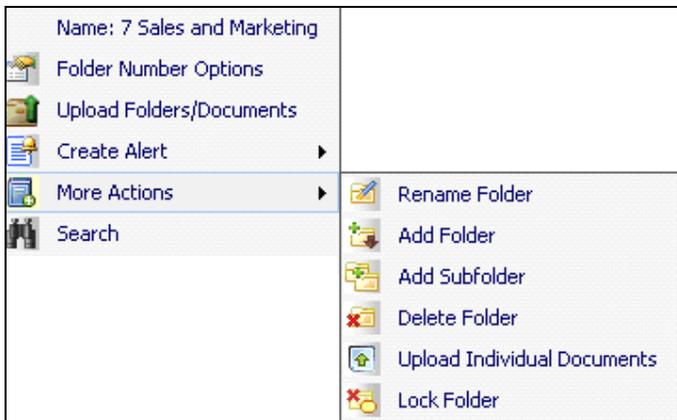
Folder numbering options	Manage the document numbering within the folder
Send to Save Queue	This will send the selected to the Bulk Save Queue
Send to Print Queue	This will send the selected to the Bulk Print Queue
Create Q & A	Create a Q&A query referencing the folder
Upload Folders/Document	Upload file and/or documents using the drag and drop uploader
Create Alert	Create a personal, standing, or instant alert
Search	Perform a basic search of the folder
Advanced Search	Perform an advanced search of the folder



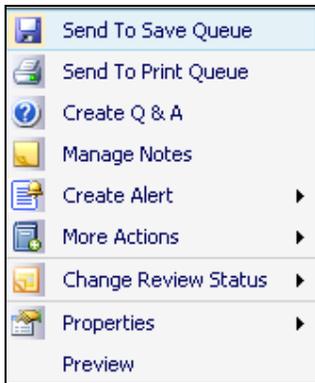
- | | |
|---------------------------------|--|
| Create Instant Alert | Create an instant alert to specified users |
| Create Standing Alert | Create standing alert in the selected folder level |
| Create Personal Alert | Create a personal alert folder level |
| Create Site Wide Standing Alert | Create a site wide alert in the SmartRoom |
| Create Site Wide Personal Alert | Create a site wide personal alert |

More Actions:

- Rename the folder
- Add a folder below the current folder
- Add as subfolder to the current folder
- Delete the folder
- Upload individual documents to the folder
- Lock folder with its respective user rights



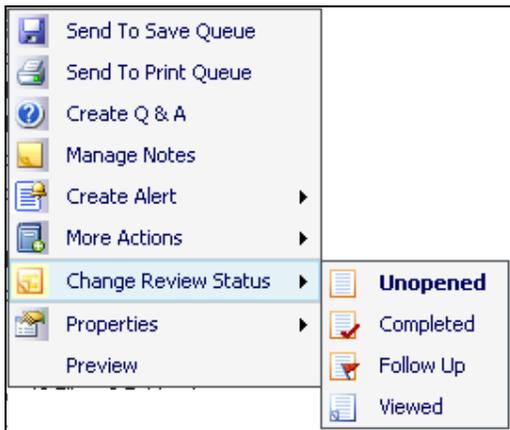
Right-clicking on the **document** name will bring up the follow functionality:



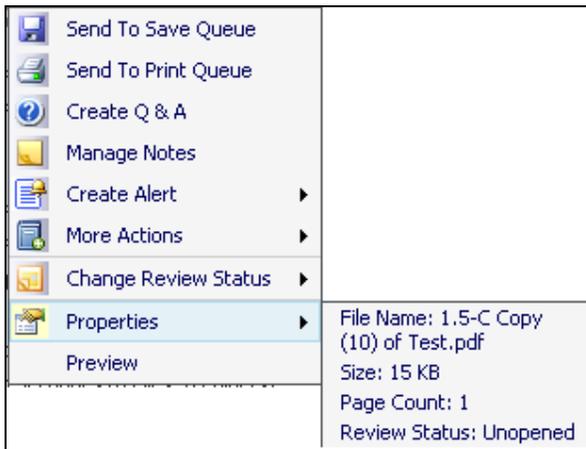
- Send to Save Queue This will send the selected to the Bulk Save Queue
- Send to Print Queue This will send the selected to the Bulk Print Queue
- Create Q & A Create a Q&A query referencing the document
- Create Alert Create a personal, standing, or instant alert
- Manage Notes Add a Global or Personal Note to the document
- More Actions

- Rename File Rename the file
- Edit File Description Make changes to the document description
- Delete File Delete the document from the index

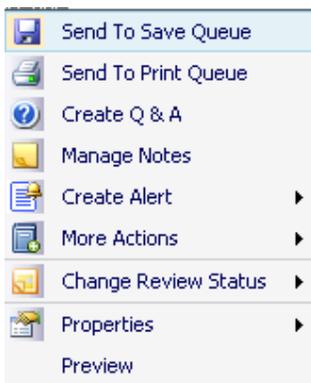
Change your review status of the document



View the file properties of the document



View a preview of the document

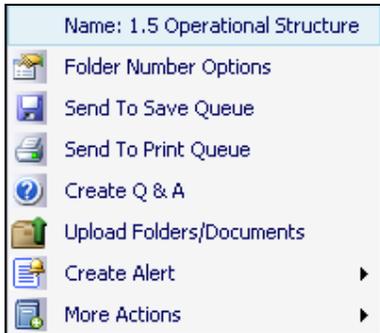


5.1.4 Uploading documents within the Index View

Drag and Drop Uploading

Drag and Drop Uploading is a feature of the SmartRoom that eliminates the need for extra software or navigation in order to upload documents directly to the index. This function applies to users with specific document upload rights.

Right-click on the folder that you wish to upload to as shown below.



Once a destination folder has been selected the VDR Drop Zone window will open:

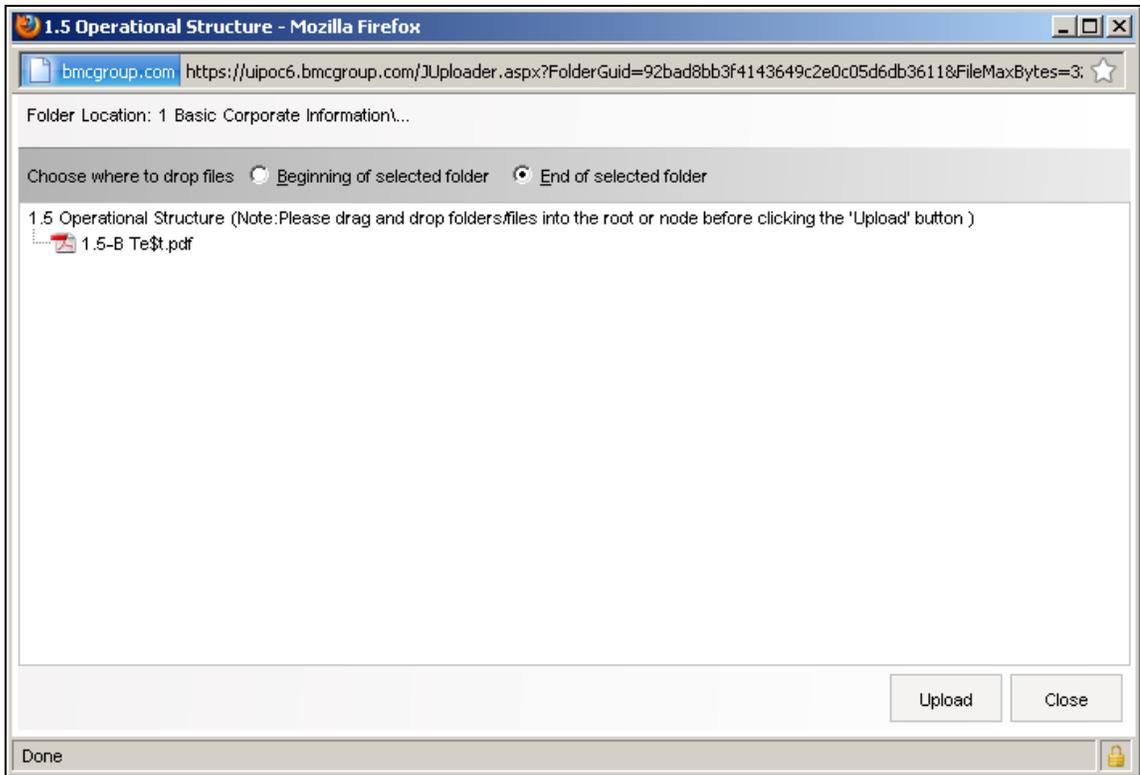


If you do not have the proper Java software installed you will be prompted to add it. Please click on the link stating '**Click here**' and follow the instructions. You may need to contact your IT department depending on what level of access rights you have to your workstation.



With the destination folder selected all you need to do is drag over the documents from your desktop or any other folder located directly on your workstation into the SmartRoom Drop Zone window.

- Each Document Type will be presented with the File Type icon.
- There will be destination folder path on the top of the SmartRoom Drop Zone
- Items will be presented in SmartRoom Drop Zone in the following order:
 - Listed first are all the documents in the uploaded Folder, then all subfolders. All items in subfolders will follow the same display rule.
- Items are presented in a Tree Structure.
- You have the ability to reorder files and folders to reflect the desired order and location that items should be uploaded.



After the files/documents are in their proper position, click **Upload** to start the upload process.

