



Teczo Essential Features

User Guide

V3.00

Table of Contents

Sign In to Teczo.com	5
Teczo.com Home Page	8
Teczo.com Home Page Interface Accessing Modules through the Home Page	
Dashboard	12
Global Search Create New Item Customize Gadget	.13
Summary Page	18
Search and Filter Status Bar Summary Table	.19
Details Page	26
Add or Edit Page	33
Supporting Functions	38
Sign Out	45
	Teczo.com Home Page Teczo.com Home Page Interface Accessing Modules through the Home Page Dashboard Global Search Create New Item Customize Gadget Summary Page Search and Filter Status Bar Summary Table Details Page Add or Edit Page Supporting Functions

Figures

Figure 1:	User Login Page5
Figure 2:	Captcha6
Figure 3:	Forgot Your Password6
Figure 4:	Forgot Your Password Page7
Figure 5:	Teczo.com Home Page8
Figure 6:	Menu Bar8
Figure 7:	Transformation, Help, My Account and Sign Out Buttons9
Figure 8:	User Status Bar9
Figure 9:	Left Side Menu
Figure 10:	Dashboard Gadgets11
Figure 11:	Accessing Modules11
Figure 12:	Dashboard12
Figure 13:	Global Search
Figure 14:	Global Search Result
Figure 15:	Add New Item
Figure 16:	Add New Item
Figure 17:	Add or Remove through the Left Side Menu14
Figure 18:	Remove through the Gadget15
Figure 19:	Customize Gadgets through the My Account Settings15
Figure 20:	Number of Topics Displayed16

Figure 21:	Default Filter Option	
Figure 22:	My Account - Dashboard Tab	.17
Figure 23:	Module Default Summary Page	.18
Figure 24:	Basic Search Mode	.18
Figure 25:	Advanced Search Mode	.18
Figure 26:	State Headers	.19
Figure 27:	Action	.19
Figure 28:	More Actions	.19
Figure 29:	Add Access	.20
Figure 30:	Notice of Edit Rights	.20
Figure 31:	Select Users	.21
Figure 32:	Export to Excel	.23
Figure 33:	Open or Save Option	.23
Figure 34:	Verification of Exported File	.23
Figure 35:	Check Box	.24
Figure 36:	Sort Fields	.24
Figure 37:	Drag Column	.24
Figure 38:	Topic Indication	.25
Figure 39:	Details Pane View	.26
Figure 40:	Details Dedicated Page	.26
Figure 41:	Details Column	.27
Figure 42:	Comments Column	.28
Figure 43:	Add Comment Window	. 28
Figure 44:	Quote Comment	.29
Figure 45:	Attachments	. 30
Figure 46:	Access Rights Tab	.31
Figure 47:	Update History Window	. 31
Figure 48:	Recycle Bin Icon	. 32
Figure 49:	Add Button	. 33
Figure 50:	Edit Button in Details Column	. 33
Figure 51:	Immediate Respondents	. 34
Figure 52:	Keywords	.34
Figure 53:	Initiated By	.34
Figure 54:	Initial and Revised Deadline	. 35
Figure 55:	Editor Toolbar	. 35
Figure 56:	Default and Customized User Groups	. 36
Figure 57:	Supporting Functions	. 38
Figure 58:	Module Administrator Login	. 38
Figure 59:	Module Administrator Home Page	. 39

Transform to User	.39
Help Window	.40
My Account Page	.40
Password Tab	.41
Language Tab	.41
Customized User Groups Tab	.42
Edit and Delete Customized User Group/s	.42
Add New Customized User Group	.43
Page Navigation	.43
Page Indicators	.43
Page Size	.44
Current Page Location	.44
Expanded Details Page	.44
Sign Out Button	.45
	Help Window My Account Page Password Tab Language Tab Customized User Groups Tab Edit and Delete Customized User Group/s Add New Customized User Group Page Navigation Page Indicators Page Size Current Page Location Expanded Details Page

Tables

Table 1	Change Assigned Fields	 2
	onungo / looignou i loido	<u> </u>

1.0. Sign In to Teczo.com

Users can access Teczo.com's enterprise collaboration platform by typing <u>https://www.myteczo.com</u> in the navigation bar of compatible web browsers, namely, Firefox and Internet Explorer versions 7 and up. This would direct users to the User Login page shown below.

_	teczo.com online Business Solutions
	Jser Login Username: Password: Sign In Distributor: User: Login: Eoroot.vour.passmerd?

Figure 1: User Login Page

- A. When logging in for the first time, users can access the modules in Teczo.com's enterprise collaboration platform by inputting the login credentials provided to them by the system administrator via email:
 - 1. Key in the user's e-mail address in the Username field
 - 2. Key in the user's password in the Password field
 - 3. To complete sign in, simply click the Sign In button
- B. After logging in for the first time, users can change the system-generated password with a personal password. For security purposes, users are advised to have easy-to-remember but strong and unique personal passwords containing a combination of uppercase and lowercase letters, numbers and symbols.
- C. Only the System Administrator can change the Username upon the user's request.
- D. To ensure that a real person is attempting login, a challenge-response test or Captcha is prompted after the third failed attempt of entering the correct password. Upon seeing this, the user needs to type in the correct password and the exact Captcha characters to successfully login to the system. The Captcha characters are not case sensitive and are inputted in the box below the provided Captcha characters, as shown in Figure 2.



Figure 2: Captcha

- E. Besides prompting the challenge-response test or Captcha on the third failed attempt of entering the correct password, the system also sends the user an email to notify him of such failed attempts to login to the system.
- F. In case a user wants to reset his password, he must click the "Forgot your password?" link located on the lower right corner of the login box, as shown in Figure 3.

	CCZO COM
User Logi	n
Username: Password:	mary.williams.xxxx.0003@gma
	Distributor User Login Forgot your password?

Figure 3: Forgot Your Password

G. Upon clicking the link, the user will be directed to the "Forgot your password?" page where he will be asked to provide and submit his registered e-mail address by clicking the Submit button. The system will then generate an automated email providing the user with a password verification link, which the user needs to click for confirmation. Upon confirming the password verification link, the user will receive a new e-mail containing his username and password. In case the user does not receive an email containing the password verification link, he can request for technical support by sending an e-mail to support@teczo.com.

teczo com Online Business Solutions	
Forgot Password?	
Enter Email: Submit	

Figure 4: Forgot Your Password Page

2.0. Teczo.com Home Page

2.1. Teczo.com Home Page Interface

Once logged in, the user is directed to the Home Page of Teczo.com, which mainly contains the Dashboard, as shown below.

								Logged on as Mary Wil	iams on 25Jai
Global Search		AC	Unread	▼ C Edit X	A BT	Unread	- C Edit X	Vhat's New	×
		Title		Updated On	Title		Updated On	Dear Teczo Users;	
General		Purchase more (xL2871)	e software licenses	20Nov2009	USB Thumb of to it	Irive dies during writir	ig 07Dec2009	The Teczo deployment has been complet	ed.
Action (3)	Þ	Generate a Lis Christmas Give		20Nov2009	Thumb Drive drives	- crash with other thu	mb 06Dec2009	The main deployment for this version con * T&A improvements	sists of:
Announcement (8) Forum (7)	Þ	Mobile phones Executives	for our Sales	20Nov2009	Golden Eagle the compute	cannot be detected by	/ 04Dec2009	* Customer logo * 'Initiated by' editable by module administ	
						rive not recognized or	n 04Dec2009	* Additional actions in 'More actions' drop * Various changes & fixes regarding the functionality deployed in the last version.	
Product Development		CM	Unread	- C Edit ×		work connection prob	lem 04Dec2009	Teczo Team	
Bug Tracker (9)	Þ	Title		Updated On				Toolo Touri	
Product Development Tracking (4)	Þ	Jacob Lewis		02Feb2010	PD	Unread	C Edit X		
Technical Support Center (10)	Þ	Alfie Wilson		02Feb2010	Title			Teczo News	×
		Lukasz Kowals	iki	02Feb2010			Updated On	Dear Teczo Users;	
Sales & Marketing	h	Yayati Sharma		02Feb2010	(Product Big t	cho - Stage 7-13	04Feb2010	Welcome to the latest iteration of MyTecz	0
g Jales & Marketing		Parthasarathy	Ali	02Feb2010		cho - Stage 3-7	04Feb2010	We continuously aim to improve our syste	
Contact Management (38)	Þ					/ cho - Stage 7-13 (Sales	a) 04Feb2010	is no exception. But in case of any proble any remarks; please do contact us through	
Customer Project (6)	Þ	CP	Unread	✓ C Edit ×	_	cho - Stage 0-7 (Produ		support@teczo.com, thanks!	y11
Partner Profile (21)	Þ	Title		Updated On	Marketing)	cho - stage 0-7 (Frodu	031602010	T	
Time & Attendance	-	IN - Surresh's (Keychain (T-KC	Goods - Thumb drive) Series	- 03Feb2010				Teczo Team	
U Time & Attendance		CA - Yonge Ele Rectangular (T	ctronics - Thumb driv .RT)	e - 03Feb2010	TS	Unread	✓ C Edit ×	AN Unread	- C Edit X
Timesheet	Þ		angi - MP3 - Red Cardi	nal 03Feb2010	Title		Updated On	Subject	Updated On
		(M-RC) for Chir		101 001 002010	Golden Eagle the compute	cannot be detected by	/ 01Dec2009	Server Maintenance on Nov 24, 2009	20Nov2009
1 Others		HK - WW Applia (M-BR) Series 1	nces - MP3 - Blue Rob 15	in 03Feb2010		- crash with other thu	mb 01Dec2009	Mr. Joseph Johnson Wins Entrepreneur of the Year Award	20Nov2009
What's New	Þ		ectronics - Sakos	03Feb2010		tery of Black Hawk play	ver 27Nov2009	Salesman of the Quarter - Q3, 2009	18Nov2009
Teczo News	Þ	Robilson x Vide	eo-enabled		Broken hard		27Nov2009	Birthday Celebration - November	18Nov2009
10020110110	-				Accidental de		27Nov2009	Annual Operations Meeting at Skysi	de 18Nov2009

teczo.com

Figure 5: Teczo.com Home Page

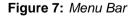
Figure 6:

The interface is very easy to use and contains the features described in the following sections of this guide.

