



3As Intranet User Guide

Standard Users

Contents

This user guide describes how to use the 3As Intranet web site.

| | |
|----|---|
| 2 | Login process |
| 2 | Editing your details |
| 3 | Intranet homepage |
| 4 | Resources store: Working with files |
| 5 | Resources store: Submitted files |
| 6 | Resources store: Checking out files |
| 7 | Intranet tools: My checked out files |
| 8 | Intranet tools: Calendar |
| 9 | Intranet tools: Useful contact database |
| 10 | Intranet tools: 3As forum |
| 11 | Support and development |

Login process

The Intranet automatically sends new users an email that contains their **Username** and **Password**.

To login:

1. Go to www.3aaaintranet.co.uk
2. Enter the **Username** and **Password** provided to you in your welcome email on the login screen (see figure 1).
3. Click the **Login** button.

Editing your details

Changing your password and update your details:

From the Intranet home page do the following:

1. Click on **Edit details** under the **You are logged in as** section on the top right of the homepage screen (see figure 2).
2. You will then be presented with the **Edit my details** screen (see figure 3).
3. Once you have inputted your new details simply click the Save **button** to update.

Upload a profile picture from your computer.

figure 1



figure 2

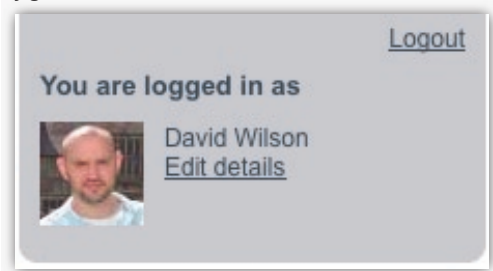
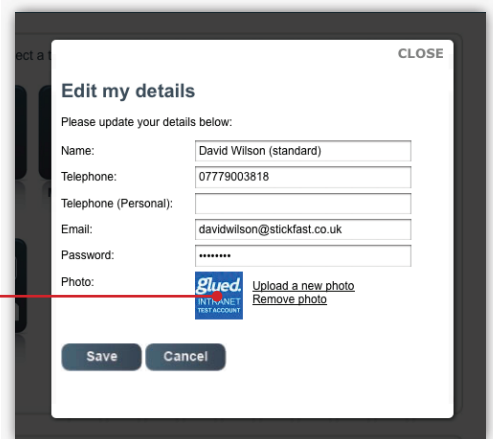


figure 3



Intranet homepage

Search tool

Use this for finding documents and contacts within the site.

User panel

Manage your personal details and logout of the site.

Resources store

Access all the documents on the site.

Refer to pages 4-6

Intranet tools

Search for contacts, view a calendar and manage any Checked-out files.

Refer to pages 7-10

The screenshot shows the Intranet homepage layout. At the top left is the logo and 'Intranet' title with a note: 'New features are currently being added to the intranet over the next few weeks'. Below this is 'You are here: Home'. On the top right is a search bar labeled 'Search intranet' with an 'Advanced search' link below it. Further right is the user panel showing 'You are logged in as David Wilson (standard)' with 'Edit details' and 'Logout' links. The main content area is divided into three sections: 'Resources Store' with icons for Assessment materials, HR, Management information, Operations, Project information, Sales & marketing, and Training materials; 'Intranet tools' with icons for Useful contacts database and Bulletin board; and a '3a's forum' section with a list of discussion topics and dates. A 'NEW' banner highlights 'Latest intranet updates' with a list of recently added files including dates, titles, and 'View' links. A 'View full list' link is at the bottom of the updates section.

Latest updates

Displayed recently updated/ added files to the intranet.

Forum

View and ask questions about any topic. See pagexx

Resources store: Working with files

The Resources store has a new look and allows you to find files quicker.

Sort the list in a different orders. Standard is set by the administrator of the site.

You can add files to the system – see the next page.

Search for a file within this section.