Users are presented with right-click item menu on the File Tree. The options are:

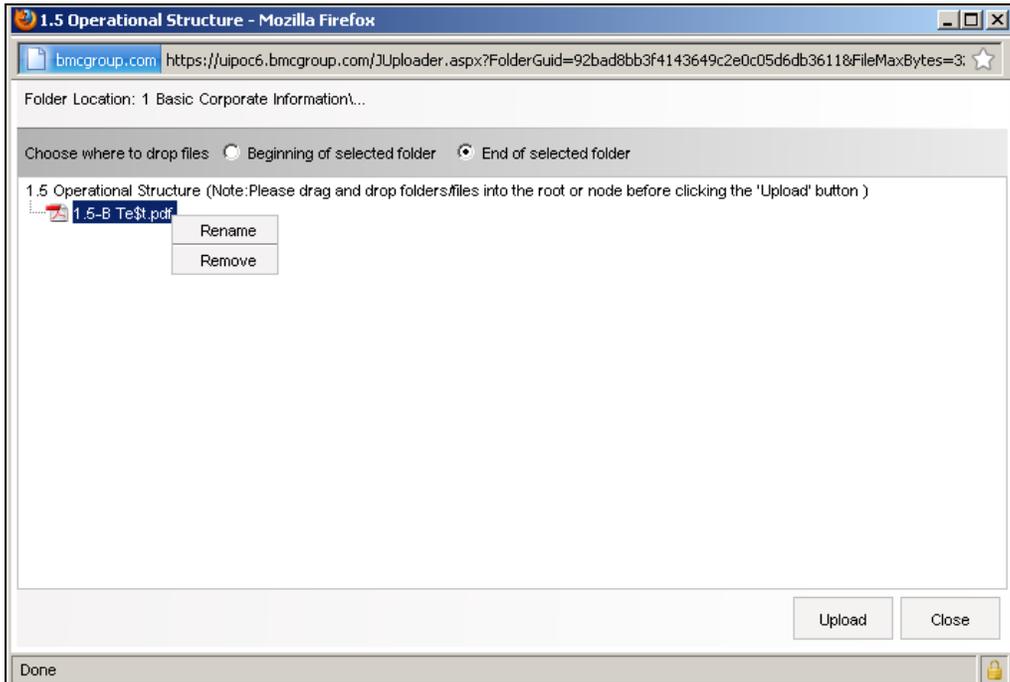
File:

- Rename
- Remove

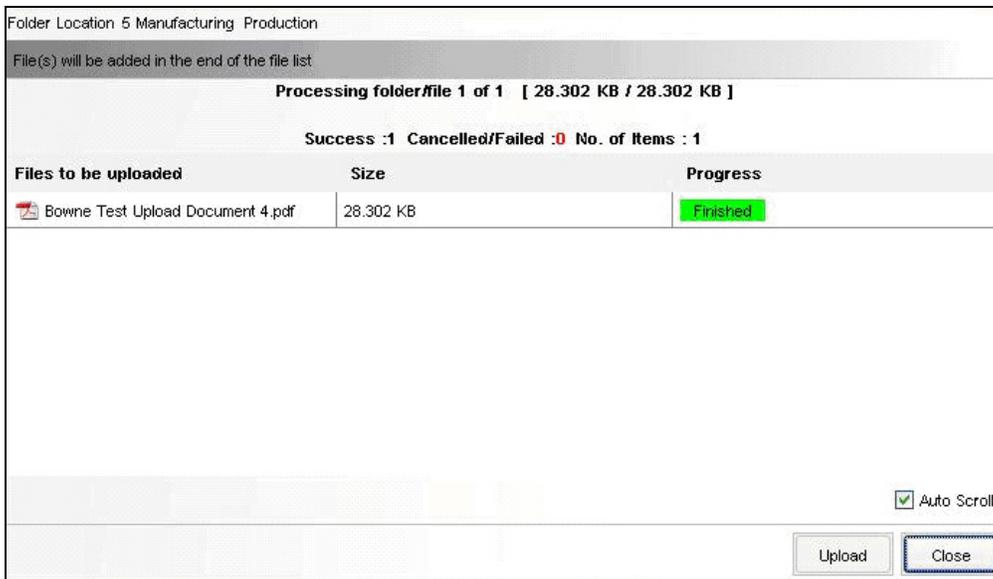
Folder:

- Rename
- Add New Folder
- Remove

Note: a document must be added before any folder functions can be completed.

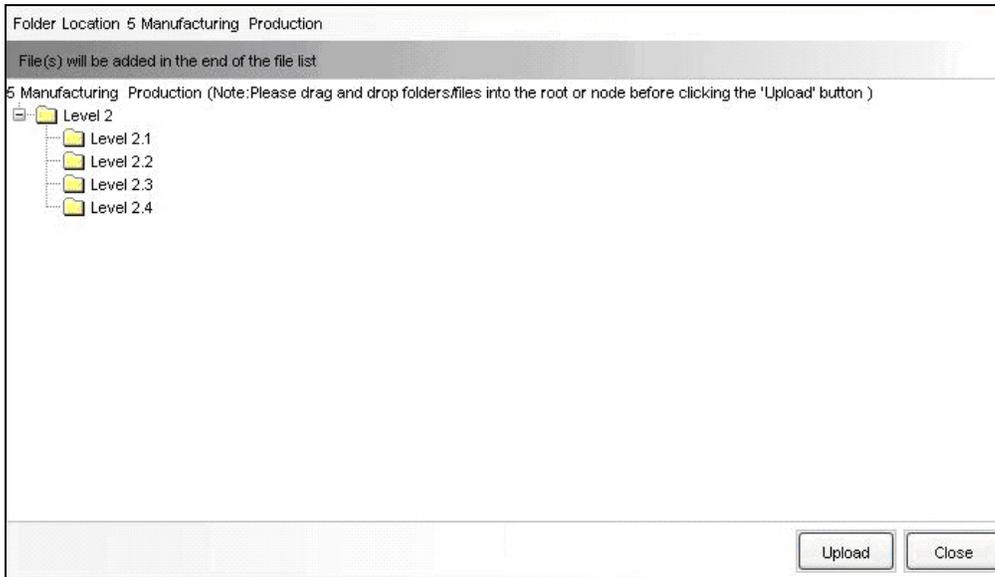


Once the upload is complete each item will be displayed as 'Finished' or 'Failed'.



Once you close the VDR Drop Zone window the index will refresh and the new files will be available to the users that have access to that parent folder.

Please note that you can add multiple folders and files to the Drop Zone Window and rearrange accordingly before selecting the **'Upload'** button.



5.1.5 Index Maintenance via Drag and Drop

Drag and Drop within the index (DnD)

DnD is a function that allows complete manipulation of the index, including folders and files, without having to leave the index or open other software.

In order to enable Drag and Drop (DnD) capability within the index users need to switch to DnD mode. The DnD mode icon will be located in the same toolbar as other icons.



When DnD mode is activated,  document click is disabled on the index. So when you click on a document, instead of viewing it, users will be able to select and drag it.

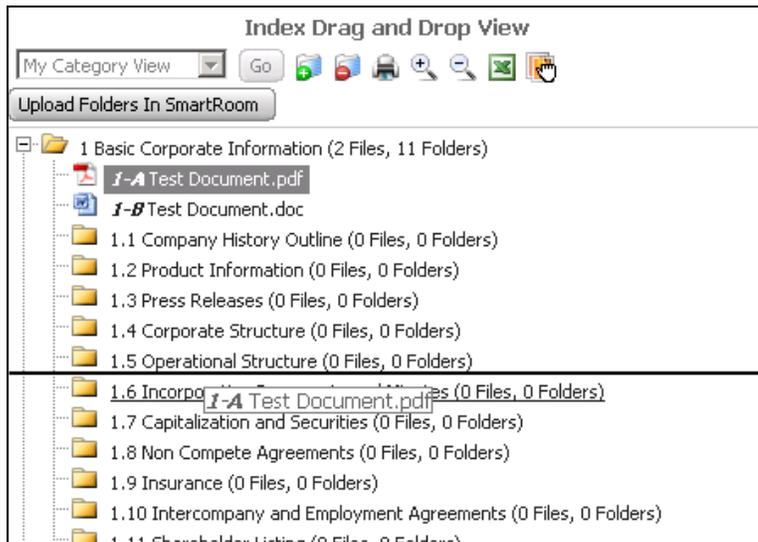
When DnD mode is enabled, the DnD mode icon replaces the View Mode icon. Click on the same icon to get back to View Mode



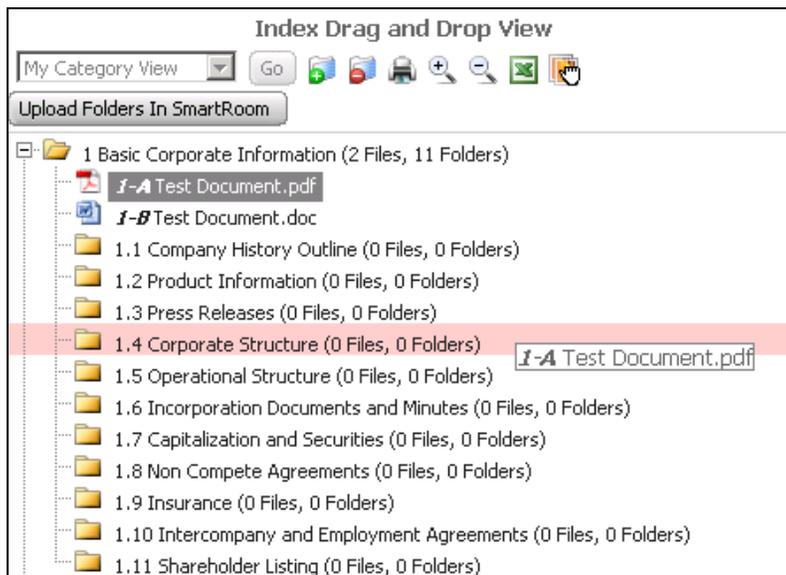
Users can expand and collapse folders, export to Excel™, print, zoom in and zoom out, view folder and file counts.

Users are not able to view the indices of other security profiles in DnD Mode.

Files and/or Folders can be moved between folders using drag-and-drop. Users will activate a file or folder drag by clicking a file(s)/folder(s) holding down the left mouse button while moving the mouse. To move a folder/file below or above another folder, users will see a black line indicating as such.



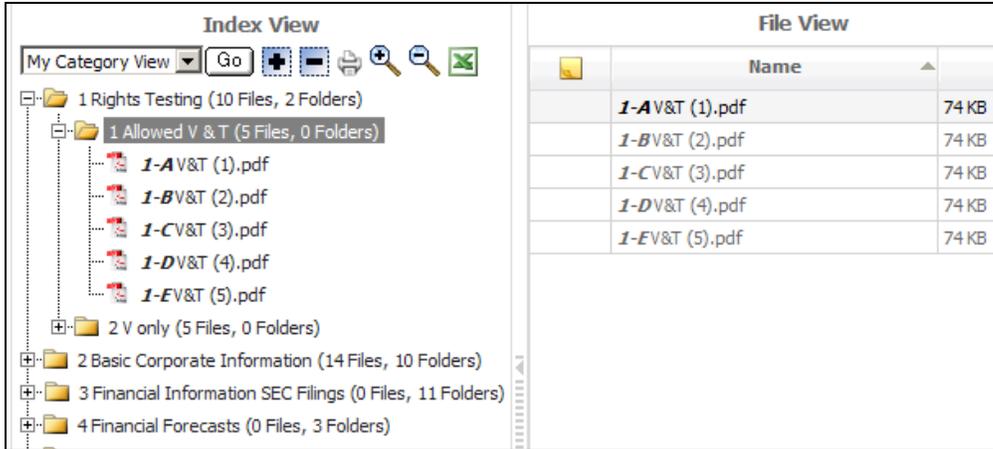
To move a file into a folder or subfolder users will hover directly over the appropriate folder and this will create the highlight shown below. When users hover long enough the hover over will also expand the folder being hovered over to move into subfolders.