A. Menu Bar

- The Menu Bar consists of tabs found at the top of the Teczo.com home page. Excluding the Home tab, the tabs contain the Teczo.com modules grouped in respective categories, namely, General, Product Development, Sales & Marketing, Operations & Admin, Time & Attendance and System. Note that the System category containing the System Administration module can only be viewed by users with Module Administration rights.
- Dragging the cursor over each tab would display a drop down list of the modules grouped in each category.
- Note that the user will only be able to view modules where he or she has access rights.

Home	General	Product Development	Sales & Marketing	Operations & Admin	Time & Attendance	System
						Logged



B. Transformation, Help, My Account and Sign Out buttons

- The leftmost icon, the Transformation button, enables a user to shift from User to Module Administrator mode, in order to access modules he has been assigned to administer. Note that the button will only appear if a user has Module Administration Rights to at least one module. See detailed features of the Transformation button in Section 7.0 of this guide.
- Represented by a Question Mark, the Help button allows users to access the Help page, which provides links to resources helping users navigate through the Teczo.com online platform. Clicking this button opens a new window containing the Help page. See detailed features of the Help button in Section 7.0 of this guide.
- Represented by the Settings icon, the My Account button allows users to access the My Account page, where they can control their Password, Language, Customized User Groups and Dashboard settings. See detailed features of the My Account button in Section 7.0 of this guide.
- The rightmost icon, the Sign Out button, enables the user to exit Teczo.com completely and securely. See detailed features of the Sign Out button in Section 7.0 of this guide.



Figure 8: Transformation, Help, My Account and Sign Out Buttons

C. User Status Bar

• Located below the Menu Bar, the Status Bar presents the user's status and current logon date.

Logged on as Suresh on 040ct2010

Figure 9: User Status Bar

D. Left Side Menu

- The Left Side Menu provides quick access to all the modules, excluding the System Administration module. As in the Menu Bar, the modules are grouped in their respective categories, namely, General, Product Development, Sales & Marketing, Operations & Admin and Time & Attendance. The Left Side Menu also includes a section called **Others**, through which users can access the latest news on Teczo and Teczo.com features.
- Note that the user will only be able to view and access modules where he or she has access rights.

Global Search	
Ceneral	
Action (3)	Þ
Announcement (8)	Þ
Forum (7)	Þ
Product Development	
Bug Tracker (9)	Þ
Product Development Tracking (4)	Þ
Technical Support Center (10)	Þ
Sales & Marketing	
Contact Management (38)	۲
Customer Project (6)	×
Partner Profile (21)	Þ
① Time & Attendance	
Timesheet	Þ
<i>i</i> Others	
What's New	Þ
Teczo News	Þ

Figure 10: Left Side Menu

E. Dashboard Gadgets

• Constituting the three columns beside the Left Side Menu, Dashboard Gadgets give users a glimpse of and a quick access to module items that are unread, requiring immediate response, newly assigned, etc. They also include sections on the latest Teczo news and recent updates or changes to the system.

AC Unread	🗸 C Edit 🗵	A BT Unread	- C Edit X	🔺 What's New	
Title	Updated On	Title	Updated On	Dear Teczo Users;	
Purchase more software licenses (xL2871)	20Nov2009	USB Thumb drive dies during writing to it	07Dec2009	The Teczo deployment has been completed.	
Generate a List of Clients for Christmas Giveaways	20Nov2009	Thumb Drive - crash with other thumb drives	06Dec2009	The main deployment for this version consis * T&A improvements	ts of:
Mobile phones for our Sales Executives	20Nov2009	Golden Eagle cannot be detected by the computer	04Dec2009	* Customer logo * 'Initiated by' editable by module administrato * Additional actions in 'More actions' drop-do	
		USB Thumb Drive not recognized on the new PLQT O/S	04Dec2009	* Various changes & fixes regarding the use functionality deployed in the last version.	
CM Unread	- C Edit ×	Wireless network connection problem	m 04Dec2009	Teczo Team	
Title	Updated On				
Jacob Lewis	02Feb2010	PD Unread	- C Edit X		
Alfie Wilson	02Feb2010			Teczo News	
Lukasz Kowalski	02Feb2010	Title	Updated On	Dear Teczo Users:	
Yayati Sharma	02Feb2010	Product Big Echo - Stage 7-13 (Production)	04Feb2010	Welcome to the latest iteration of MyTeczo.	
Parthasarathy Ali	02Feb2010	Product Big Echo - Stage 3-7 (Engineering)	04Feb2010	We continuously aim to improve our system, is no exception. But in case of any problems	
A CP Unread	- C Edit X	Product Big Echo - Stage 7-13 (Sales)	04Feb2010	any remarks; please do contact us through	s or il you na
a CP Ohread		Product Big Echo - Stage 0-7 (Product	03Feb2010	support@teczo.com, thanks!	
Title	Updated On	Marketing)		Teczo Team	
IN - Surresh's Goods - Thumb drive - Keychain (T-KC) Series	03Feb2010				
CA - Yonge Electronics - Thumb drive Rectangular (T-RT)	e - 03Feb2010	TS Unread	- C Edit X	AN Unread	- C Edit
CN - Liaoma Diangi - MP3 - Red Cardir	al 03Eeb2010	Title	Updated On	Subject	Updated O
(M-RC) for Chinese	101051602010	Golden Eagle cannot be detected by the computer	01Dec2009	Server Maintenance on Nov 24, 2009	20Nov2009
HK - WW Appliances - MP3 - Blue Rob (M-BR) Series 15	in 03Feb2010	Thumb Drive - crash with other thumb	01Dec2009	Mr. Joseph Johnson Wins Entrepreneur of the Year Award	20Nov2009
US - Martin's Electronics - Sakos Robilson x Video-enabled	03Feb2010	Defective battery of Black Hawk player	r 27Nov2009	Salesman of the Quarter - Q3, 2009	18Nov2009
Robiison x video-enabled]	Broken hard drive	27Nov2009	Birthday Celebration - November	18Nov2009
		Accidental deletion of files	27Nov2009	Annual Operations Meeting at Skyside Hotel	18Nov2009

Figure 11: Dashboard Gadgets

2.2. Accessing Modules through the Home Page

Modules can be accessed through the home page in two ways; the user can either draw the cursor over the category tabs in the menu bar to select a module or choose from the module links on the left side menu of the dashboard. Clicking the module link through either of these methods would direct the user to the summary page of the selected module.

<u>PCZO COM</u>		H	lome General	Product Develo	opment Sales &	Marketing Time	& Attendance		
			Action					Logged on as Mary Willi	ams on 25Jan2
			Announcen	nent					
Global Search		AC	Unre Forum	C Edit X	🔺 вт	Unread	- C Edit X	What's New	×
		Title		Updated On	Title		Updated On	Dear Teczo Users;	
C General		Purchase more (xL2871)	e software licenses	20Nov2009	USB Thumb driv to it	e dies during writing	07Dec2009	The Teczo deployment has been completed	d.
Action (3)	۲	Generate a List Christmas Give		20Nov2009	Thumb Drive - c drives	rash with other thum	b 06Dec2009	The main deployment for this version consi * T&A improvements	ists of:
Announcement (8) Forum (7)	•	Mobile phones Executives	for our Sales	20Nov2009	Golden Eagle ca the computer	nnot be detected by	04Dec2009	* Customer logo * 'Initiated by' editable by module administra * Additional actions in 'More actions' drop-o	
Product Development	•				USB Thumb Driv	e not recognized on	04Dec2009	* Various changes & fixes regarding the us functionality deployed in the last version.	
Product Development		CM	Unread	→ C Edit ×	Wireless netwo	rk connection proble	m 04Dec2009	Teczo Team	
Bug Tracker (9)	Þ	Title		Updated On				Teczo realit	
Product Development Tracking (4)	•	Jacob Lewis		02Feb2010	PD	Unread	- C Edit ×	_	_)
Technical Support Center (10)		Alfie Wilson		02Feb2010	Title			Teczo News	×
		Lukasz Kowals	ki	02Feb2010		Change 7 42	Updated On 04Feb2010	Dear Teczo Users;	
Sales & Marketing		Yayati Sharma		02Feb2010	Product Big Ech (Production)	- Stage 7-13	04Feb2010	Welcome to the latest iteration of MyTeczo	
· Suics a marketing		Parthasarathy A	Ali	02Feb2010	Product Big Ech	- Stage 3-7	04Feb2010		
Contact Management (38)	Þ				(Engineering)			We continuously aim to improve our system is no exception. But in case of any problem	
	•	CP	Unread	C Edit X	Product Big Ech	o - Stage 7-13 (Sales)	04Feb2010	any remarks; please do contact us through	
Customer Project (6)		_	- Children			- Stage 0-7 (Product	03Feb2010	support@teczo.com, thanks!	
Partner Profile (21)	Þ	Title		Updated On	Marketing)			Teczo Team	
() TI () () ()	•	IN - Surresh's G Keychain (T-KC)	Soods - Thumb drive	- 03Feb2010					
① Time & Attendance			ctronics - Thumb dri	ve - 03Feb2010	TS	Unread	- C Edit ×	A AN Unread	
		Rectangular (T-		10 - 001 002010	Title		Updated On	AN Unread	👻 C Edit 🗶
Timesheet	•	CN - Liaoma Dia	ingi - MP3 - Red Card	linal 03Feb2010		nnot be detected by	01Dec2009	Subject	Updated On
		(M-RC) for Chin	iese		the computer	mot be detected by	010602003	Server Maintenance on Nov 24, 2009	20Nov2009
/ Others		HK - WW Applian (M-BR) Series 1	nces - MP3 - Blue Ro I5	bin 03Feb2010	Thumb Drive - c drives	rash with other thum	b 01Dec2009	Mr. Joseph Johnson Wins Entrepreneur of the Year Award	20Nov2009
Vhaťs New		US - Martin's Ele Robilson x Vide	ectronics - Sakos	03Feb2010	Defective batter	y of Black Hawk playe	r 27Nov2009	Salesman of the Quarter - Q3, 2009	18Nov2009
Feczo News	•	Robiison x Vide	so-enabled		Broken hard dri	/e	27Nov2009	Birthday Celebration - November	18Nov2009
					Accidental delet		27Nov2009	Annual Operations Meeting at Skyside	e 18Nov2009