The screenshot shows the 'Assessment materials' interface. At the top left is a 'Back to home page' button. Below it is a 'Categories in this section' sidebar with a list of folders: 'Assessment of learner standard operating procedures', 'Further Assessment Documentation', 'L2 Candidate Assessment Portfolios', 'Review of learner procedure', 'Verification documentation', and 'Verification Procedure'. The main content area has three sorting buttons: 'Standard view' (selected), 'Sort A-Z', and 'Newest first'. Below the buttons is a list of files. The first file is 'SOP OPS 0005 - 3a Assessment Cycle 2' with a plus icon on the left and a 'Download' link. The second file is 'SOP OPS 0005 - 3a Assessment Cycle 1' with a minus icon on the left and a 'Date: 24/07/2009' field. Below the second file is a 'Comments (0)' section with a 'View or add your own' link. The third file is 'SOP OPS 0005 - 3a Assessment Cycle 3' with a plus icon on the left. At the top right, there is an 'Upload your files' button and a 'Search within this section' search bar.

Select a folder to view documents.

Download the file to read on your computer.

Click this plus icon to reveal more details about this item.

Click here to view or add a comment to a file. You can only edit comments you have created.

Resources store: Submitted files

You can now submit files to the intranet. Administrators then review the file before deciding whether to add them to the Intranet.

Submit a file in the following way:

1. Go into any section of the **Resource store** ie: **Management information**
2. In the **Upload your files** section (*figure 1*) click the **Start upload** link
3. Complete the fields shown in *figure 2*. Use the **Browse** button to select a file on your computer. Finally click **Save** to submit the file.

Administrators will then be informed that a file has been added to the system.

figure 1

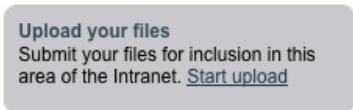
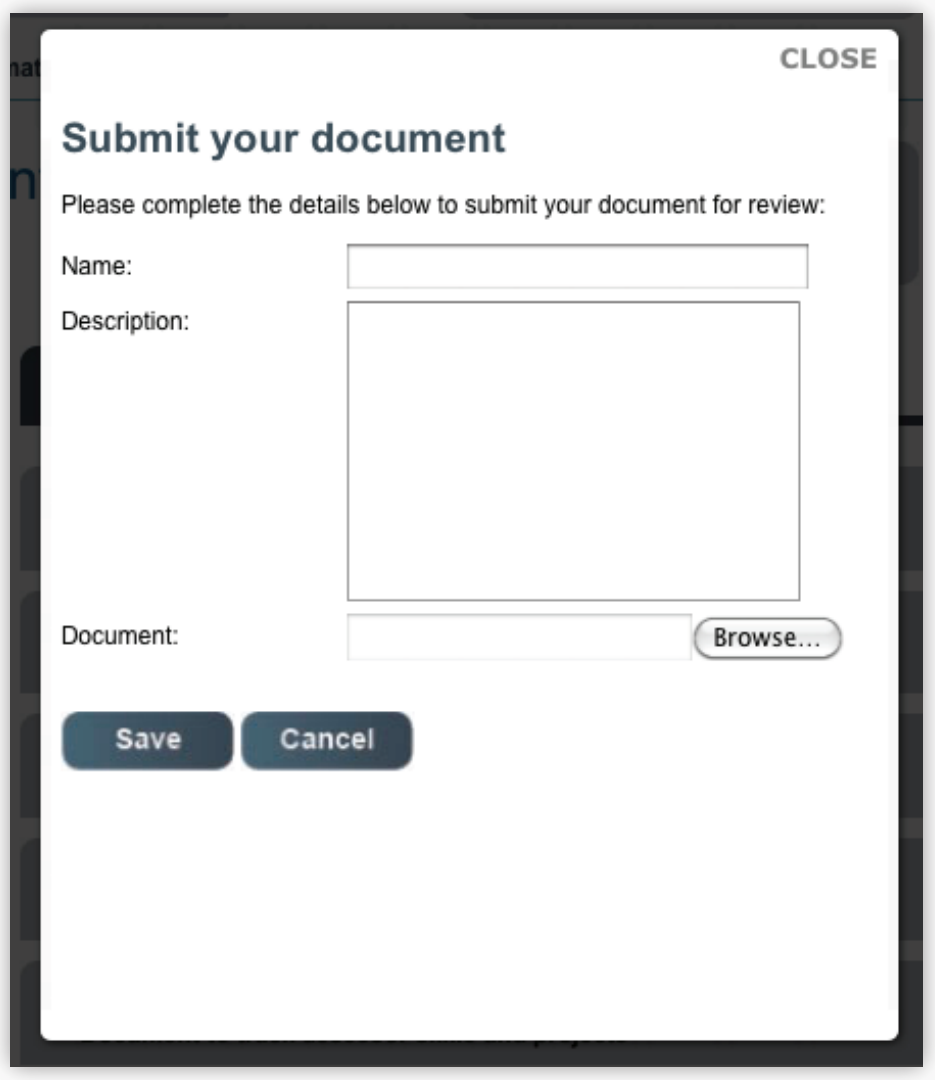