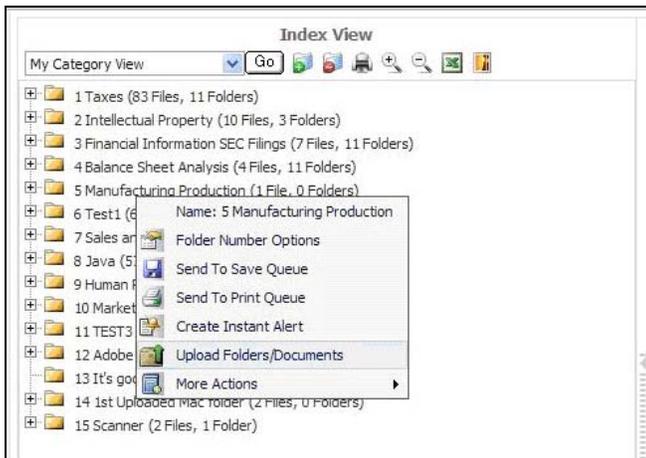
Users will see the mouse cursor change, and the name of the file/folder is displayed next to it.

Items can be dropped inside or between the Index items.

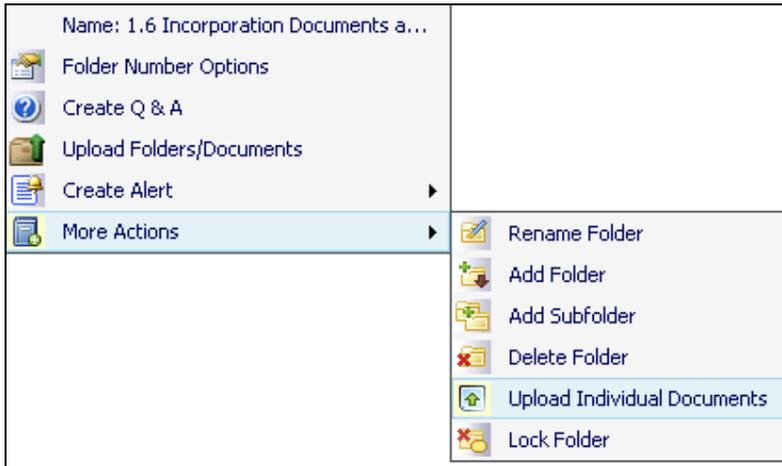
File(s) can be selected to be moved from File View on a right side of the screen as well as from expandable Index View.



While in the DnD mode users will be able to access the Drop Zone Window and upload documents.



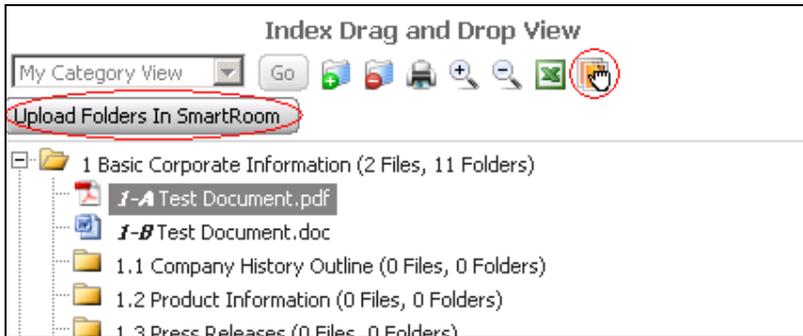
Alternately, users can upload individual documents as seen below.



To upload files simply browse to the location of up to 5 documents and then click the upload all button. This will upload the files to the selected folder.

A screenshot of a web form titled 'Upload Documents'. At the top, there is a breadcrumb trail 'Index Home > UAT Test Folder 1' and a link 'To upload more than five files, use the Bulk Upload Tool.'. The form contains five identical rows for entering file information. Each row includes a 'File path' text box with a 'Browse...' button, a 'Document Numbering' dropdown menu set to 'Upload At the End', and an 'Enter File Description' text area with a 'Max of 260 characters allowed' warning. At the bottom of the form is an 'Upload All' button.

In addition to the functions above, once DnD is enabled you will have the option to upload a parent folder to the bottom of the index using the button shown below.



Once the button is selected please use the drag and drop button to upload documents as you normally would. This offers fewer clicks than having to create a parent folder using the right-click 'add folder' function.

5.1.6 File View

When clicking on a folder containing documents under '**Index View**', the details of the documents in the folder will be displayed in the '**File View**' pane.

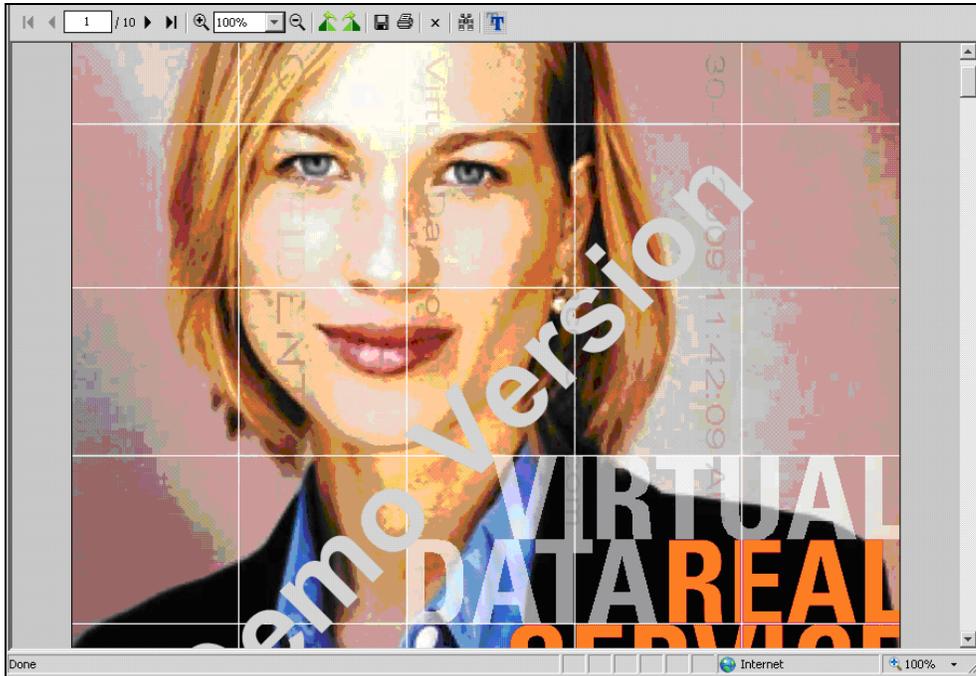
File View				
	Name	Size	Uploaded	Last Viewed
	I-A Binder1.pdf	52 KB	02-19-2009	

The details include: The document name, document file size, date it was uploaded, last time you viewed or printed the document. Each of these columns can be sorted by clicking on the respective column heading.

Clicking on the document name will open the document in a separate window.

5.2 DOCUMENT VIEWER

When opened, a document will appear in a separate window within the viewer.



Document Viewer Controls:

Navigate through the document

Zoom in and out

Rotate the document

Print

Save

Word and phrase search

Download additional font packs

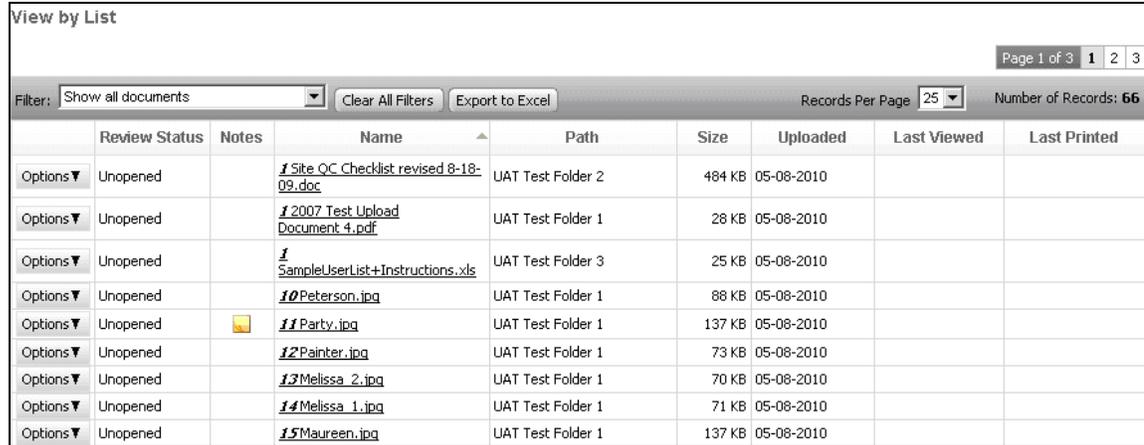
(Where necessary if viewing non-English documents)

Side Scroll bar



5.3 VIEW BY LIST

'View by List', will display a complete list of files available in the SmartRoom alongside their path or location. You may sort the list of documents by the parameters at the top of each column.



	Review Status	Notes	Name	Path	Size	Uploaded	Last Viewed	Last Printed
Options▼	Unopened		1 Site QC Checklist revised 8-18-09.doc	UAT Test Folder 2	484 KB	05-08-2010		
Options▼	Unopened		1 2007 Test Upload Document 4.pdf	UAT Test Folder 1	28 KB	05-08-2010		
Options▼	Unopened		1 SampleUserList+Instructions.xls	UAT Test Folder 3	25 KB	05-08-2010		
Options▼	Unopened		10 Peterson.jpg	UAT Test Folder 1	88 KB	05-08-2010		
Options▼	Unopened		11 Party.jpg	UAT Test Folder 1	137 KB	05-08-2010		
Options▼	Unopened		12 Painter.jpg	UAT Test Folder 1	73 KB	05-08-2010		
Options▼	Unopened		13 Melissa 2.jpg	UAT Test Folder 1	70 KB	05-08-2010		
Options▼	Unopened		14 Melissa 1.jpg	UAT Test Folder 1	71 KB	05-08-2010		
Options▼	Unopened		15 Maureen.jpg	UAT Test Folder 1	137 KB	05-08-2010		

Clicking on the options  box will bring up the options for creating a document note, printing, saving and creating a Q&A inquiry for that document. This can also be done by right-clicking on the file name.

Clicking on the document name will open the document in a separate window.

5.3.1 EXPORT TO EXCEL

'Export to Excel' will bring up a dialogue box asking you to either open or save the Index as an Excel™ file. This file will show the documents available to you in an index structure. It will also denote different pieces of information regarding the documents/folders.

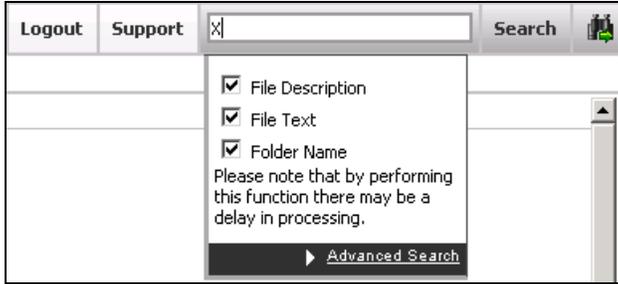
The "Export List" tab gives you an option as to what excel version you would want the file to be saved.