teczo.com

Figure 12: Accessing Modules

3.0. Dashboard

Upon logging into myteczo.com, users will be directed to the home page, which contains the dashboard. The dashboard serves as users' quick access to modules, enabling them to add items, open item details and preview newly created items without having to open each module.

Global Search		AC	Unread	- C Edit X	A BT	Unread	- C Edit X	🔺 What's New	×
		Title		Updated On	Title		Updated On	Dear Teczo Users;	
General		Purchase more (xL2871)	re software licenses	20Nov2009	USB Thumb to it	frive dies during writing	07Dec2009	The Teczo deployment has been complete	d.
Action (3)	Þ	Generate a Lis Christmas Giv	st of Clients for /eaways	20Nov2009	Thumb Drive drives	- crash with other thumb	06Dec2009	The main deployment for this version cons *T&A improvements	ists of:
Announcement (8) Forum (7)	Þ	Mobile phone Executives	s for our Sales	20Nov2009	Golden Eagle the compute	cannot be detected by r	04Dec2009	* Customer logo * 'Initiated by' editable by module administra * Additional actions in 'More actions' drop-o	
Product Development					USB Thumb the new PLC	Drive not recognized on T O/S	04Dec2009	* Various changes & fixes regarding the us functionality deployed in the last version.	
I Product Development		CM	Unread	▼ C Edit ×	Wireless ne	work connection problem	n 04Dec2009	Teczo Team	
Bug Tracker (9)	Þ	Title		Updated On					
Product Development Tracking (4)	(F)	Jacob Lewis		02Feb2010	PD	Unread	- C Edit X		
Technical Support Center (10)	•	Alfie Wilson		02Feb2010	_			Teczo News	×
reclimed cupper center (16)		Lukasz Kowal	lski	02Feb2010	Title		Updated On	Dear Teczo Users;	
	b	Yayati Sharma	1	02Feb2010	Product Big (Production)	cho - Stage 7-13	04Feb2010		
Sales & Marketing		Parthasarathy	Ali	02Feb2010				Welcome to the latest iteration of MyTeczo	-
					(Engineering	icho - Stage 3-7	04Feb2010	We continuously aim to improve our system	
Contact Management (38)	Þ					, icho - Stage 7-13 (Sales)	04Feb2010	is no exception. But in case of any problem any remarks; please do contact us through	
Customer Project (6)	Þ	CP	Unread	👻 C Edit 🗙	_			support@teczo.com, thanks!	
Partner Profile (21)	Þ	Title		Updated On	Marketing)	cho - Stage 0-7 (Product	03Feb2010		
		IN - Surresh's	Goods - Thumb drive -					Teczo Team	
⑦ Time & Attendance		Keychain (T-K		001002010			_		
O TIME & Altendance		CA - Yonge Ele	ectronics - Thumb driv	e - 03Feb2010	TS	Unread	🗸 C Edit 🗴	AN Unread	- C Edit ×
		Rectangular (T-RT)		Title		Updated On		
Timesheet	Þ		ianqi - MP3 - Red Cardii	nal 03Feb2010		cannot be detected by	01Dec2009	Subject	Updated On
		(M-RC) for Ch			the compute		0.0002000	Server Maintenance on Nov 24, 2009	20Nov2009
i Others		HK - WW Appli (M-BR) Series	ances - MP3 - Blue Rob 15	in 03Feb2010	Thumb Drive drives	- crash with other thumb	01Dec2009	Mr. Joseph Johnson Wins Entrepreneur of the Year Award	20Nov2009
What's New	Þ	US - Martin's E Robilson x Vic	Electronics - Sakos	03Feb2010	Defective ba	tery of Black Hawk player	27Nov2009	Salesman of the Quarter - Q3, 2009	18Nov2009
Teczo News	Þ	RODIISON X VIC	ieo-enabled		Broken hard		27Nov2009	Birthday Celebration - November	18Nov2009
10020110110					Accidental d	eletion of files	27Nov2009	Annual Operations Meeting at Skysid	e 18Nov2009

teczo.com

Figure 13: Dashboard

3.1. Global Search

This section allows the user to search for specific module items by typing relevant keywords in the search field.

A. Type in the desired keywords in the search field.

Global Search	1	
Ma I)
Figure 14:	Global Search	

B. Click the global search icon or press the enter key. A new page containing the search result will then be opened.

Thumb						
Module Name 🗢	Updated By	Updated On	Code	Title	Initiator	Moderator
 Announcements Bug Tracker Customer Project 						
Customer Project	Mary Williams	03Feb2010	CP000010	IN - Surresh's Goods - Thumb drive - Keychain (T-KC) Series 14	Shunde Li	Shunde Li
Customer Project	David Jones	03Feb2010	CP000008	CA - Yonge Electronics - Thumb drive - Rectangular (T-RT)	Juan Carlos Hernandez	Juan Carlos Hernandez
Customer Project	Mary Williams	03Feb2010	CP000010	IN - Surresh's Goods - Thumb drive - Keychain (T-KC) Series 14	Shunde Li	Shunde Li
Customer Project	David Jones	03Feb2010	CP000008	CA - Yonge Electronics - Thumb drive - Rectangular (T-RT)	Juan Carlos Hernandez	Juan Carlos Hernandez
Product Development	Tracking					
Product Development Tracking	Jowar Verma	04Feb2010	PD000003	Product Big Echo - Stage 7-13 (Production)	He Zhang	Jowar Verma
Product Development Tracking	Jowar Verma	04Feb2010	PD000002	Product Big Echo - Stage 3-7 (Engineering)	Jowar Verma	Jowar Verma
Product Development Tracking	He Zhang	04Feb2010	PD000004	Product Big Echo - Stage 7-13 (Sales)	He Zhang	He Zhang
Product Development Tracking	He Zhang	03Feb2010	PD000001	Product Big Echo - Stage 0-7 (Product Marketing)	He Zhang	He Zhang
Product Development Tracking	Jowar Verma	04Feb2010	PD000003	Product Big Echo - Stage 7-13 (Production)	He Zhang	Jowar Verma
Product Development Tracking	Jowar Verma	04Feb2010	PD000002	Product Big Echo - Stage 3-7 (Engineering)	Jowar Verma	Jowar Verma

Figure 15:Global Search Result

C. The user can double click the desired item to view its complete details.

3.2. Create New Item

Instead of going to each module, a user can create a new module item through the left side menu. *Note: Only users with write access can create new items.*

A. Draw the cursor over the arrow button beside the module name.

(ata			Title		
General			Purchase more sof (xL2871)	tware licenses	
Action (3)	Þ		Generate a List of C Christmas Giveawa		
Announcement (8)	►	Add F	Record	Jr Sales Executiv	
Forum (7)	Þ	Rem	ove from Dashboard		
Product Development			🔺 СМ	Unread	
			Title		
Pug Tracker (0)			lacoh Lewis		
Figure 16:	A	dd Nei	w Item		

B. Click Add to open an in-browser page where users can create a new item.

Add Announcement		Access Rights 🏭
Announcement Type	Congratulations Event Notice Board	MP3thumb USA Engineering Department Chris Jackson
nnouncement Subject		Jem Jemmy (Suspended)
Message	B / 수 U 등 등 별 등 명 X, X' (고) C (드 드 프) @	Imike chan Imikee Imikeee Imikeee Imikeee Imikeeeee Imi
Department	<select></select>	Wing Li
Person In Focus		Sales Department
Announced By	Char Lot Bataller This field cannot be modified once you save this record.	Alan Shen®
	Save & Close Close	

Figure 17:Add New Item

C. Fill in the details for the new item and click on **Save & Close** button to save and close the page or the Close button to cancel the creation of and close the page.