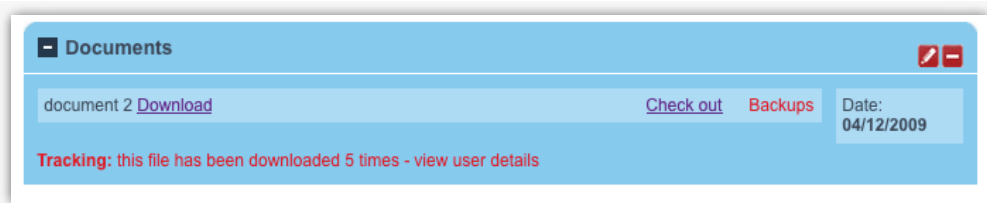
figure 2



Resources store: Checking out files

This is a new feature that allows you to check out certain files, make changes to them and then re-upload them to the Intranet. You will only see this option on files you have been given access to. If you see a **Check out** button as shown in *figure 1* you can check the file out.

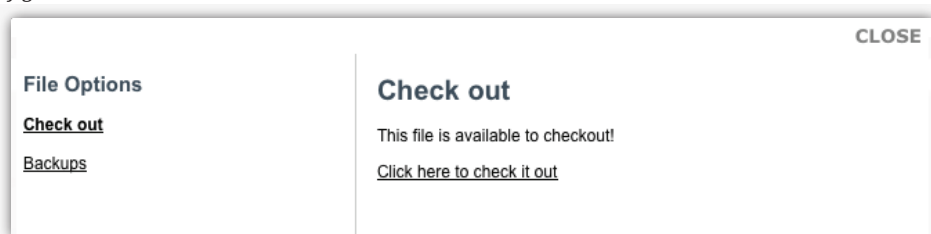
figure 1



Checking a file out:

1. Select the file you wish to 'Check out' and click **Check out** (see *figure 1*).
2. On the following screen click **Click here to check it out** (see *figure 1*).
3. You will be now given the date you checked the file out and instructions for uploading the revised document which can be done immediately by browsing and saving a new document or at a later time by clicking **Close**.

figure 3



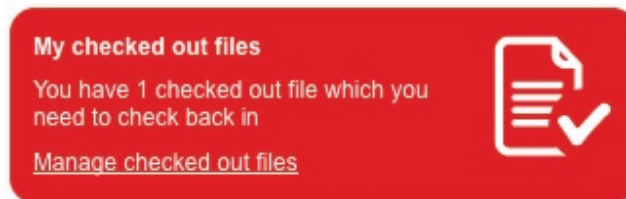
Intranet tools: My checked out files

If you have been given access to check a file out you can use **My checked out files** to re-upload the file to the system. You must do this within 24 hours otherwise the file will be checked back in unchanged. You will need to go and check the file out again if this happens. The website emails you if the files is automatically checked back in.

Managing your checked out files:

1. Click **Manage checked out files** tool found in the Intranet tools section of the homepage (*see figure 1*).
2. Select and click on the file you wish to check back in.
3. Name and browse for the file you wish to upload then click **Open** or **Select** button (will depend on your operating system).
4. Click **Save** and now the file is checked back in.