5.4 SEARCH

You may search for words or terms within each document by using the search box located on the top-right corner of the site. Located search terms will be highlighted within the document. The accuracy of the search function is affected by the quality of the source document and whether OCR (Optical Character Recognition) has been applied to any hard copy documents that were scanned prior to uploading.

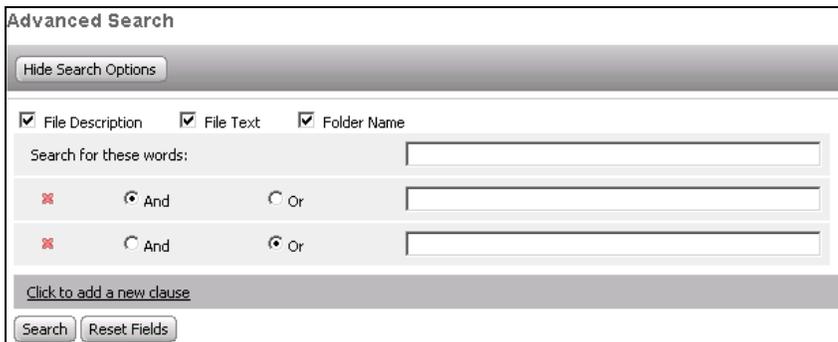
You are also given options to define your search as shown below.



5.4.1 ADVANCED SEARCH

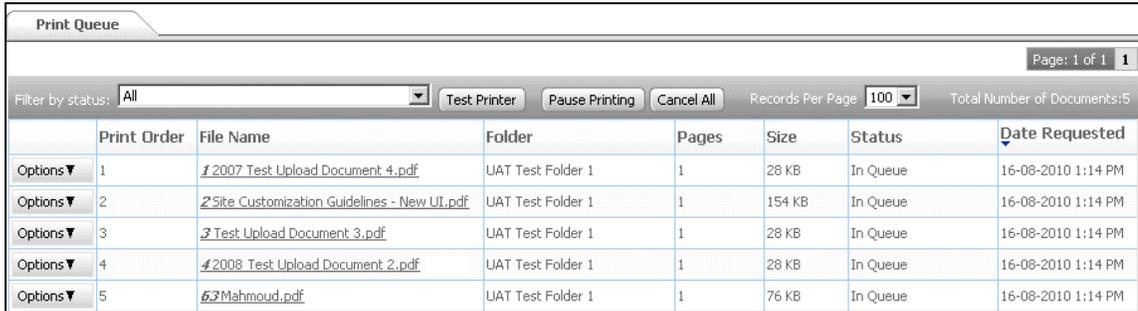
In addition to the standard search, users have the ability to complete an advanced search by clicking the Advanced Search link on the drop down. It is also possible to right click within the index on a specific folder and select Search and then Advanced Search

You will be able to specify exactly what you are looking for based on the below screenshots. You have the ability to add or remove clauses as necessary.



5.5 PRINT QUEUE

If you send multiple documents to the print facility, you will be able to manage the Print Queue. A list of all documents sent to the printer will be displayed and you may sort the list by any of the parameters in the header. Clicking on the options  button will give you the option of pausing, moving or canceling the document scheduled to print.



The screenshot shows a 'Print Queue' window with a table of documents. At the top right, it says 'Page: 1 of 1' and '1'. Below the table, there are controls for 'Filter by status: All', 'Test Printer', 'Pause Printing', 'Cancel All', 'Records Per Page: 100', and 'Total Number of Documents: 5'.

	Print Order	File Name	Folder	Pages	Size	Status	Date Requested
Options▼	1	f 2007 Test Upload Document 4.pdf	UAT Test Folder 1	1	28 KB	In Queue	16-08-2010 1:14 PM
Options▼	2	2 Site Customization Guidelines - New UI.pdf	UAT Test Folder 1	1	154 KB	In Queue	16-08-2010 1:14 PM
Options▼	3	2 Test Upload Document 3.pdf	UAT Test Folder 1	1	28 KB	In Queue	16-08-2010 1:14 PM
Options▼	4	f 2008 Test Upload Document 2.pdf	UAT Test Folder 1	1	28 KB	In Queue	16-08-2010 1:14 PM
Options▼	5	6?Mahmoud.pdf	UAT Test Folder 1	1	76 KB	In Queue	16-08-2010 1:14 PM

5.6 SAVE QUEUE

The save queue will show you how many documents remain to be downloaded to your chosen location.

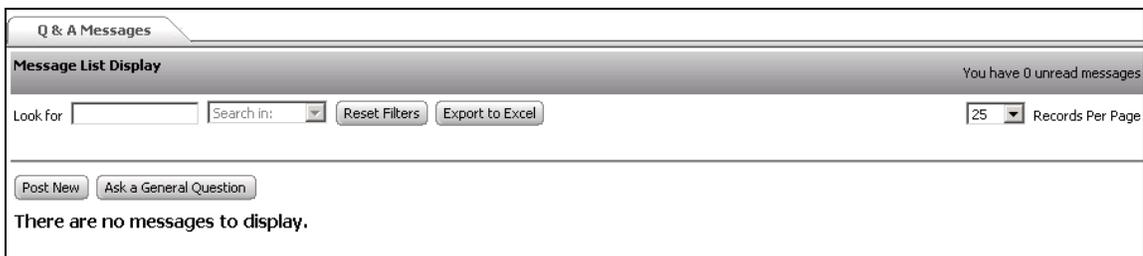


The screenshot shows a 'Save Queue' window with a 'Total Number of Documents: 2' and buttons for 'Resume Saving' and 'Cancel All'.

Save Queue
Total Number of Documents: 2
Resume Saving Cancel All

5.7 Q & A MESSAGES

'Q & A Messages' enables you to access all your Q&A inquiries and responses as well as post new inquiries. You may also sort the content list by clicking on any of the column headers.



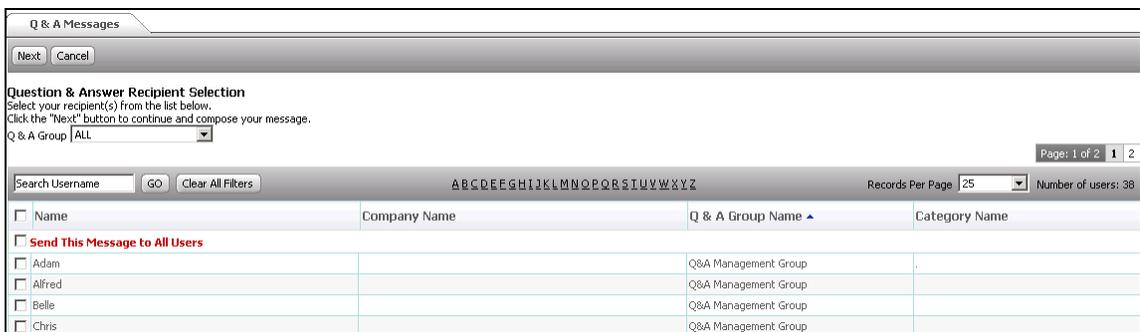
The screenshot shows a 'Q & A Messages' window with a 'Message List Display' section. It includes a search bar, 'Reset Filters', 'Export to Excel', and 'Records Per Page' set to 25. Below the search bar are buttons for 'Post New' and 'Ask a General Question'. The message list is empty, displaying 'There are no messages to display.' and 'You have 0 unread messages'.

Q & A Messages
Message List Display
You have 0 unread messages
Look for [] Search in: [] Reset Filters Export to Excel
25 Records Per Page
Post New Ask a General Question
There are no messages to display.

When clicking on 'Export' a dialogue box will come up asking you if you wish to open or save your list of Q&A inquiries into an Excel™ document.



We can send a general question or response to selected members of the SmartRoom by checking the box alongside their name or to all users by checking **Send This Message to All Users**.



6.0 My SmartRoom

6.1 ACCOUNT

6.1.1 Personal Information

Please check and edit your personal details here.



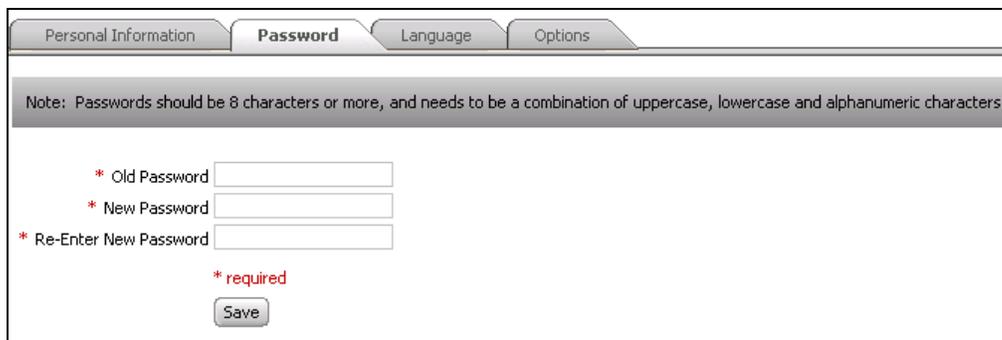
The screenshot shows a web form titled "Personal Information" with tabs for "Password", "Language", and "Options". The form contains the following fields:

- * First Name: SmartRoom
- * Last Name: Manager
- * Category: SmartRoom Manager (dropdown)
- * Primary Location: United States (dropdown)
- * Company: SmartRoom
- * Work Phone: 1 Ext:
- Mobile Phone:
- Fax Number:

A red asterisk and the text "* required" are positioned below the Fax Number field. A "Save" button is located at the bottom of the form.

6.1.2 Password

You may change your password at any time. Remember that passwords must be 8 characters or more and contain a combination of uppercase, lowercase and alpha numeric characters.



The screenshot shows a web form titled "Password" with tabs for "Personal Information", "Language", and "Options". A note at the top states: "Note: Passwords should be 8 characters or more, and needs to be a combination of uppercase, lowercase and alphanumeric characters." The form contains the following fields:

- * Old Password:
- * New Password:
- * Re-Enter New Password:

A red asterisk and the text "* required" are positioned below the Re-Enter New Password field. A "Save" button is located at the bottom of the form.

6.1.3 Language

The choice of languages available in your SmartRoom is determined by the Deal Management Team. If a multi-language interface is available, you will be able to select your default language from the '**My Language**' section of the menu.

6.1.4 Options



Personal Information Password **Options**

Hide Files in Combined Index Allow Preview File Save

By checking the box '**Hide Files in Combined Index**', you will only see folders when the index is displayed. This feature may be useful when viewing a large index.