3.3. Customize Gadget

Users have a number of options to customize dashboard gadgets in order to add or remove gadgets, or change the way they are displayed.

- A. Users can add or remove gadgets through any of the following ways:
 - 1. Add or Remove gadget/s through the left side menu
 - a. Draw the cursor over the arrow button beside the module name.

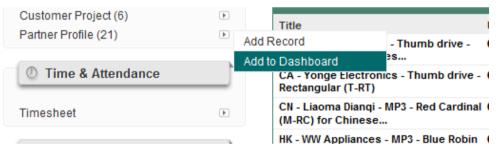


Figure 18:Add or Remove through the Left Side Menu

- b. Select **Add to Dashboard** if the module gadget is not displayed or Remove from Dashboard if it is displayed.
- 2. Remove through the gadget
 - a. Click the "X" button on the upper right corner of the gadget being removed. Upon clicking the button, the user will be prompted with a pop-up box, where he can either click **OK** to proceed with removing the gadget or click **Cancel** to retain the gadget and go back to the dashboard.

Unread	- C Edit X	FR Unread	🗸 C 🛙
	Updated On	Торіс	Update
equest 4	27Oct2010	tecClock商标注册	270ct20
equest 6			270ct20
equest7	=	E	270ct20
lequest 8	- -		270ct20
	OK	et will be deleted, continue?	270ct20
Unread		TS Unread	
	Updated On	Title	Update
band Router	27Oct2010	Issue?	04Nov2
	27Oct2010	Technical support centre bugs	270ct20

Figure 19: Remove through the Gadget

- 3. Add or Remove through the My Account settings
 - a. Click on My Account button to open the My Account page.
 - b. Click on the **Dashboard** tab.
 - c. Tick the box beside the desired modules to display the gadgets or remove the tick mark to hide the gadgets.
 - d. Click Save Changes to allow the changes to take effect.

Show Module	e	Default View		Disp	lay
Action		Unread	•	5	•
Annou	ncement	Unread	•	5	•
Bug Ti	racker	Unread	•	5	•
Chanr	el Management	Unread	•	5	•
Conta	ct Management	Unread	•	5	•
Custo	mer Projects	Unread	•	5	•
Certifi	cation Tracking	Unread	•	5	•
Forum	l i i i i i i i i i i i i i i i i i i i	Unread	•	5	•
Produ	ct Change Tracking	Unread	•	5	•
Produ	ct Development Tracking	Unread	•	5	•
V Partne	er Profile	Unread	•	5	•
RMA H	landling	Unread	•	5	•
Standa	ard Operation Procedures (SOP)	Unread	•	5	•
Teczo	News				
Techn	ical Support Center	Unread	•	5	•
Vhat's	s New				
Teczo	News				
What's	s New				

Figure 20:Customize Gadgets through the My Account Settings

- B. Users can customize the content displayed by each gadget through either of the following ways.
 - 1. Click on Edit button in the upper right corner of the gadget to open the edit fields.
 - a. Select the number of topics to be displayed from the dropdown list.

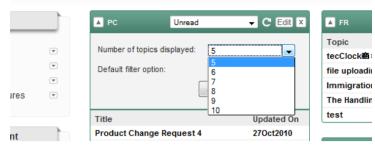


Figure 21:Number of Topics Displayed

b. Select the type of items to be displayed from the default filter option dropdown list.

PC Unread	d 🚽 C Edit 🗙	FR
Number of tenion displayed	-	Topic
Number of topics displayed:	5 👻	tecClock商标注册
Default filter option:	Unread 🗨	file uploading
	Unread	Immigration Policy
	Flagged Pending Approval	The Handling of RI
Title	My Products Response Required	test
Product Change Request	4 270ct2010	
Product Change Request	6 27Oct2010	TS

Figure 22:Default Filter Option

- 2. Click on My Account button beside the Sign Out button to open the My Account page.
 - a. Click on the **Dashboard** tab.
 - b. Under the Default View column, click the arrow button to open the dropdown list and choose the type of items to be displayed by each gadget.
 - c. Under the Displayed Items column, click the arrow button to open the dropdown list and choose the number of items to be displayed by each gadget.
 - d. Click Save Changes to allow the changes to take effect.

Password	Language	Customized	User Groups	Dashb	oard	
Select A			Default View		Displ	ayed Items
Action			My Actions	-	6	•
Annound	ement		Unread		5	-
Bug Trac	cker		Flagged My Actions		5	- -
	Management		Response Requ	uired		
	Management		Unread	-	1	•
Custome	er Projects		Unread	-	10	•
Certifica	te Tracking		Unread	-	5	•
Forum			Unread	•	5	•
Product	Change Tracking	,	Unread	•	7	•
Product	Development Tra	acking	Unread	•	5	•
Partner	Profile		Unread	•	5	•
RMA Har	ndling		Unread	•	5	•
Standard	d Operation Proc	edures (SOP)	Unread	•	5	•
🔽 Time & A	Attendance		Timesheet (Tod	lay) 🔻	5	•
Technica	al Support Cente	r	Unread	•	5	•
Teczo Ne	ews					
What's N	lew					
		_				_
			Save Changes	Reset La	yout	

Figure 23: My Account - Dashboard Tab

4.0. Summary Page

Upon clicking any module link, the user will be directed to the selected module's Default Summary Page, which contains the Filter and Summary Table.

									Logged on as M	ary on 21Sep2
Sea	rch AC	Go	Quick Sea	Search	Reset				Adv	anced Search
AII ((10) Open (B) On-Hold (0)	Closed (1)	Archived (1) Action More Actions	¥					Add Action
-	Updated On	Updated By	AC ID	Action Title	Dept	%Cmp	Р	Initiated By	Assigned To	Latest Deadline
	Open									
	20Nov2009	Lucas Müller	AC000008	🔊 💑 2009 December - equipment purchases	Information Technology		м	Mary Williams	Harry Williams	20Nov2009
	20Nov2009	Barbara Miller	AC000003	1 🖉 💑 Purchase more software licenses (xL2871)	Information Technology	0	L	Barbara Miller	Suresh Singh	04Dec2009
1	20Nov2009	David Jones	AC000010	🖉 🎤 🖢 Mobile phones for our Sales Executives	Sales	70	м	David Jones	Harry Williams	04Dec2009
	20Nov2009	Shunde Li	AC000009	Gadget 2009	Marketing		н	David Jones	He Zhang	07Dec2009
	20Nov2009	He Zhang	AC000007	UAT for sports edition Golden Eagle MP3	Marketing	40	н	Hriday Guha	Jowar Verma	24Nov2009
	20Nov2009	He Zhang	AC000001	Prepare press release for launching model MP3 - Blue Robin	Marketing		м	David Jones	He Zhang	15Dec2009
	20Nov2009	Michael Smith	AC000006	Organize a day-trip to Fisherman's Wharf	Human Resources and Admin	90	L	Michael Smith	Barbara Miller	31Dec2009
	19Nov2009	Mary Williams	AC000005	Revise our NDA template	Legal	80	м	Mary Williams	Chris Jackson	01Nov2009
	Closed									
	20Nov2009	Mary Williams	AC000004	Changes to be made on the MP3 - Black Hawk brochure (Chinese Version).	Marketing	100	н	Mary Williams	Mary Williams	26Nov2009
	Archived									
-	20Nov2009	Matthew Davis	AC000002	Generate a List of Clients for Christmas Giveaways	Sales	100	м	Matthew Davis	Olivia Jones	25Nov2009

Figure 24: Module Default Summary Page

4.1. Search and Filter

This feature allows users to search for and view specific module items. The search feature has two filter modes: Basic and Advanced. The user can toggle between these two modes by alternately clicking the Basic and Advanced Search links located below the User Status Bar. By default, it is the Basic Search mode that the user sees upon arriving at the summary page.

A. Basic Search Mode – provides users with the option to search for either specific module items using the Item ID field or module items containing desired keywords using the Quick Search field. Search for specific module items by providing the module item ID and clicking the Go button, which prompts the system to display the corresponding module item. Meanwhile, search for module items containing desired keywords by typing in the keyword in the Quick Search field and clicking the Search button, which prompts the system to display all items containing the keyword provided. Click the Reset button anytime to clear the search fields and go back to the default summary page.

Search AC ID Go Quick Search	Search Reset Advanced Search ¥
------------------------------	--------------------------------

Figure 25: Basic Search Mode

B. Advanced Search Mode – provides the users with more search fields, ensuring a more precise filter and search. Choose a search category from the dropdown list of some or all of the available fields and click the Search button above the fields to generate search results in the summary page. Click the Reset button anytime to revert to the default fields and the default summary page.

Search	AC	Go Quick Search			Search	Res	et		Basic Search *
State	All		Department	All	•	Date	All	▼ All	•
Priority	All		Status	🔽 Read 🗹 Unread 🗹 Flag		Person	All	▼ All	•

Figure 26:Advanced Search Mode

4.2. Status Bar

A. State Headers – shows the number of items in each state, namely, Open, On-Hold, Closed and Archived. Users can click the state headers to filter items shown on the summary page based on their state.

All (10)	Open (8)	On-Hold (0)	Closed (1)	Archived (1)	Action	*	More Actions	•

Figure 27: State Headers

Note: The state headers apply to all user modules, except the Announcement module. See Section 2.1.2 of the Announcement User Guide for details on the Announcement Type and Status.