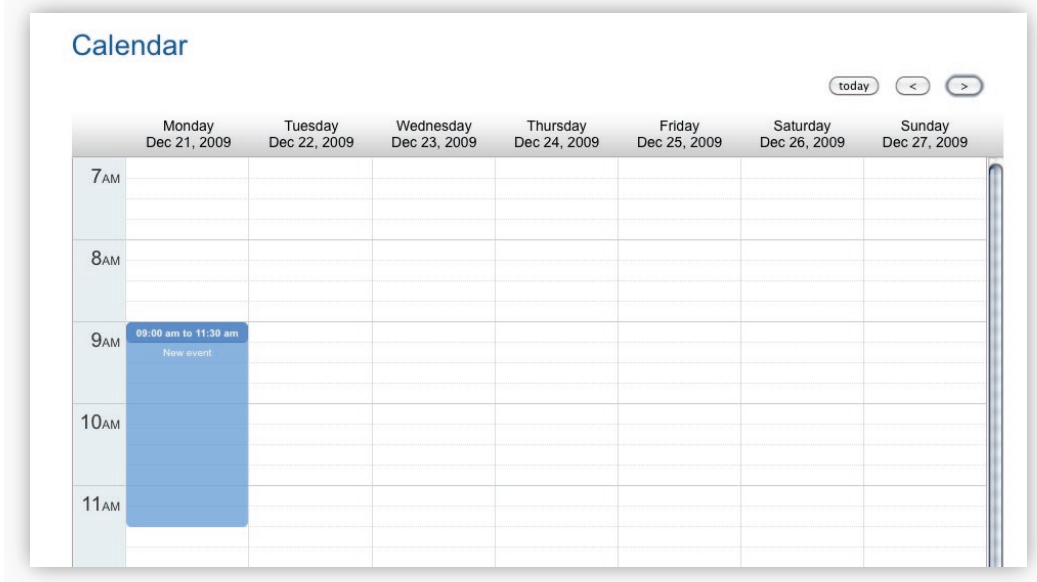
figure 1



Intranet tools: Calendar

A new improved calendar is now available on the intranet. All users can view information via a visual calendar (*see figure 1*). You can click on an item to read more.

figure 1



Intranet tools: Useful contact database

This is a list of all the users on the intranet – you can search for a user. Below shows the main features of this page using a single user as an example.



Search by name.

Click on any image to view and download larger version.

Intranet tools: 3As forum

The forum off the home page allows you to view and ask questions. You can add comments, but only edit those you create.

Post new topic

Title:

Description:

- test 2222**
Posted by: Admin User, 11/12/2009 15:20
Last comment by: David Wilson, 14/12/2009 12:55
[View now](#)
- sticky 2**
Posted by: Admin User, 11/12/2009 15:14
[View now](#)
- Sticky**
Posted by: Admin User, 11/12/2009 15:09
[View now](#)
- 123**
Posted by: Student, 11/12/2009 15:21
[View now](#)
- dean test 2**
Posted by: Admin User, 11/12/2009 15:18
[View now](#)
- Test item**
Posted by: David Wilson, 04/12/2009 13:41
Last comment by: David Wilson (Manager), 04/12/2009 13:44
[View now](#)

Enter details for a new topic.

Items shown in blue are items that the Administrator has set as key topics.

You can edit items or comments you have created by clicking on the edit button.

gived INTRANET TEST ACCOUNT
Comment by David Wilson (standard) - Posted 14/12/2009 15:42

Test

Be the first to post a reply:



Support and development

If you have problems using this system or you discover a bug in the system please contact Tom Marples (see details below).

Future developments:

The Intranet has been custom built so new features and developments can easily be added in the future. If you have a suggested improvement or an idea for a new feature please contact the 3As team directly.

User support:

Contact: Thomas Marples
Email: thomasmarples@3aaa.co.uk
Mobile: 07733 364 014
Tel: 01332 881 513