By checking the box '**Allow Preview File**', you will turn on the document preview function for yourself. This feature is useful when looking for a specific document.

Please note that the File Preview must be enabled in conjunction with the profile change in order for the preview to be displayed.

6.2 ALERTS

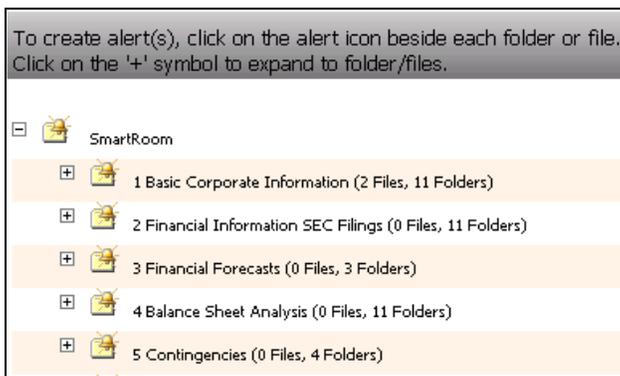
6.2.1 Personal Alerts

You are able to set up an email alert to bring activity in the SmartRoom to your attention. This can also be done by right clicking any folder or file within the index view.

To create a new alert click on . To manage an existing alert click on the  next to the alert you want to modify or delete.

Click on the  symbol next to the folder you wish to monitor.

In most cases this would include all folders in which case click on the  symbol next to '**SmartRoom Index**'



To create alert(s), click on the alert icon beside each folder or file. Click on the '+' symbol to expand to folder/files.

- SmartRoom
 - 1 Basic Corporate Information (2 Files, 11 Folders)
 - 2 Financial Information SEC Filings (0 Files, 11 Folders)
 - 3 Financial Forecasts (0 Files, 3 Folders)
 - 4 Balance Sheet Analysis (0 Files, 11 Folders)
 - 5 Contingencies (0 Files, 4 Folders)

1. Select the type of alerts you wish to set up, '**Upload File**', '**Delete**', '**Read**'.
2. Select the frequency you wish to receive these alerts, '**Immediate**', '**Hourly**', '**Daily**'.

3. Check the **'Consolidate'** box if you wish to receive the alerts in a single email.
4. Click on the  icon to save/create the alert.
5. Click on the  icon to cancel the alert.

To edit an existing alert, click on the  next to the alert. To delete an alert, click on the  next to it.

Personal Alerts		Manage Q & A Alerts				
Turn my Alerts Off						
Item	Item Type	Alert Type	Frequency	Consolidate	Alert ▲	
  UAT Test Folder 3	Folder	Upload File	Daily	Yes	Personal	

6.2.2 Manage Q & A Alerts

'Manage Q & A Alerts' allows you to set the frequency at which we receive Q&A alerts. Alerts signify that we have received a new question or response.

Personal Alerts	Manage Q & A Alerts
Send New Question Alerts:	
	<div style="border: 1px solid black; padding: 2px;"> Daily ▼ Immediate Hourly Daily Never </div>

6.3 LIST OF SMARTROOMS

'List of SmartRooms' will present a list of all of the SmartRooms you are currently a member of. You can switch between SmartRooms by clicking on the project name or URL.

List of SmartRooms		
SmartRoom ▲	URL	Last Visited
SmartRoom		Never
SmartRoom		16-08-2010 10:20 AM
SmartRoom		16-08-2010 1:00 PM
SmartRoom		Never
SmartRoom		04-08-2010 3:46 PM

7.0 Reports

7.1 USER ACTIVITY

Document Activity by User

These reports show us whether a specified user has viewed, printed or saved documents within a specified time frame.

User name

Select a user from the drop down menu.

Show documents viewed by selected User

The report will show us the document index with a green tick ✓ representing the documents the selected user has viewed.

Show documents not viewed by selected user

The report will show us the document index with a red cross ✗ representing the documents the selected user has not viewed.

Custom

We can create a combined report which will show us the documents a user has or has not viewed, printed or saved depending on the required combination of these actions.

Include Folders That Have No Documents

This check box will determine whether the folders that contain no documents will show up on the document index of these reports.

Show Folder Level Totals

This check box will determine whether the total number of documents for each folder and its subfolder will be evident in the reports.

Login Activity

These reports give us an idea of the login activity of users in the SmartRoom

Login Activity
 Detailed Graph by Category Daily Graph

Detailed

A report will generate a list of each user, their name and category, the time and date of their last login and the duration of their longest login.

Graph by Category

The report will be displayed as a bar chart that compares the total logins and the amount of time spent in the SmartRoom by category.

Daily Graph

The report will be a line chart displaying the amount of logins to the SmartRoom per day.

Document Activity for One Category

A report of the documents viewed, printed or saved per selected category.

Document Activity For One Category
 Choose Category:
 Show Folder Level Totals

Show Folder Level Totals

This check box will determine whether the total number of documents for each folder and its subfolder will be evident in the reports.

Document Activity by Category - Detailed

A report of the documents viewed printed or saved by category.

Document Activity by Category - Detailed

Viewed Printed Saved

Show Folder Level Totals

Show Folder Level Totals

This check box will determine whether the total number of documents for each folder and its subfolder(s) will be evident in the reports.

Document Activity by Category - Totals

A report of the total numbers of times a category has viewed, printed, or saved a document.

Document Activity by Category - Totals

Viewed Printed Saved

Category Report

A report of the total number of users per category and the number of users per category that have logged in, not logged in, or logged in, but no activity.

Category Report

Detailed Bar Chart Pie Chart

Categories: Active Only Suspended All

Include Deleted Users

There is the option to display this information numerically, Detailed, a Bar Chart or a Pie Chart.

Categories

One can choose to report on Active categories only, Suspended categories only or All categories.

There is also the option to include deleted users on the report.

Document List

This report shows us a list of documents displaying the file type and size.

Document List

All PDF Only Non-PDF

All Under or equal to 10kb Under or equal to 1mb
 Over 1 mb Over or equal to 10mb

Show in List Show in Index Tree

File Type

We have the option to display all documents, PDF documents only, or Non-PDF documents.

File Size

We also have the option to display documents under or equal to 10kb, Under or equal to 1mb, Over 1mb or Over or equal to 10mb in size.

The documents can be displayed as a list or in the Index Tree format.

7.2 MY ACTIVITY

User Activity **My Activity** User Rights Usage Reports Audit Reports

Start Date: End Date:

Show documents I have viewed Custom

Show documents I have not viewed

Viewed: Yes No Either
Printed: Yes No Either
Saved: Yes No Either

Include Folders That Have No Documents
 Show Folder Level Totals

These reports show us whether we have viewed, printed and/or saved documents within a specified time frame.

Show documents I have viewed

The report will show us the document index with a green tick ✓ representing the documents we have viewed.

Show documents I have not viewed

The report will show us the document index with a red cross ✗ representing the documents we have not viewed.

Custom

We can create a combined report which will show us the documents we have or have not viewed printed or saved depending on the required combination of these actions.

Include Folders That Have No Documents

This check box will determine whether the folders that contain no documents will show up on the document index of these reports.

Show Folder Level Totals

This check box will determine whether the total number of documents for each folder and its subfolder will be evident in the reports.

7.3 USER RIGHTS

User Rights reports allow for SmartRoom Manager to run specific and detailed reports regarding the layout of each user's individual or categorical rights.

The screenshot shows the 'User Rights' configuration page in the SmartRoom Manager interface. It features a navigation bar with tabs for 'User Activity', 'My Activity', 'User Rights', 'Usage Reports', and 'Audit Reports'. The main content is divided into two columns. The left column, titled 'Show detailed rights by Category:', contains a 'Generate Report' button, a 'Choose Category:' dropdown menu, and a list of rights to include: View (checked), Print, Save, Title Only, and Modify. Below this is a 'Detailed Option:' section with radio buttons for 'Include Allowed Only' (selected), 'Include Denied Only', and 'Include Allowed and Denied'. At the bottom of this column are checkboxes for 'Show Folder Level Totals' (checked) and 'Include Folders with no resulting Files'. The right column, titled 'Rights Matrix Report for all Categories', also has a 'Generate Report' button, the same list of rights to include, and radio buttons for 'Show: [?]' with options for 'Given Rights' (selected) and 'Effective Rights'.

Show detailed rights by Category

This feature allows users both SmartRoom Manager and Admin to track precise details of the access of users in the SmartRoom.

View/Print/Save/Title Only/Modify option – Creates a report that is specific to the rights selected and displays those rights for the selected category.

Detailed Option:

Include 'Allowed' only - provides the number of documents a particular category has been provided with either view, print, or save access to the document.

Include 'Denied' only - provides the number of documents the selected category has been denied access to.

Include 'Allowed' and 'Denied' - shows report for documents which have been allowed for and restricted from viewing/ printing/ saving from the selected category.

Rights Matrix Report for all Categories

This report displays a table with all categories in a manner similar to the Security Rights settings.

Clicking the checkbox of either the View, Print, Save, Title Only and Modify displays which category has been provided with these rights.

7.4 USAGE REPORTS



These reports show various usage information recorded by the individual users of the SmartRoom.

7.4.1 User statistics

You will be able to create usage reports by selecting an option from the drop down menu. These reports will include the activities of all users in the SmartRoom and can be exported to Excel™.



7.4.2 Document Completion Progress

This report lists each user's name, their company and the number of documents they have changed to **'Completed'**. You can compare this to the number of documents in the SmartRoom.

Document Completion Progress		
Clear Filter		Export to Excel
ABCDEFGHIJKLMNOPQRSTUVWXYZ		Records per Page 25
		Number of Users: 1 Total Number of available documents: 66
		All
User's Name	Document(s) Marked as Completed	Company
SmartRoom Manager	1	SmartRoom

7.4.3 Marked as completed documents

This report gives a description of each document marked **'Completed'** by individuals, including the date and time this occurred.

Marked as Completed Documents				
Clear All Filters		Export to Excel		
		Records Per Page 25	Number of Records: 1	
ALL		All logs	ALL	ALL
File Name	Folder Path	Date Completed	User Name	Company
2 Site Customization Guidelines - New UI.pdf	UAT Test Folder 1	16-08-2010 3:31 PM	SmartRoom Manager	SmartRoom

7.4.4 Document review analysis

Shows the popularity (by percentage) of all documents in the SmartRoom by displaying the number of unique users who have viewed, completed, printed and saved each document.