B. Action - provides a dropdown list of different actions that can be applied to module items.

All ((10) Open (8	3) On-Hold (0)	Closed (1)	Archived (1)	Action	More Actions	Ŧ					Add Action
	Updated On	Updated By	AC ID		Mark As Read Mark as Unread		Dept	%Cmp	Р	Initiated By	Assigned To	Latest Deadline
	Open				Flag							
	20Nov2009	Lucas Müller	AC000008	2009 December	Clear Flag Move To »	;	Information Thnology		м	Mary Williams	Harry Williams	20Nov2009
	20Nov2009	Barbara Miller	AC00003	Purchase more	software licenses (xL28	Open On-Hold	rmation hnology	0	L	Barbara Miller	Suresh Singh	04Dec2009
	20Nov2009	David Jones	AC000010	Mobile phones f	for our Sales Executives	Closed Archived	:5	70	м	David Jones	Harry Williams	04Dec2009
	20Nov2009	Shunde Li	AC000009	Gadget 2009		Archiveu	Marketing		н	David Jones	He Zhang	07Dec2009
	20Nov2009	He Zhang	AC000007	UAT for sports ed	T for sports edition Golden Eagle MP3		Marketing	40	н	Hriday Guha	Jowar Verma	24Nov2009
	20Nov2009	He Zhang	AC000001	Prepare press rele	ease for launching model N	1P3 - Blue Robin	Marketing		м	David Jones	He Zhang	15Dec2009
	20Nov2009	Michael Smith	AC000006	Organize a day-tr	ip to Fisherman's Wharf		Human Resources an Admin	nd 90	L	Michael Smith	Barbara Miller	31Dec2009
	19Nov2009	Mary Williams	AC000005	Revise our NDA te	emplate		Legal	80	м	Mary Williams	Chris Jackson	01Nov2009
	Closed											
	20Nov2009	Mary Williams	AC000004	Changes to be ma (Chinese Version)	ade on the MP3 - Black Hav).	wk brochure	Marketing	100	н	Mary Williams	Mary Williams	26Nov2009
	Archived											
	20Nov2009	Matthew Davis	AC000002	Generate a List	of Clients for Christmas	Giveaways	Sales	100	м	Matthew Davis	Olivia Jones	25Nov2009
M	∢ 1 ▷ ▷	Page size: 10	•								Page 1 of 1, i	tems 1 to 10 of :

Figure 28: Action

- 1. Mark As Read Items marked as Read have titles not displayed in bold.
- 2. Mark as Unread Items marked as Unread have titles displayed in bold.
- 3. Flag Flagged items have titles displayed in red. This action helps remind users of important items they need to follow up on.
- 4. Clear Flag Non-flagged items have titles displayed in black. Choosing this action reverts the status of items from flagged to non-flagged.
- 5. Move To... This allows users with edit rights to one or more items to easily transfer selected item/s to any of the state groups, namely, Open, On-hold, Closed and Archived.
- C. More Actions a list of additional actions that can be applied to module items.

ld (0) Clo	osed (2) Arch	ived (0) Action	•	More Actions							
dated By	FR ID		Foru	Add Access			Cat	Р	Submitted On	Initiated By	м
	1			Remove Access							
1 Singh	FR000001	How to turn challenges	into opportur	Change Moderat Export to	ed By		OPM	н	20Nov2009	Michael Smith	Mic
n Singh	FR000008	Language options for o	ur corporate		*		SNM	м	23Nov2009	Lucas Müller	Luc
		Figur	e 29:	More A	Actio	ns					

- 1. Add or Remove Access allows users to add or remove access rights to one or more items.
 - a. Upon selecting the item/s, a user with edit rights can choose to either Add or Remove Access to such items.

All (8) Open (6)	More Actions			
Updated On	Updated By	FR ID	Foru	Add Access
Open	I			Remove Access
28Jan2010	Suresh Singh	FR000001	How to turn challenges into opportur	Change Moderated By Export to
17Dec2009	Suresh Singh	FR000008	Language options for our corporate	Excel »
	Aditus Decisory	EDODOOOS	Toom building quant in Panaplara	

Figure 30: Add Access

b. Upon clicking either the Add or Remove Access button from the More Actions dropdown list, the user will receive a prompt showing him the list of items to which he has edit rights. The user can only add or remove access to items where he has edit rights.

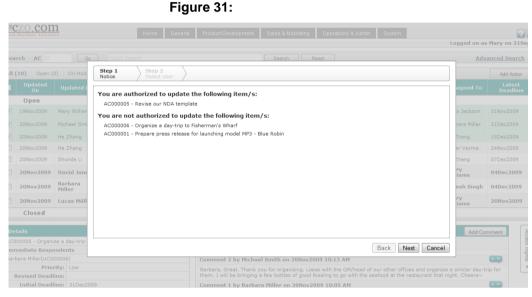


Figure 32: Notice of Edit Rights

c. After clicking the Next button, the user is provided with the list of all users from which he can select whom to give or deny access. The list of all users appears on the left side, while the list of selected users appears on the right side, as shown in Figure 30. The user can choose to add or remove access for one or more users. The user can also click the name of selected users in the right side to remove them from the list of users to be given or denied access.

Page 20 of 45

	Home	General Product Development	9	ales & Marketing	Operations & Admin	System	
							Logged o
Go	Quick Search			Search	leset		
Go On-Hold pdated I ury Williar chael Smi Zhang Zhang unde Li ivid Jone ribara Iler cas Müll	Step 1 Notice Step 2 Select Use Select Use Select Use Select Use Select Use Argita Kapoor, Research and Argita Kapoor, Research and Barbara Miller, Human Reso Francisco Daniel Brown, Management Fernando Martinez, Custome Harry Williams, Logistics - UI Hriddy Guha, Research and Joshua Garcia; Sales - USA Jowar Verma, Research and Joach 2000 Hernandez, Sale Karan Basha, Research and Juac Carlos Hernandez, Sale Karan Basha, Research and Marty Williams, Management Nached Smith, Management Nancy Hobbs, Product Marke Narayan Bisht, Research and Olivei Sones, Logistics - UK - Olivia Jones, Logistics - UK	d Development - INDIA - Bangalor I Development - INDIA - Bangalor Irces and Admin - USA - San USA - San Francisco V - London Development - INDIA - Bangalore is - MEXICO - Mexico City Development - INDIA - Bangalore is - MEXICO - Mexico City Development - INDIA - Bangalore VY - Munich - USA - San Francisco A - New York INA - Shanghai - USA - San Francisco ting - GERMANY - Munich J Development - INDIA - Bangalore Iordon Development - INDIA - Bangalore	III	Chris Jackson, L David Jones, Ma Hannah Schmid Joseph Johnson,	egal - USA - Washingtor anagement - USA - San F t, Logistics - GERMANY - Management - USA - S Jeiting - CHINA - Shangha	Francisco Munich an Francisco	s Jackso bara Mill Zhang ar Verm Zhang Fy iams esh Sin Fy iams
day-trip					(Back Save	Close
)6)		Comment 2 by Michae	el Si	mith on 20Nov20	009 10:13 AM		
Low					se with the GM/head of o Riesling to go with the se		
31Dec2009		Comment 1 by Barba	ra M	liller on 20Nov20	009 10:05 AM		

Figure 33: Select Users

2. Change Assigned Fields – instead of opening the edit page of each item, user can use this action which provides the user to change the moderator, assigned person, project owner, project phase etc. for different modules. Table below shows the different in changing the assigned persons for every module.

MODULE	ACTION	Definition
Action	Change Assigned To	Change the name of the user to whom the execution of the action is assigned
Forum	Change Moderated By	Change the name of the moderator of the topic
Standard Operating Procedures	Change Owned By	Change the name of the user who owns the responsibility of the SOP
Procedures	Change Phase	Change the phase status of the SOP item
Bug Tracker	Change Assigned To	Change the name of the representative to whom the repair and fixing of bug is assigned
Certificate Tracking	Change Project Owner	Change the name of the user who owns the responsibility of the Certificate item
	Change Stage	Change the stage status of the certificate item

Product Change	Change Assigned To	Change the name of the user who is responsible to execute the change request
Tracking	Change Stage	Change the stage status of the change request
Product Development	Change Product Owner	Change the name of the user who is responsible for the development of the product
Tracking	Change Stage	Change the stage status of the product development
Technical Support Center	Change Assigned To	Change the name of the user who is assigned to handle the technical support request
Channel	Change Our Rep	Change the name of the user representing the company to the channel partner
Management	Change Registration Status	Change the status of the registration of the channel partner
Contact Management	Change Our Rep	Change the name of the user representing the company to the contact
Customer Project	Change Our Rep	Change the name of the user representing the company to the customer project
Partner Profile	Change Our Rep	Change the name of the user representing the company to the partner
PMA Handling	Change Our Rep	Change the name of the user representing the company to the customer
RMA Handling	Change Assigned To	Change the name of the user who is assigned to handle the return of merchandise

Table 1:	Change Assigned	Fields
----------	-----------------	--------

3. Export to Excel – allows users to export one or more items to excel.

a. User can export either all the items he or she has access to or one or more selected items

(Search		Search	Re	set				
ed (3)	Archived (3) Action	More Actions						
E ID	Certificate Title	Add Access Remove Access	•	Cert. Type	Prod	Р	Stage	Project
		Change Project	Owner					
00031	mdfmugtgmvfc,ifbjgvfijh	Change Stage	*	CE/FCC	CSCR	м	0. Request Cert.	Lillian Sutto
00072	1 Testing CT via Automated Testing (Export to Excel	»	All Selected		н	0. Request Cert.	Richard De
00019	i created this			CE/FCC	CSCR	м	0. Request	Mike Banti

Figure 34: Export to Excel

b. User will be prompted with a choice to either open the items or save to file.

rchived (3)	Action More Actions		
	Certificate Title Cert.		F
	Opening CertificationTracking.xls		
dfmugtgm	You have chosen to open	SCR	
Testing	CertificationTracking.xls which is a: Microsoft Office Excel 97-2003 Worksheet	SCR	F
) 🦾 i cre	from: https://www.trisap.com What should Firefox do with this file?	SCR	P
esting CT	Open with Microsoft Office Excel (default)	SCR	H
esting CT utton	 Save File 	SCR	F
esting CT	Do this <u>a</u> utomatically for files like this from now on.	SCR	ŀ
esting CT		SCR	F
esting CT	ОК Сал	cel SCR	H
esting CT	l na nacomateo resting asing sure and new sector – ce/r c	SCR	ŀ
	Comments		
and close			

Figure 35: Open or Save Option

c. Depending on the version of the MS excel the user have, he or she might get message to verify that the file is not corrupted and is from a trusted source. Upon seeing the below message, click Yes to open the exported file.

