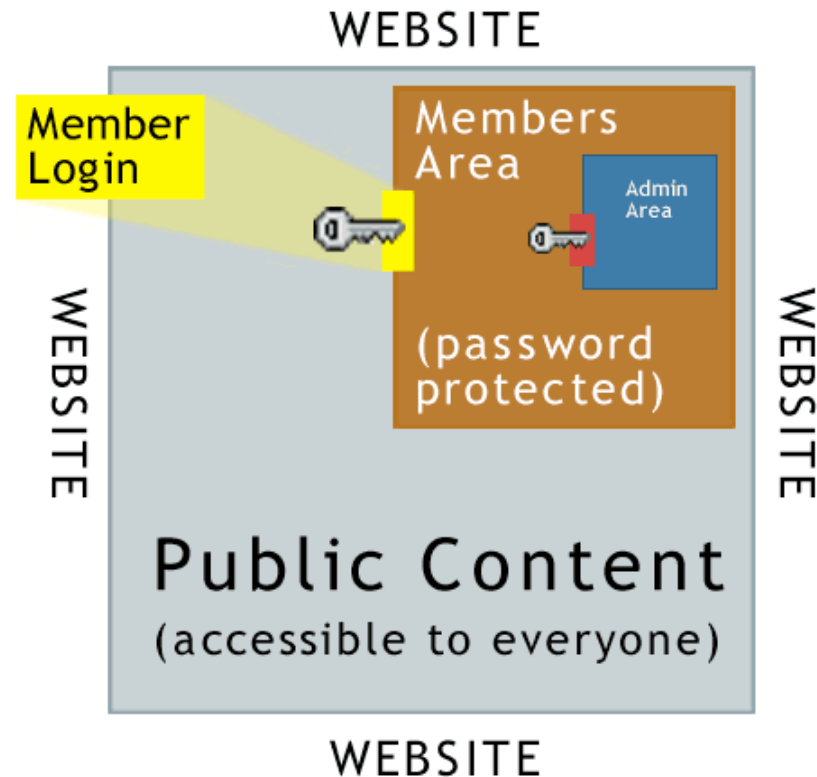


Kavi Training Presentation



Concept 1

General Public and Organization Membership



Concept 2

Dynamic Content Based on Privileges

Member's View
 This user can edit his personal info and access his Groups.

My Groups
 Overview of all committees, forums, and workgroups that you are a member of.

Atul Gadgil's Account
 Edit your account, change your password, subscribe to mailing lists, and more.

Here's how to get involved and stay on top of what's going on with our member activities: Now that you have access to the members area, select the reflectors you would like to subscribe to. Reflectors are mailing lists for our committees, forums, and technical work groups, and are the most common way for our members [communicate with one another](#).

Each group has its own collaboration page, where members can share documents, view activities on the group's meeting and activity calendar. You can also create a personalized page of the groups that you are a member of.

Here's a list of useful member pages:

- Committees, Forums and Work Groups
 - [All Groups](#) (Overview of all available committees, forums and workgroups; click here to view or join).
 - [My Groups](#) (Overview of all committees, forums, and workgroups that you are a member of).
 - [Introductory video](#) to the new Group Area (QuickTime required)
- Meeting/Teleconference Guidelines
- [Committee Chair Information](#)
- [Marketing Assistance](#)

Site Administrator's View
 This user can edit her personal info and her company's info and has access to site admin tools.

My Groups
 Overview of all committees, forums, and workgroups that you are a member of.

Aileen Jeffries's Account
 Edit your account, change your password, subscribe to mailing lists, and more.

Kavi Corporation's Account
 Edit company information, manage your roster, and more.

Association Reports
 Generate graphs, download data, review activity logs, and more.

Association Administration
 Manage membership data, mailing lists, site options, and more.

Here's how to get involved and stay on top of what's going on with our member activities: Now that you have access to the members area, select the reflectors you would like to subscribe to. Reflectors are mailing lists for our committees, forums, and technical work groups, and are the most common way for our members [communicate with one another](#).

Each group has its own collaboration page, where members can share documents, view activities on the group's meeting and activity calendar. You can also create a "My Groups" page of the groups that you are a member of.