Document Review Analysis											
Export to Excel		Refresh		Records per Page 25		Total Number of Documents: 66					
<input checked="" type="checkbox"/> Unique Users Who Viewed <input checked="" type="checkbox"/> Files Marked As Completed <input checked="" type="checkbox"/> Files Printed <input checked="" type="checkbox"/> Files Saved <input checked="" type="checkbox"/> Show Ratio Columns											
Filename	Folder Path	Users in System	Viewed	Completed	Printed	Saved	Ratio Viewed	Ratio Completed	Ratio Printed	Ratio Saved	
2007_Test Upload Document 4.pdf	UAT Test Folder 1	1	0	0%	1	100.00%	0	0%	0	0%	
SampleUserList+Instructions.xls	UAT Test Folder 3	1	0	0%	0	0%	0	0%	0	0%	
Site QC Checklist revised 8-18-09.doc	UAT Test Folder 2	1	0	0%	0	0%	0	0%	0	0%	
Peterson.jpg	UAT Test Folder 1	1	0	0%	0	0%	0	0%	0	0%	
Party.jpg	UAT Test Folder 1	1	0	0%	0	0%	0	0%	0	0%	

7.4.5 Document Activity

This report will list all users in the SmartRoom and their document activities (i.e. number of documents viewed, printed, saved and notes made).

Document Activity					
Start Date: 8 / 16 / 2010		End Date: 8 / 16 / 2010		Select a User: VIEW ALL	GO
Page: 1 of 1 1					
Export to Excel		Records per Page: 25		Number of Records: 2	
User Name	Documents Viewed	Documents Printed	Documents Saved	Total Personal Notes	Total Global Notes
	0	0	0	0	0
	0	0	0	0	0

7.4.6 Site totals

This report provides us with site totals which may be useful for project analysis, review and updates.

Site Totals Report For Bowne SmartRoom			
Description	PDF	Non PDF	Total
Page Count	5	471	476
Size (MB)	0	45	45
# of docs larger than 10 MB	0	0	0
# of docs with zero pages	0	0	0
Total Documents viewed in last 24 hours	0	0	0
Total Active Users	1		
Total Historical Users	1		
Total Number of Categories	5		
Total Logins to Date	10		
Total Logins in last 24 hours	3		

Page count - displays the total number of pages of all documents, .PDF and non-PDF format.

Size (MB) - displays the total size of all documents.

of docs larger than 10MB - displays the number of documents larger than 10 Mega Bytes. – The maximum recommended size.

of docs with zero pages - displays the number of documents without content.

Total Documents viewed in last 24 hours - displays the number of documents viewed by users in the VDR in the past 24 hours.

Total Active Users - displays the number of users who have access to the SmartRoom.

Total Historical Users - displays the number of users who have had access.

Total number of Categories - displays the number of categories created in the SmartRoom.

Total Logins to Date - shows how many users have logged into the SmartRoom.

Total Logins in last 24 hours - shows how many users have logged in the past 24 hours.

7.4.7 User invitation list

This list will show you the names of all the users that have been invited to the SmartRoom.

User Invitation List					
					Page: 1 of 1
<input checked="" type="checkbox"/> See all invites from the entire site					Users per Page: 25
Description	Sent Date	Guest Name	User Name	Email	Category
	05-08-2010				Reader

7.4.8 Security rights

Provides a user rights report for the selected category.

Security Rights

Select a Category: Select a category GO

Select a category

Admin

Reader

SmartRoom Manager

View and Print

View, Print, and Save

Select a category from the dropdown menu.

Security Rights

Select a Category: SmartRoom Manager GO

Export to Excel Expand All Collapse All

Category Site Settings	Access	SmartRoom	View	Print	Save	Title Only	Modify
<input type="checkbox"/> Reader		<input type="checkbox"/> SmartRoom	✓	✓	✓	✗	✓
<input type="checkbox"/> Reader Menu	✓	<input type="checkbox"/> 1 UAT Test Folder 1	✓	✓	✓	✗	✓
<input type="checkbox"/> SmartRoom Manager		<input type="checkbox"/> 2 UAT Test Folder 2	✓	✓	✓	✗	✓
<input type="checkbox"/> Usage Reports	✓	<input type="checkbox"/> 3 UAT Test Folder 3	✓	✓	✓	✗	✓
<input type="checkbox"/> Security profile has unrestricted	✓						
<input type="checkbox"/> Manage Users	✓						
<input type="checkbox"/> Invite Users	✓						
<input type="checkbox"/> Create Index	✓						
<input type="checkbox"/> User Rights	✓						
<input type="checkbox"/> Manage Alerts	✓						
<input type="checkbox"/> Q & A Settings	✓						
<input type="checkbox"/> Instant Alerts	✓						
<input type="checkbox"/> Site Defaults Setup	✓						
<input type="checkbox"/> Allow Bulk Delete	✗						

Category Site settings

A  denotes the category has access to a feature in the 'Category Site Settings'

A  denotes the category does not have access to the feature

SmartRoom Index

A  alongside a folder or document denotes the category has the rights specified by the column.

A  denotes they do not.

View Ability to 'View' the folder/document

Print Ability to 'Print' the folder/document

Save Ability to 'Save' the folder/document

Title only The category sees only the title of the document/folder

Modify The category has the ability to modify/edit the contents of a folder/document.. (The category will also need the relevant site editing rights.)

7.5 AUDIT REPORTS

We can run various audit reports to track site activity and any configuration changes.

7.5.1 Site Invitations

This report will produce a list of all sent invitations. The list will include the date, time and by whom they were sent.

7.5.2 User Management

Any changes in the user category will be listed here. The list will include the date, time and by whom the user's category was changed.

7.5.3 User Logins

This will provide a report of all user login history. The list will include date, time, user category and the IP address they logged in from.

7.5.4 Client Machine Settings

Details of a user's local machine settings if they have run our Scanner Too software.

7.5.5 Configuration Management

A report on the site configuration settings changed and the time, date and name of user(s) who made the changes.

7.5.6 Folder Management

If you are interested in the history of a folder, use this report. Select the time period to report on and then chose from the index which folder you are interested in. A report will be generated only if the folder has been added/alterd since the beginning of the SmartRoom. It will generate the folder path, folder name, and the type of event (added, renamed etc.) as well as when and who made the change.

7.5.7 User Category Management

This will provide a detailed report on the creation and management of categories.

7.5.8 Document Management

If you are interested in the history of a document, use this report. Select the time period to report on and then chose from the index which folder you are interested in. It will generate the document path, document name, and the type of event (added, renamed etc.) as well as when and who made the change.

7.5.9 Audit-level User Statistics

This will provide a report on site activity which can be generated according to a selected time frame.

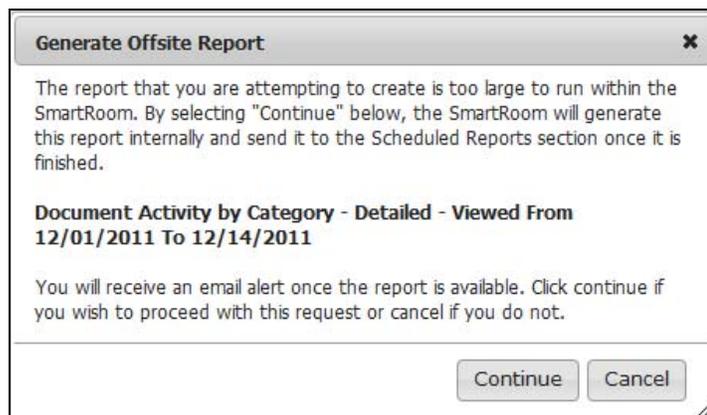
7.5.10 Instant Alert Management

This report will show all instant alerts that were previously sent. It will list the alert subject, its name, the folder or file it refers to and the time and date it was sent.

7.6 SCHEDULED REPORTS

In the event that a report is too large or complex to be created and exported directly from the SmartRoom the report can be sent to "Scheduled Reports".

When a large report is requested, the SmartRoom will calculate the size and complexity of the report to determine if it will take significant amount of time and bandwidth to run and display. If the report reaches or surpasses certain benchmarks, the user will be prompted to send the report to "Scheduled Reports".



Upon selecting "Continue" from the above prompt the user will be brought to the scheduled report section to see the status of the requested report.

Scheduled Reports						
Filter By: User: <input type="text"/> Report Type: All Status: All <input type="button" value="Apply Filters"/> <input type="button" value="Clear Filters"/> Number of Records: 1						
Report Type	Username	Date	Date Processed	File Type	Status	Priority <input type="text"/>
Document Activity by Category - Detailed		12/14/2011 6:20 PM	12/14/2011 6:20 PM	XLS	Processed	<input type="text"/>

Once the report has been generated and securely delivered to the SmartRoom, an email notification will be provided to the user stating that the report is now ready to be accessed. Clicking on the report title will prompt the user to export the report where it can be viewed without issue.

Users can retain these reports indefinitely or can delete them as necessary.

Only the user that created the scheduled report can access it. No other users will be aware that the report exists.

8.0 Help

8.1 USER GUIDE

Link to the current user guide.

8.2 FAQ

List of frequently asked questions and answer that you might find useful.

8.3 BEST PRACTICES

Link to the best practices guide.

8.4 CONTACT THE SMARTROOM TEAM

If you are unable to find the assistance you need within this user guide please contact our support team:

By Email:

SmartRoomSupport@bmcgroup.com

By Telephone:

Asia:	852.800.930.643
Brazil:	0900 722 0545
Europe:	00 800 3325 7666
Japan:	0120 974 858
North America:	1 877 332 5739

9.0 Additional Services

9.1 MANAGED DATA HOSTING

This area of the site allows users who are interested specific data hosting services to reach out to us with any questions or requests.

Managed Data Hosting



With our **Managed**, **Cloud** and **Email** Hosting Solutions, you can get exactly what your business needs-the right performance, security, flexibility, scalability and price. Choose one hosting solution, or mix and match them as you see fit. If you're not sure what will work best for you, just ask us.

Talk to Us

We are happy to answer your questions and discuss your needs.

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email *	Company *
<input type="text"/>	<input type="text"/>
Work Phone *	Country *
<input type="text"/>	<input type="text" value="--"/>
State/Province *	City *
<input type="text"/>	<input type="text"/>

Message

SmartRoom Project Name / URL

Managed Data Hosting will get back to non-urgent requests within 24 hours while urgent requests will be expedited.

Is your request urgent: Yes No

* Indicates required fields

What Are You Looking to Host?