Microsoft Office Excel	X
The file you are trying to open, corrupted and is from a trusted	ertificationTracking.xls', is in a different format than specified by the file extension. Verify that the file is not urce before opening the file. Do you want to open the file now?
	Yes No Help

Figure 36: Verification of Exported File

4.3. Summary Table

The Summary Table displays all items where a user has access rights.

A. Select All - a check box in the header column that can be ticked to enable the user to select all items. The user can also select one or more items by ticking their individual check boxes.

	(10) Open (1	B) On-Hold (0)	Closed (1)	Archived (1) Action More Actions	*		_			Add Action
٦	Updated On	Updated By	AC ID	Action Title	Dept	%Cmp	P	Initiated By	Assigned To	Latest Deadline
	Open									
	20Nov2009	Lucas Müller	AC000008	🔊 💑 2009 December - equipment purchases	Information Technology		м	Mary Williams	Harry Williams	20Nov2009
	20Nov2009	Barbara Miller	AC000003	1 🖉 🐍 Purchase more software licenses (xL2871)	Information Technology	0	L	Barbara Miller	Suresh Singh	04Dec2009
	20Nov2009	David Jones	AC000010	Participation of the second	Sales	70	м	David Jones	Harry Williams	04Dec2009
	20Nov2009	Shunde Li	AC000009	Gadget 2009	Marketing		н	David Jones	He Zhang	07Dec2009
	20Nov2009	He Zhang	AC000007	UAT for sports edition Golden Eagle MP3	Marketing	40	н	Hriday Guha	Jowar Verma	24Nov2009
	20Nov2009	He Zhang	AC000001	Prepare press release for launching model MP3 - Blue Robin	Marketing		м	David Jones	He Zhang	15Dec2009
1	20Nov2009	Michael Smith	AC000006	Organize a day-trip to Fisherman's Wharf	Human Resources and Admin	90	L	Michael Smith	Barbara Miller	31Dec2009
1	19Nov2009	Mary Williams	AC000005	Revise our NDA template	Legal	80	м	Mary Williams	Chris Jackson	01Nov2009
/	Closed									
	20Nov2009	Mary Williams	AC000004	Changes to be made on the MP3 - Black Hawk brochure (Chinese Version).	Marketing	100	н	Mary Williams	Mary Williams	26Nov2009
	Archived									
	20Nov2009	Matthew Davis	AC000002	Generate a List of Clients for Christmas Giveaways	Sales	100	м	Matthew Davis	Olivia Jones	25Nov2009
14	∢ 1 ▶ ₩	Page size: 10	*						Page 1 of 1, if	tems 1 to 10 of

Figure 37: Check Box

B. Sort Fields – a feature enabling users to change the order by which items in the summary table are displayed. Users can click each header in the column to sort the fields.

All ((10) Open (8) On-Hold (0)	Closed (1)	Archived (1) Action						Add Action
	Updated On	Updated By	AC ID	Action Title	Dept	%Cmp		Initiated By	Assigned To	Latest Deadline
	Open			Click here to sort						
	20Nov09	Lucas Müller	AC000008	2009 December - equipment purchases	IT		м	Mary Williams	Harry Williams	20Nov09
	20Nov09	Barbara Miller	AC000003	Purchase more software licenses (xL2871)	IT	0	L	Barbara Miller	Suresh Singh	04Dec09
	20Nov09	David Jones	AC000010	Mobile phones for our Sales Executives	SLS	70	м	David Jones	Harry Williams	04Dec09
	20Nov09	Shunde Li	AC000009	Gadget 2009	МКТ		н	David Jones	He Zhang	07Dec09
	20Nov09	He Zhang	AC000007	UAT for sports edition Golden Eagle MP3	МКТ	40	н	Hriday Guha	Jowar Verma	24Nov09
	20Nov09	He Zhang	AC000001	Prepare press release for launching model MP3 - Blue Robin	МКТ		м	David Jones	He Zhang	15Dec09
	20Nov09	Michael Smith	AC000006	Organize a day-trip to Fisherman's Wharf	HRA	90	L	Michael Smith	Barbara Miller	31Dec09
	19Nov09	Mary Williams	AC000005	Revise our NDA template	LAW	80	м	Mary Williams	Chris Jackson	01Dec09
	Closed									
	20Nov09	Mary Williams	AC000004	Changes to be made on the MP3 - Black Hawk brochure (Chinese Version).	MKT	100	н	Mary Williams		26Nov09
	Archived									
	20Nov09	Matthew Davis	AC000002	Generate a List of Clients for Christmas Giveaways	SLS	100	м	Matthew Davis	Olivia Jones	25Nov09
Iđ	${\color{red}{\bullet}} 1 \hspace{0.15cm} {\color{red}{\bullet}} \hspace{0.15cm} {\color{red}{\bullet}} \hspace{0.15cm} {\color{red}{\bullet}} $	Page size: 25	·						Page 1 of 1,	items 1 to 10 of 10

Figure 38: Sort Fields

C. Drag Column – a feature allowing users to change the position of each column field by dragging the column header to the desired location. Note that the fields will revert to default view once the page is refreshed or reloaded.

AII ((10) Open (8	3) On-Hold (0)	Closed (1)	Archived	(1) Action					Add Action
	Updated On	Updated By	AC ID	%Cmp	Action Title	Dept	Р	Initiated By	Assigned To	Latest Deadline
	Open				Dro	op here to reord	er			
	20Nov09	Lucas Müller	AC000008		2009 December - equipment purchases	IT	м	Mary Williams	Harry Williams	20Nov09
	20Nov09	Barbara Miller	AC000003	0	Purchase more software licenses (xL2871)	IT	L	Barbara Miller	Suresh Singh	04Dec09
	20Nov09	David Jones	AC000010	70	Mobile phones for our Sales Executives	SLS	м	David Jones	Harry Williams	04Dec09
	20Nov09	Shunde Li	AC000009		Gadget 2009	МКТ	н	David Jones	He Zhang	07Dec09
	20Nov09	He Zhang	AC000007	40	UAT for sports edition Golden Eagle MP3	мкт	н	Hriday Guha	Jowar Verma	24Nov09
	20Nov09	He Zhang	AC000001		Prepare press release for launching model MP3 - Blue Robin	МКТ	м	David Jones	He Zhang	15Dec09
	20Nov09	Michael Smith	AC000006	90	Organize a day-trip to Fisherman's Wharf	HRA	L	Michael Smith	Barbara Miller	31Dec09
	19Nov09	Mary Williams	AC000005	80	Revise our NDA template	LAW	м	Mary Williams	Chris Jackson	01Dec09
	Closed									
	20Nov09	Mary Williams	AC000004	100	Changes to be made on the MP3 - Black Hawk brochure (Chinese Versio	on). MKT	н	Mary Williams		26Nov09
	Archived									
	20Nov09	Matthew Davis	AC000002	100	Generate a List of Clients for Christmas Giveaways	SLS	м	Matthew Davis	Olivia Jones	25Nov09



D. Update Indicators – icons that appear whenever items have been updated. They are designed to enable users to quickly identify the type of update in an item.

Updated On	Updated By	AC ID	Action Title	Dept	%Cmp	Р	Initiated By	Assigned To	Latest Deadline	
Open										
20Nov2009	Lucas Müller	AC000008	🔊 雥 2009 December - equipment purchases	Information Technology		м	Mary Williams	Harry Williams	20Nov2009	
20Nov2009	Barbara Miller	AC000003	1 🖉 💑 Purchase more software licenses (xL2871)	Information Technology	0	L	Barbara Miller	Suresh Singh	04Dec2009	
20Nov2009	David Jones	AC000010	🔊 🍰 Mobile phones for our Sales Executives	Sales	70	м	David Jones	Harry Williams	04Dec2009	

- 1. indicates that a new item has been created. This icon will disappear 3 days after the creation of the item.
- 2. indicates that changes have been made to the details of the item. This icon will disappear as soon as the item is opened.
- 3. indicates that comments have been added to the item. The number shows how many new comments have been posted since the user last accessed the item. This icon will disappear as soon as the item is opened.
- 4. indicates that access rights have been changed for the item. This icon will disappear as soon as the item is opened.

