



Quick Tips – End User

What is CDC Team

CDC Team is a web-based collaboration tool that project teams can use to share information, hold discussions and develop collaborative output required to support organizational goals.

Log in and Changing Your Password

1. Log in with the user name and password you have been given.
2. In the upper-left corner of the page, click your name. **OR**, click the **User profile** toolbar item.
3. Click the **My Profile** toolbar item
4. Click **Modify profile**
5. Enter a new password in the "Password" and "Verify Password" boxes.
6. Click **OK**.

View available workspaces

1. A list of available workspaces appears on the left.
2. Click a plus sign (+) to view a list of child workspaces (subordinate workspaces), and click a minus sign (-) to collapse the list. To view another workspace and access its forums and tools, click the workspace name.

Discussion Boards

1. Click the Discussions tab, and, in the drop-down menu, click the title of a discussion forum.
2. Click the title of an entry (discussion topic, document, URL, or survey). The entry page appears.

I - Add entries to discussions

1. View a discussion forum.
2. Click the **Add** toolbar item, and click the **Add...** menu item for the type of entry you want to create (such as **Add document**).
3. Fill out the form and click **OK**.
For a topic, type text; for a document, use a **Browse** button to upload a file; for a URL, specify the address of a web page ("http://...").

II - Add a reply

1. View a discussion forum.
2. View an entry.
3. To reply to the entry, click the **Reply** button to the right of the entry title. To reply to another reply, click

the **Reply** button to the right of the title of that reply.

III - Posting via E-Mail

1. Open the forum you want to post to in CDC Team.
2. Click **Tools**
3. Click **Administration**
4. Click **Manage e-mail posting to this forum**
5. Note the address under **Alias**. This is the address you will use to send emails to the forum.
6. In your e-mail application use the alias as the To: address.

Note: For this to work properly you must have the address you are sending messages from listed in your profile in CDC Team.

Documents in CDC Team

I - Add a file attachment

1. View a discussion forum.
2. View an entry that you created.
3. Click the **Attach** toolbar item, and then click the **Attach files** menu item.
4. Use the **Browse** buttons to specify files to upload and attach to the entry.

Other attachment options include URLs, Reminder, Task and Bookmark. Use online Help if you need guidance.

II - Downloading and saving documents from a discussion forum

1. View the entry.
2. Right click the hyperlinked file.
3. Select **Save Target As/Save As**
4. Save the file in the desired location.

III - Checking documents in and out

1. View the entry
2. Click the **Modify/delete** toolbar item, and then click **Reserve this entry**
3. To release the file when you are done: Click the **Modify/delete** toolbar item, and click **Release this entry**

IV - The Edit Function (Edit in window)

If you have the java applet loaded;

1. View the entry.
2. Click Edit next to the file name
3. Click Yes
4. The file will open. Make any changes
5. Click the X in the upper right corner of the screen to close the file.
6. Click Yes to save changes.
7. In the CDC Team screen make sure save changes to this file, save previous versions, and unlock the entry are selected.
8. Click OK
9. You should see the file with previous versions listed.

V - Add a review document

Forums must be set up for document review. If you are in a forum that does not give you the document review option, the forum is not designed for it.

1. View the discussion forum into which you will be sharing the document.
2. From the **Add** menu, click **Add review document**. The "Add a new review document" form appears.
3. Use the Browse button to locate and attach the document to upload. Complete the form and click **OK**.
4. The "Initializing the workflow process" form appears. Use this form to search for and add users who can initially review the document.
5. When the list is complete, click **OK**. The document entry appears, displaying review process workflow information at the top of the page.
6. Only you and the assigned reviewers can view the document. See the **User Guide** for step-by-step instructions on version control, editing and releasing the document for wider review.

Calendars

I - Posting to a calendar

To post an event to a calendar:

1. Click your team calendar
2. Select the month and day you want to add an event to.
3. Click **Add Entry**
4. Fill out the form on the screen.
5. Select **Submit Entry**

II - Updating a calendar entry

To update a calendar entry:

1. Click the calendar entry you want to update
2. Click the event name
3. Click the **Modify/Delete** button
4. Make any necessary changes
5. Select **Submit Entry OR**
6. Select **Delete Entry**

III - Synch CDC Team calendar entry to Outlook e-mail

Users can send a CDC Team calendar entry to their MS Outlook calendar.

1. Click the calendar entry you want to add to your Outlook Calendar
2. Click the event name
3. Click the calendar icon with 'Outlook' written under it
4. Click **Open**. This will open your Outlook calendar.
5. Save the entry in Outlook

IV - Merging CDC Team calendars

Users can merge multiple calendars into one calendar.

1. Log in

2. Click the calendar you want to merge the other calendars into.
3. Click **Tools**
4. Click **Administration**
5. Click Merge Calendars (public view)
6. Select the calendars you want to merge
7. Click **OK**

Participating in an E-Meeting

1. Click the Meetings tab.
2. Click the Forum eMeeting link
3. Click the title of the meeting you want to attend.
4. click Attend the Meeting
5. You may have to wait to install the Central e-meeting client and reboot your computer.

How E-Mail Notifications Work

Through e-mail notifications you can be sent a message every time a change is made to a forum you are tracking.

1. View a discussion forum.
2. Click the **Tools** toolbar item.
3. Click the **Set notification** menu item.
4. Click one of the lower two radio buttons ("digest style" for one e-mail message containing summaries of new and modified entries, and "individual message style" for one e-mail message for each new or modified entry).
5. Click **OK**.

Repeat this process for all discussion forums you wish to track.

Terminology

Workspace — a container for your groups discussion forums, calendars and other collaboration tools

Forum — a SiteScape tool that enables you to collaborate with teammates (for example, discussions, calendars, chat rooms, or messaging)

Entry— one major piece of information within a forum (for example, a discussion topic, a document, an appointment in a calendar, or a chat session)

User profile— registration information, the top portion of which is visible to other users is called a **business card**

"My summary" page— a page that allows you to track new or changed entries and replies in discussions that are important to you, to view current calendar entries, to access today's scheduled chat sessions, and more

Additional User Guidance

For more information see the User Guide in the [Background Materials](#) forum or access [Help](#) from the top row of links in the CDC Team main page.

Contact information

Post your technical questions to the [CDC Team Helpdesk](#), or contact Gary Miller, gamiller@ciber.com.