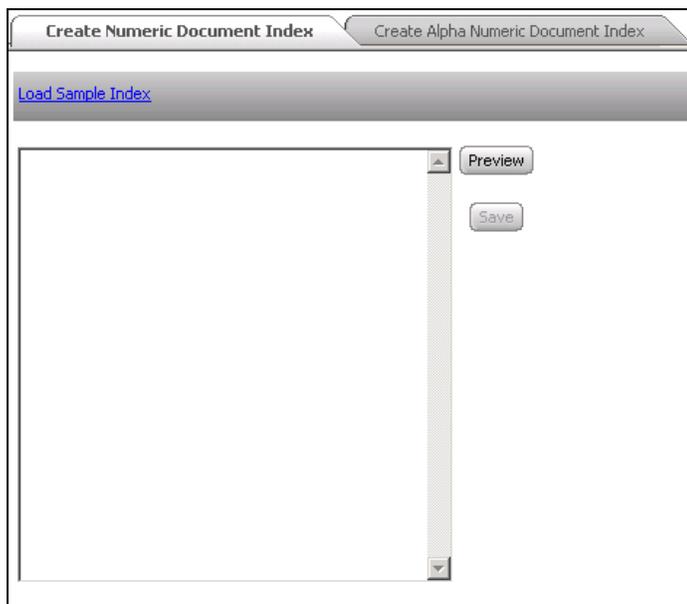
- Websites, Web Apps, Blogs, Web 2.0, CMS
- Rich Media Websites
- Online File Storage/Archiving
- Business Email
- E-commerce/E-retail Websites
- Application Hosting (SaaS/ISV/ASP)
- Back Office Applications
- Other Hosted Solutions

10.0 SmartRoom Management

10.1 NEW INDEX

10.1.1 Create Numeric Document Index

You have the ability to create a brand new index from within the site. Follow the on-screen instructions to learn how to copy and paste your index from Microsoft Word™ or Excel™ formats directly into the text box. You will see it rendered in dynamic HTML on the site and ready to use in seconds if it was formatted correctly. Click '**Load Sample Index**' for an example of ideal formatting.



Please be aware that when your index is up and running (with documents included), creating a new index will completely remove any existing index and all documents inside it. Therefore, it is a good idea to disable the index function once you are happy with your design to prevent any accidental deleting.

10.1.2 Create Alpha Numeric Document Index

An alpha numeric index can be created in the same way but we can change the style of the folder numbering.

The screenshot shows a software interface for creating an alpha numeric document index. It features a tabbed window with two tabs: "Create Numeric Document Index" and "Create Alpha Numeric Document Index". The "Create Alpha Numeric Document Index" tab is active. At the top, there is a "Levels" dropdown menu set to "6". Below this, there are six levels of configuration, each with a "Level" dropdown (all set to "1"), a "Reset" dropdown (e.g., "1 (Reset when level 1 changes)"), and a checked "Include parent" checkbox. At the bottom left, there is a "Load Sample Index" link, and at the bottom right, there is a "Preview" button. The main area below the configuration is empty.

To adjust the folder numbering between numeric and alphanumeric use the Levels tool that is shown above. The drop down box for each level will provide the available formatting options.

10.2 CONTENT

This will take you to the index with the Drag and Drop option enabled. Please reference section 4.0 Document Review and Index Maintenance of this document for further details.

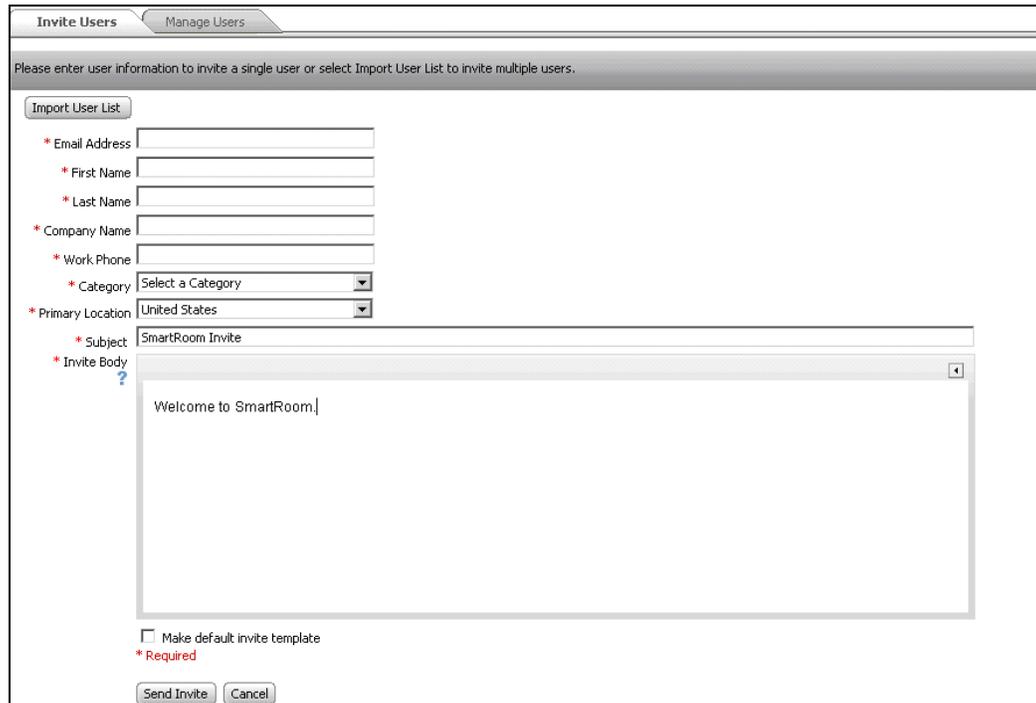
10.3 SECURITY PROFILES

This will allow you to adjust the specific rights of the users within the SmartRoom. Please see separate **'SUR Guide'** or reach out to your Project Manager for guidance.

10.4 ADD / EDIT USERS

10.4.1 Invite Users

The **'Invite Users'** tab allows you to invite new users individually or in bulk.



The screenshot shows a web interface for inviting users. At the top, there are two tabs: 'Invite Users' (selected) and 'Manage Users'. Below the tabs is a header bar with the text: 'Please enter user information to invite a single user or select Import User List to invite multiple users.' Below this is a button labeled 'Import User List'. The main form contains several fields, each with a red asterisk indicating it is required:

- * Email Address: text input field
- * First Name: text input field
- * Last Name: text input field
- * Company Name: text input field
- * Work Phone: text input field
- * Category: dropdown menu with 'Select a Category' selected
- * Primary Location: dropdown menu with 'United States' selected
- * Subject: text input field with 'SmartRoom Invite' entered
- * Invite Body: large text area with 'Welcome to SmartRoom.' entered

At the bottom of the form, there is a checkbox labeled 'Make default invite template' which is currently unchecked. Below the checkbox is a red asterisk and the word 'Required'. At the very bottom, there are two buttons: 'Send Invite' and 'Cancel'.

Populate all the fields as shown. The subject line and the body of the email invitation are retrieved from the general template that may have been created in your deal templates. You may edit the text as you wish for each invitation without affecting the stored template. The categories in the drop down menu have already been pre-created by your Project Manager, so please contact them if you wish to add another category.

You can also make permanent changes to the existing template by checking the "Make default invite template" box and then selecting "Send Invite".

By inserting one of the prompts from the list that comes up when hovering over the blue ? at the top of the invitation text, the system will add the user's name according to the prompt saving you from having to personalize each invitation.

The screenshot shows the 'Invite Users' form. At the top, there are tabs for 'Invite Users' and 'Manage Users'. Below the tabs is a header bar with the text: 'Please enter user information to invite a single user or select Import User List to invite multiple users.' The form contains several fields: 'Import User List' (button), '* Email Address', '* First Name', '* Last Name', '* Company Name', '* Work Phone', '* Category' (dropdown menu with 'Select a Category'), '* Primary Location' (dropdown menu with 'United States'), '* Subject' (text field with 'SmartRoom Invite'), and '* Invite Body' (text area with a blue question mark icon). Below the text area is a checkbox labeled 'Make default invite template' with '* Required' in red text. At the bottom are 'Send Invite' and 'Cancel' buttons.

Click **Send Invite** to send the invitation once all details are filled in.

To invite multiple users click on the **Import User List** button.

Follow the onscreen instructions to upload your Microsoft Excel™ file (download the template if necessary.) User categories must be chosen from those that you have already established with your Project Manager.

The screenshot shows the 'Import User List' form. At the top, there are tabs for 'Invite Users' and 'Manage Users'. Below the tabs is a header bar with the text: 'Import User List'. Below the header bar is a sub-header with the text: 'Please upload a user list from a .xls file based on required format. Please click [here](#) for details.' Below the sub-header is a file upload field with a 'Browse...' button, and 'Next' and 'Cancel' buttons. Below the file upload field is a text field for 'Subject' with the text '* SmartRoom Invitation' and a text area for 'Invite Body' with a blue question mark icon. Below the text area is a checkbox labeled 'Make default invite template'.

10.4.2 Manage Users

The **'Manage Users'** tab will allow you to make several adjustments to existing members of the SmartRoom.

The screenshot shows the 'Manage Users' interface. At the top, there are tabs for 'Invite Users' and 'Manage Users'. Below the tabs, there is a 'Change Access To:' section with a 'Select Category' dropdown menu, an 'Export to Excel' button, and a 'Next' button. Below this is a search bar with an alphabetical index (A-Z). A table of users is displayed with columns for 'Last Name', 'First Name', 'Company', 'Username', and 'Category'. The first row shows a user with 'Last Name: Manager', 'First Name: SmartRoom', 'Company: SmartRoom', 'Username: [redacted]', and 'Category: Reader'. There is an 'Options' button next to the first row.

To change existing user's category:

1. Check the box of the users whose category you wish to change. You can change more than one user in the same category.
2. Select the category. Please note, categories would have been pre-determined with your Project Manager.
3. Click on **Next**. It will ask you for confirmation, then click **Save**. The users you selected will be moved into their new category.

To delete users or amend their details:

Click on the options button and then select Edit User Profile.

The screenshot shows the 'Options' dropdown menu. The options are: 'Send Site Info', 'Edit User Profile', 'Unlock User', and 'Send New Password'. The 'Edit User Profile' option is highlighted.

From here you can adjust or delete the profile as necessary.

The screenshot shows the 'Edit User Profile' form. The fields are: '* First Name' (SmartRoom), '* Last Name' (Manager), '* Category' (SmartRoom Manager), '* Primary Location' (United States), '* Company' (SmartRoom), '* Work Phone' (1) and 'Ext' (), 'Mobile Phone' (), and 'Fax Number' (). There are checkboxes for 'Hide Files in Combined Index' (unchecked) and 'Allow Preview File' (checked). A red asterisk indicates that the first four fields are required. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons.

To send the users the site info:

Click on the options button and then select Send Site Info.



To unlock the users account:

Click on the options button and then select Unlock User. Please note that this can be done in bulk by selecting the checkbox next to the users name under the 'Manage Users' tab and then click the  icon.



To send users a new password:

Click on the options button and then select Send New Password. Please note that this can be done in bulk by selecting the checkbox next to the users name under the 'Manage Users' tab and then click the  icon.



10.5 Q & A (WHEN ENABLED)

We create and manage the Q&A groups and the **'Q&A Management Group'** in this section.

By checking **'Q&A Management Group'** prior to clicking , the group becomes the **'Q&A Management Group'**. Please note we can only have one **'Q&A Management Group'** per SmartRoom.