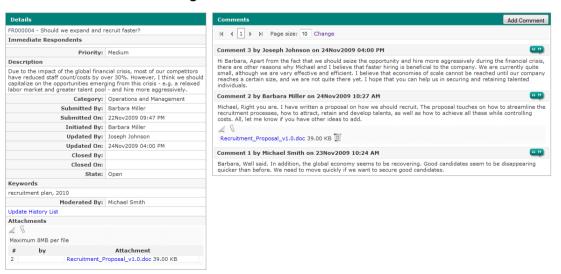
5.0. Details Page

The Details Page contains the details of each module item. It can be viewed in two ways:

- 1. By clicking a module item, the user will be able to see the details of such item on the details pane, which appears below the summary table.
- 2. By double clicking a module item, the user will be able to see the details of such item on a separate window dedicated to the details page.

Search AC D											
	Go] Quick Sea	arch	Sea	rch Reset				Adv	anced Search ¥	
All (10) Open (8)	On-Hold (0)	Closed (1)	Archived (1)	tion More Actio	ns 🔻					Add Action	
Updated On	Updated By	AC ID		Action Title	Dept	%Cmp		Initiated By	Assigned To	Latest Deadline	
Open										1	
20Nov2009 I	ucas Müller	AC000008	2009 December - equ	ipment purchases	Information Technology		м	Mary Williams	Harry Williams	20Nov2009	
	Barbara Hiller	AC000003	Purchase more soft	tware licenses (xL2871)	Information Technology	0	L	Barbara Miller	Suresh Singh	04Dec2009	
20Nov2009	David Jones	AC000010	Mobile phones for c	our Sales Executives	Sales	70	м	David Jones	Harry Williams	04Dec2009	
20Nov2009	Shunde Li	AC000009	Gadget 2009		Marketing		н	David Jones	He Zhang	07Dec2009	
									_		
Details AC000008 - 2009 Dec	ember equipe	nent eurobaee	Edit	Comments					Add	Comment	
Immediate Respon		nent purchase	5	I4 4 1 ▷ ▷ Page size:	10 Change					2	
				Comment 2 by Lucas Müller	on 20Nov2009 04-11 PM					"") R	
Revised Deadlin	y: Medium			Harry, Munchen will be needing		cruite report	ing tr	n work next mont	th. We will also be		
Initial Deadlin				another projector. For details, p		cruita report	ing a	o work next mon			
Description	2014072005			2 2							
	with a list of all	necessary eq	uipment purchase for	Dec2009_purchase_list(Munich).xls 34.50 KB						
December. Harry, ple approval before maki	ase consolidate	the list and si		Comment 1 by Aditya Poojar	y on 20Nov2009 04:08 PM					""	
	t: Information			Harry, We here in Bangalore wil	I be needing 4 sets of ELQP-Ma	ax and 8 lap	tops	(minimum tri-gua	ad core) for testing	. Other	
% Complete		(recalling y		items amounting to less than USD2000 will be grouped under "Misc" (see attachment).							
	v: Mary William	ns		Dec2009_purchase_list(Bangalore).xls 34.50 KB							
Submitted 0	n: 19Nov2009	06:13 PM		Dec2009_purchase_list(Bangal	ore).xis 34.50 KB						
Initiated B	y: Mary William	ns									
Updated B	y: Lucas Müller	r									
Updated O	n: 20Nov2009	04:11 PM									
Closed B	y:										
Closed O	n:			_							
	e: Open			_							
Ceywords											
Assigned T	o: Harry Willia	ms									
Jpdate History List											
· · · · ·			+								
Attachments											
Attachments	e										
Attachments Maximum 8MB per fil Add attachments	e										
Attachments	e ec2009_purchas	Attachment									

Figure 41: Details Pane View





Acces

s Rights 🔻

- A. Details page consists of three sections, namely, Details Column, Comments Column and Access Rights Tab.
 - 1. Details Column shows the module item details.

Details	Edit
AC000008 - 2009 December - equip	ment purchases
Immediate Respondents	
Priority:	Medium
Revised Deadline:	
Initial Deadline:	20Nov2009
Description	
Please provide Harry with a list of a December. Harry, please consolidat approval before making the purchas	
Department:	Information Technology
% Completed:	
Submitted By:	Mary Williams
Submitted On:	19Nov2009 06:13 PM
Initiated By:	Mary Williams
Updated By:	Lucas Müller
Updated On:	20Nov2009 04:11 PM
Closed By:	
Closed On:	
State:	Open
Keywords	
Assigned To:	Harry Williams
Update History List	
Attachments	
8	
Maximum 8MB per file Add attachments	
# by	Attachment
2 Dec2009 purcha	se list(Munich).xls 34.50 KB
1 Dec2009 purcha	se_list(Bangalore).xls 34.50 KB 🧕

Figure 43: Details Column

2. Comments Column – contains the comments, quotes and attachments posted in the item. The user can set the number of comments displayed per page by keying the desired number into the Page size box and then clicking Change.

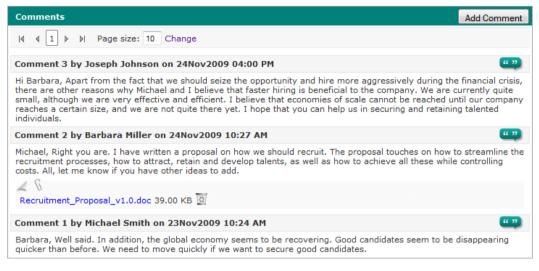


Figure 44: Comments Column

a. Comments – relevant messages posted by users to discuss an item. Comment threads between members are viewed in chronological order, with the latest comment on top. To add a comment, simply click the Add Comment button and type the comment in the popup box. Click Save to submit the comment, Reset to clear the comment and type a new one, or Close to cancel the submission of the comment. Note that a user cannot submit and save a blank field when adding a comment.

	Add	Comm	ent -	AC000	800							6
в	I	<u>₽ U</u>	= =			X ₂ X ²	2	ġ ;≡,:Ξ	© H1	H12 H3		
6	Ø											
		n 8MB p										
dd	atta	chment	5									
				ſ	Save			Reset	Close			

Figure 45: Add Comment Window

b. Quotes – quoted statements taken from a user's particular comment. To quote a comment, simply click the Quote button represented by two quotation marks within each comment box. A new Add Comment box quoting the original message and its date and time of posting will then be opened, enabling users to type their own comment below the quoted statement. Click Save to submit, Reset to clear the comment and type a new one, or Close to cancel the quote and comment submission. Note that clicking the Reset button will only clear the user's own comment and not the quote. Instead, the user may edit the quote if he or she wishes.

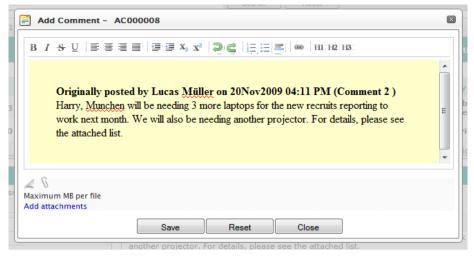


Figure 46: Quote Comment

c. Attachments – files users can attach to each comment. Attachments may not exceed the maximum file size set by the system administrator through the System Administration module (e.g. 8 MB, 10 MB, 20 MB). To attach a file, simply click the Add Attachments link located at the bottom of the Add Comment box. Click Save to attach the file to the comment or click Close to cancel the attachment and comment. After saving, the comment and attachment will appear in the comments thread, with the file name and file size of the attachment being displayed. Note that the file will not be attached if no comment is typed in the Add Comment and not the attachment.

Comments	Add Comment
I ← ← 1 → → Page size: 10 <u>Change</u>	
Comment 2 by Lucas Müller on 20Nov2009 04:11 PM	""
Harry, Munchen will be needing 3 more laptops for the new recruits reporting to work next month. We will a another projector. For details, please see the attached list. <u> <u> </u> <u> </u></u>	Iso be needing
Comment 1 by Aditya Poojary on 20Nov2009 04:08 PM	""
Harry, We here in Bangalore will be needing 4 sets of ELQP-Max and 8 laptops (minimum tri-quad core) for items amounting to less than USD2000 will be grouped under "Misc" (see attachment).	testing. Other
Dec2009 purchase list(Bangalore).xls 34.50 KB	

Figure 47: Attachments

 Access Rights Tab – contains the list of users who are allowed to access the item. Click the Access Rights tab to see the list of all users grouped in their respective office and departments. Note that the office and departments are hidden when no user grouped under them has been given access rights to the item.

By default, the list is provided in expanded view, displaying all departments in each office and all users in each department. The user has the option to view a collapsed version of the list to hide all the users by clicking the negative "-" icon beside their respective department, or all the departments by clicking the negative "-" icon beside their respective office. Note that the user can easily toggle between the expanded and collapse view modes by alternately clicking the positive "+" and negative "-" icons.

Access Rights	Access Rights
🖃 CHINA - Shanghai	S Ri
Logistics	ghts
Meimei Wang	•
GERMANY - Munich	
Sales	
Lucas Müller	
INDIA - Bangalore	
Information Technology	
Suresh Singh	
Research and Development	
Aditya Poojary	
MEXICO - Mexico City	
Sales	
Juan Carlos Hernandez	
UK - London	
Logistics	
Harry Williams	
- Sales	
Oliver Smith	
USA - New York	
Finance	
Matthew Davis	
USA - San Francisco	
Hanagement	
···· Michael Smith	
····· Joseph Johnson	
····· Mary Williams	
Daniel Brown	
USA - Washington DC	
Legal	
Chris Jackson	

Figure 48: Access Rights Tab

B. Update History List

- 1. Each item includes an Update History List where all changes made in the details column and access rights of the item are recorded.
- 2. To view the Update History List, click the link found at the bottom part of the details column.