Here's a list of useful member pages:

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Concept 3

Common Interface Elements

The screenshot shows the 'Edit a User' page with the following elements highlighted:

- 1. Breadcrumbs:** A path at the top of the page: Home > Members Area > Member Tools > Site Admin Tools > Edit a User.
- 2. Help button:** A button labeled 'HELP ?' located in the top right corner.
- 3. Progress Bar:** A horizontal bar below the title 'Edit a User' showing the steps: 1. Search, 2. Select, 3. Edit (highlighted in green), 4. Done.
- 4. Hint icon:** A question mark icon in a circle next to the 'Primary Email Address' field.

The main form contains the following sections and fields:

- Company Info:** Company * (Dropdown menu with options: None, Acme Industrial, Company A)
- Personal Info:** Salutation (None), First Name * (Gloria), Middle Initial, Last Name * (DeWalt), Title
- Contact Info:** Primary Email Address * (jaileen-gloria@kavi.com), Work Phone Number * (503-813-9389)

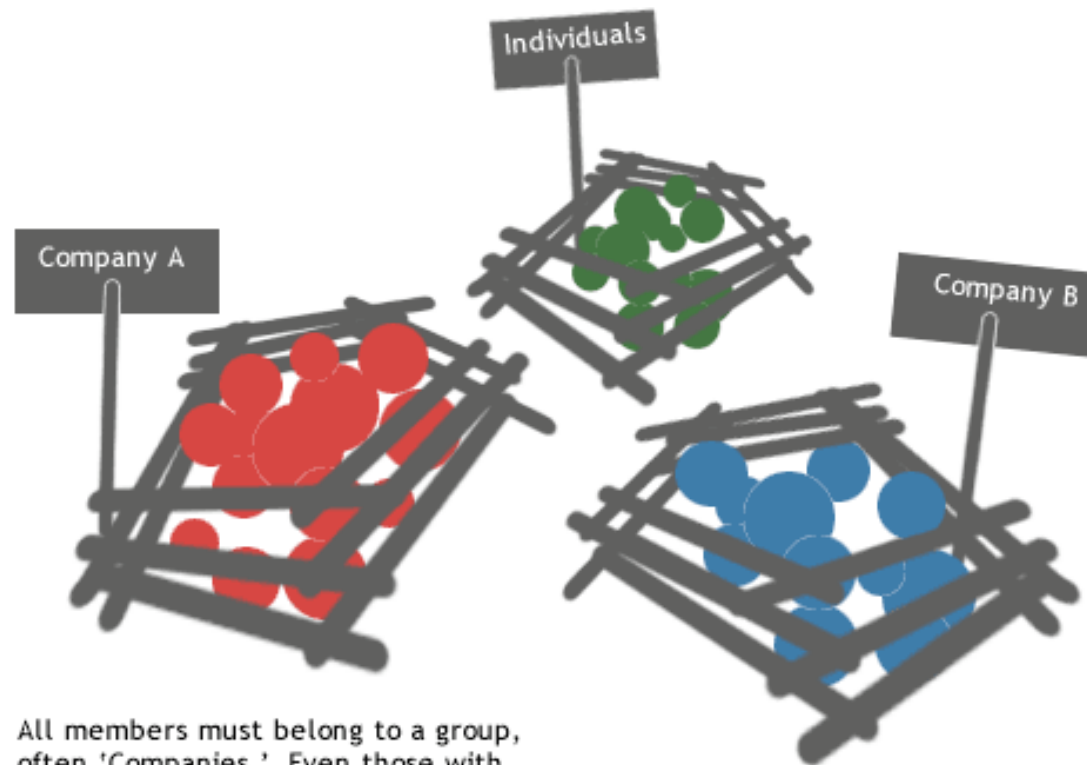
A 'Help' tooltip is visible over the Primary Email Address field, stating: "This is the email address which will receive email from this web site. In some cases, the email address entered here must be an official company-issued email address."

Common User Interface Elements:

- 1. Breadcrumbs-** acts as a "trail" back to the home page
- 2. The Help button-** provides page-level information on how to use the applications
- 3. Progress Bar-** tell you where you are in a multi-step process
- 4. Hints-** rollover the question mark icons for more information on the field

Concept 4

Companies and Users



All members must belong to a group, often 'Companies.' Even those with individual membership must belong to the 'Individuals' group.