Q & A

Add a New Q & A Group

Enter a New Q & A Group Name

Q & A Management Group

Modify/Delete an Existing Q & A Group

Please select an existing Q & A Group

11.0 SmartRoom Settings

11.1 ALERTS

11.1.1 Standing Alerts

'**Standing Alerts**' allow you to bring activity in the SmartRoom to the attention of all or selected users that have access to the information that has changed.

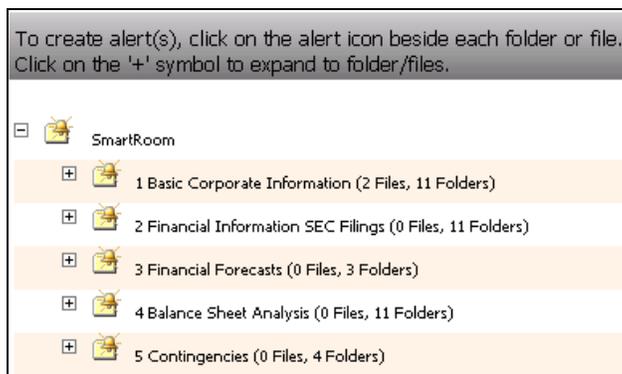
To create a new alert click on Create New Alert



	Item	Item Type	Alert Type	Frequency	Consolidate
	 SmartRoom	Site	Upload File	Immediate	No

Click on the  symbol next to the folder you wish to monitor.

In most cases this would include all folders in which case click on the  symbol next to '**SmartRoom**'



To create alert(s), click on the alert icon beside each folder or file. Click on the '+' symbol to expand to folder/files.

-  SmartRoom
 -  1 Basic Corporate Information (2 Files, 11 Folders)
 -  2 Financial Information SEC Filings (0 Files, 11 Folders)
 -  3 Financial Forecasts (0 Files, 3 Folders)
 -  4 Balance Sheet Analysis (0 Files, 11 Folders)
 -  5 Contingencies (0 Files, 4 Folders)

1. Select the type of alerts you wish to set up, '**Upload File**', '**Delete**', '**Read**'.
2. Select the frequency you wish to receive these alerts, '**Immediate**', '**Hourly**', '**Daily**'.
3. Check the '**Consolidate**' box if you wish to receive the alerts in a single email.
4. Select or filter the necessary recipients by profile or user. If you wish for the alert to go to all users, check '**All Users**'.
5. Click on the  icon to save/create the alert.
6. Click on the  icon to cancel the alert.

To edit an existing alert, click on the  next to the alert. To delete an alert, click on the  next to it.

11.1.2 Instant Alerts

'Instant Alerts' allow you the ability to send a one time, immediate alert to any specified number of recipients within the SmartRoom.

The screenshot shows the 'Instant Alerts' configuration window. At the top, there are 'Next' and 'Cancel' buttons. Below is the title 'Instant Alert Recipient Selection' with instructions: 'Select your recipient(s) from the list below. Click the "Next" button to continue and create your instant alert.' The interface includes a 'User Category' dropdown set to 'Please select category', a 'Clear All Filters' button, and an alphabetical index 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. On the right, there are 'Records Per Page' (set to 25) and 'Number of users: 1' (Page: 1 of 1). A table lists recipients with columns for Name, Company Name, and Category. The first row is 'Any User' with 'A Company' and 'Reader'. A checkbox is next to the name, and a red link 'Send This Message to All Users' is also present. At the bottom, there are 'Next' and 'Cancel' buttons.

Select the user(s) you would like to send an alert to by checking the box next to their name or select all users by checking **Send This Message to All Users**.

The screenshot shows the 'Instant Alerts' configuration window with 'Back', 'Send', and 'Cancel' buttons at the top. The 'Path' is set to 'General'. The 'To:' field contains 'Any User'. The 'Subject' field contains 'SmartRoom - Alert' with a red asterisk. The 'Alert Body' field is empty with a red asterisk. The 'Send' button is highlighted.

Fill out the subject line and the alert body.

Click . The message will be instantly sent to the selected recipients.

11.2 CUSTOMIZATION (WHEN ENABLED)

This section allows you to upload different logos and adjust the site colors. You will be able to preview the changes made before you save them to the SmartRoom.

Customization

Preview Undo Save Reset Colors

Page Content Heading Color:	656565	Search Section Start Color:	EEEEEE		
Top Frame Background Color:	FFFFFF	Search Section End Color:	999999		
User Name Section Text Color:	333333	Project Name Section Text Color:	555555		
User Name Section Start Color:	FFFFFF	Project Name Section Start Color:	FFFFFF		
User Name Section End Color:	F0EEEE	Project Name Section End Color:	FFFFFF		
User Name Button Hover Section Text Color:	FFFFFF	Grid Filter Text Color:	000000		
User Name Button Hover Section Start Color:	FF6890	Grid Filter Start Color:	D0D0D0		
User Name Button Hover Section End Color:	CF1947	Grid Filter End Color:	252525		
Navigation Menu Color Palette:					
Parent Menu Collapsed Arrow Image Color:	666666	Parent Menu Expanded Arrow Image Color:	CC0033	Parent Menu Expanded Text Color:	EEEEEE
Parent Menu Text Color:	EEEEEE	Parent Menu Hover Text Color:	555555	Parent Menu Border Color:	7C7C94
Parent Menu Start Color:	D7D7D7	Parent Menu End Color:	252525	Parent Menu Hover Border Color:	7C7C94
Parent Menu Hover Start Color:	C7C7C7	Parent Menu Hover End Color:	151515		
Menu Item Text Color:	555555	Menu Item Hover Text Color:	555555	Menu Item Selected Text Color:	555555
Menu Item Start Color:	EEEEEE	Menu Item End Color:	EEEEEE	Menu Item Border Color:	D6D6D6
Menu Item Hover Start Color:	FFFFFF	Menu Item Hover End Color:	EEEEEE	Menu Item Hover Border Color:	D6D6D6

Colors

You can adjust colors by entering a different hex code or by clicking on the  color sample and selecting your desired color from the color grid and picker.



Images

You upload images and replace what is currently on the site here. Please note, all images must be in JPG or GIF format and no larger than 400x60 pixels in size.

Customization

Custom Left Header Image:

Click here to use Custom Left Header Image. Left Header Image URL:

Top Left Header Image:

Preview: 

[Reset](#)

Custom Right Header Image:

Click here to use Custom Right Header Image. Right Header Image URL:

Top Right Header Image:

Preview:

Custom Login Page Logo Image:

Place logo at alternate location Logo Link:

Logo Image:

Preview:

Custom Login Page Art Image:

Art Image:

Preview:

1. To upload images, select the **Logo, Header or Image** you wish to add or replace
2. Browse for your selected image
3. Click located at the bottom of the page.
4. You must select the following in order to use a custom left header image:
 Click here to use Custom Left Header Image.
5. Click and then refresh the page in order to see the changes within the SmartRoom.

11.3 Q&A SETTINGS (WHEN ENABLED)

You can edit the Q&A settings and create the Q&A questions types in this section.

Q & A Settings

Edit Settings

Auto Response: Off

Custom Auto-Response Message:

Response Times(In Days):

High: N/A Normal: N/A Low: N/A

Question Types

- Average Question
- Intelligent Question

11.4 SITE DEFAULTS

11.4.1 Message Templates

By clicking on **'Site Defaults'** you are able to change the access agreement, automated email correspondence and welcome page information. These can be amended for each language by cutting and pasting your selected text into the text box. Once saved, these templates are immediately updated and made available (in real-time) within the SmartRoom.

Message Templates Country Defaults Document Numbering Defaults

English

Please select message type

- Please select message type
- Access Agreement
- Invite Email Text Template
- Delete User Email Text Template
- Welcome Page
- Invite Subject Text Template
- Customer Support

11.4.2 Country Defaults

You are able to select the default country for the site here. This will determine the date, time format and time zone. You may also select the default language for the site.

Click to save your changes.

Message Templates **Country Defaults** Document Numbering Defaults

Choose Default Country: USA - PST

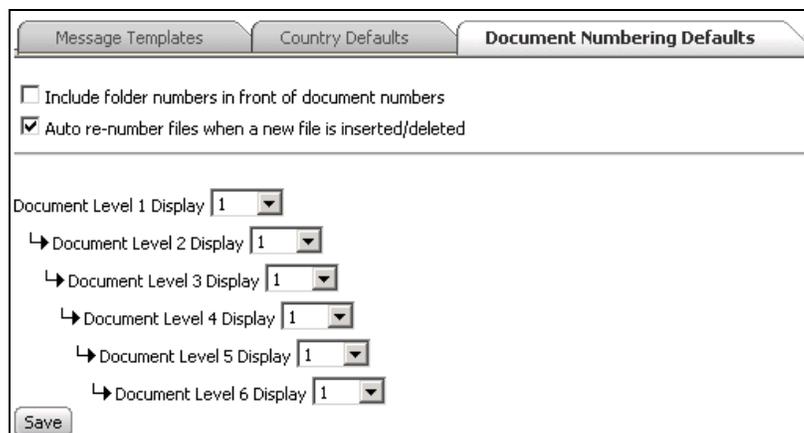
Choose Default Language:

	English Name ▲	Native Name	Flag
<input type="radio"/>	Arabic	Urdu	
<input checked="" type="radio"/>	English	American English	
<input type="radio"/>	Filipino	waray waray	
<input type="radio"/>	French	French	
<input type="radio"/>	German	German	
<input type="radio"/>	Japanese	日本語	

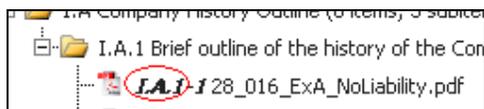
Set as Default

11.4.3 Document Numbering Defaults

'Document Numbering Defaults' enables us to adjust the default settings for document numbering.

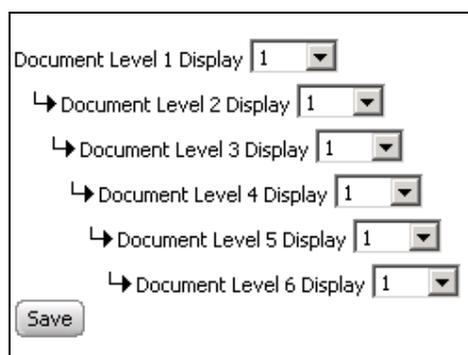


'Include folder numbers in front of document number' - If this box is checked, the document's folder number will be evident before each documents name.



'Auto re-number files when a new file is inserted/deleted.' When checked, the files will re-number themselves in their folder if a document is deleted or added. If this box is not checked and files are added, the new document will acquire an extra digit to its document number.

'The document level display' allows us to alter the style of the document numbering. You can make separate changes for each folder level and its number. These changes will be reflected in all document names.



Choose from the drop down boxes for each level and then click . These changes can be made at any time.