Update History -	AC00008	
Update # 2	Updated On 20Nov09 04:12:01 PM	Updated By Lucas Müller
Details		
Field	Updated By	
Changed From	Aditya Poojary	
Changed To	Lucas Müller	
Update # 1	Updated On 20Nov09 04:08:51 PM	Updated By Aditya Poojary
Details		
Field	Updated By	
Changed From	Mary Williams	
Changed To	Aditya Poojary	

Figure 49:Update History Window

C. View and Delete Attachments

teczo com

- 1. Each item can accommodate a maximum file size based on the company's subscription package.
- 2. All files attached in the details column and comments column (if there are any) are listed in the bottom part of the details column. The list of attachments is ordered chronologically, with the last attached file on top. By default, only five attachments are displayed when the item is opened, and the user can expand the view to see all attachments by clicking the positive "+" icon.
- 3. To delete an attachment, click the Recycle Bin icon beside the file name. Note that the Recycle Bin icon is only visible to users who have rights to delete attachments.
 - All attachments in the details column can be deleted by the Module Administrator, as well as by the Initiator and Moderator of the item.
 - All attachments in the comments column can be deleted by the Module Administrator, as well as by the Initiator and Moderator of the item.
 - Users can only delete attachments that have been posted by them in their comments.

Details	Edit	Comments	
AC000008 - 2009 December - equipr			Access Rights
AC000008 - 2009 December - equipr Immediate Respondents	neni purchases	I I I I Page size: 10 Change	CHINA - Shanghai
		Comment 2 by Lucas Müller on 20Nov2009 04:11 PM	Logistics
Priority:	Medium		Meimei Wang
Revised Deadline:		Harry, Munchen will be needing 3 more laptops for the new recruits re another projector. For details, please see the attached list.	GERMANY - Munich
Initial Deadline:	20Nov2009	28	Sales
Description		Dec2009_purchase_list(Munich).xls 34.50 KB	
Please provide Harry with a list of all December, Harry, please consolidate	necessary equipment purchase for the list and submit to me for final		Lucas Müller
approval before making the purchase		Comment 1 by Aditya Poojary on 20Nov2009 04:08 PM	INDIA - Bangalore
Department:	Information Technology	Harry, We here in Bangalore will be needing 4 sets of ELQP-Max and 8	Information Technology
% Completed:		items amounting to less than USD2000 will be grouped under "Misc" (s	Suresh Singh
Submitted By:		Dec2009 purchase list(Bangalore).xls 34.50 KB	- Research and Development
	19Nov2009 06:13 PM	Dec2009_purchase_list(Bangalore).xls 34.50 KB 🔤	Aditya Poojary
	Mary Williams		MEXICO - Mexico City
Updated By:			- Sales
	20Nov2009 04:11 PM	_	Juan Carlos Hernandez
Closed By:		_	UK - London
Closed On:		_	Logistics
State:	Open		Harry Williams
Keywords		-	and Sales
Assigned To:	Harry Williams		Oliver Smith
Jpdate History List			
Attachments			USA - New York
2 2			- Finance
Maximum 8MB per file			Matthew Davis
Add attachments			USA - San Francisco
# by	Attachment	X	- Management
	se_list(Munich).xls 34.50 KB		Daniel Brown
1 Dec2009_purcha	se_iisi(bangalore).XIS 34.50 Kb [g]	X	Joseph Johnson
	\bigcirc		···· Mary Williams
		A CONTRACT OF	Michael Smith
			USA - Washington DC
			- Legal
			Chris Jackson



Recycle Bin Icon

6.0. Add or Edit Page

Every Teczo module includes Add and Edit pages, which are accessible to users who have Administration and Write access.

A. Add Items

To add an item, simply click the Add button located in the rightmost side of the Status Bar.

All (10)	Open (8)	On-Hold (0)	Closed (1)	Archived (1)	Action 💌	More Actions	•			Add Action

Figure 51: Add Button

Note: See individual module manuals for details on the add item fields.

B. Edit Items

The user can edit the details of each item by clicking the Edit button in the details column of the item. The Edit button is only visible to the item Initiator, Submitter and Moderator, and to the Module Administrator. All the fields in the Edit details page can be edited, except for the Initial Deadline field.

Details	Edit								
AC000008 - 2009 Decen	AC000008 - 2009 December - equipment purchases								
Immediate Respondents									
Priority:	Medium								
Revised Deadline:									
Initial Deadline: 20Nov2009									
Description									
	h a list of all necessary equipment purchase for e consolidate the list and submit to me for final the purchases. Thanks								
Department:	Information Technology								
% Completed:									
Submitted By: Mary Williams									
Submitted On: 19Nov2009 06:13 PM									
Initiated By: Mary Williams									
Updated By:	Lucas Müller								
Updated On:	20Nov2009 04:11 PM								
Closed By:									
Closed On:									
State: Open									
Keywords									
Assigned To:	Harry Williams								
Update History List									
Attachments	+								
2 8									
Maximum 8MB per file Add attachments									
# by	Attachment								
2 Dec2	2009_purchase_list(Munich).xls 34.50 KB								
1 Dec2	Dec2009_purchase_list(Bangalore).xls 34.50 KB								

Figure 52: Edit Button in Details Column

Note: See individual module manuals for details on the edit item fields.

C. Immediate Respondents

Add users as immediate respondents by typing their names in the field, as shown below. Upon seeing the list of users filtered based on the letters typed, the user can either use the arrow keys and press the Enter key or left click to select a name. Names of multiple immediate respondents are separated by commas.

% Completed	•
Immediate Respondents	Chris Jackson, Jowar Verma, Karan Basha, j
Keywords	Joseph Johnson
Initiated By	Joshua Garcia
Induced by	Jowar Verma
	Juan Carlos Hernandez
	Save & New Save & Close Back

Figure 53: Immediate Respondents

D. Keywords

This can be used for tagging and indexing module items. It enables users to group and search for items sharing the defined keyword/s. To use this feature, simply add a keyword or tag for a specific item in the Keywords field, as shown below. Multiple keywords are separated by commas.

Immediate Respondents	Chris Jackson, Jowar Verma, Karan Basha			
Keywords	Equipment, Purchase			
Initiated By	Mary Williams			

Figure 54: Keywords

E. Initiated By

By default, the dropdown list displays the name of the submitter in the Initiated By field once the Add Item page is opened. Click Save if the same person is the submitter and initiator of the item. However, in instances where the initiator is not the one who submits the item, the submitter can select the name of the actual initiator from the dropdown list, as shown below. Note that clicking Save to save the item on either instance will disable the option to modify the Initiated By field, and only the Module Administrator can change the initiator upon the user's request.

nediate Respondents	
Keywords	
Initiated By	Mary Williams This field cannot be modified once you save this record.

Figure 55:Initiated By

F. E-mail Notifications

Users of teczo.com will receive daily e-mail messages informing them of new items, item updates, reports, issues and more, in modules where they have access. Users defined as immediate respondents will also receive notifications right after the submitter saves the item

to notify such person of the need for his immediate response to the item.

G. Deadlines

Users can easily set deadlines for items by clicking the Initial Deadline field in the Add Item page, as shown below. This opens a small calendar where users can set a date as the initial deadline. Note that clicking Save to save the item will disable the option to change the date of the initial deadline. Instead, a user can go to the Edit page of an item to set a revised deadline by clicking the Revised Deadline field, as shown below. After choosing a date for the revised deadline and clicking Save, the summary table will display the new date in the Latest Deadline column.

Initial Deadline	09/0	2/201	0					Revised	. Cras dictum ultricies ligu	0	••••••	lanu	ary 2	011	^	0
% Completed	0	S	epte	mber	201	0	0			Su	Mo		We			-
Immediate Respondents	Su	Мо	Tu	We	Th	Fr	Sa			30	но	Tu	we			1
Keywords	1			1	2	3	4			2	3	- 4	5	6	7	8
	5	6	- 7	8	9	10	11			9	10	11	12	13	14	15
Initiated By	12	13	14	15	16	17	18	u save this record.		16	17	18	19	20	21	22
	19	20	21	22	23	24	25		Priority	23	24	25	26	27	28	29
	26	27	28	29	30				Assigned To	30	31					
				jave		୍ଞ	ave &	New Save & Close	Revised Deadline							

Figure 56: Initial and Revised Deadline

H. Editor Toolbar

The Description box of the Add and Edit pages is equipped with an Editor Toolbar for added functionality and convenience. Each button in the toolbar serves a different function, which may be viewed by making the cursor hover over the button. Click the button to execute its function.

	$\mathbf{B} \mid I : \mathbf{S} \mid \underline{U} \mid \Xi \equiv \Xi \equiv \Xi : \Xi : \Xi : \mathbf{X}_2 \mid \mathbf{X}_2 \mid \mathbf{Z}_2 \mid \underline{C} \mid \Xi : \Xi : \Xi : \mathbf{Z}_2 \mid \mathbf{Z}_$	
Description		

Figure 57: Editor Toolbar

lcon	Name	Description				
В	Bold	Bold the selected text				
Ι	Italicize	Italicize the selected text				
음	Strikethrough	Used as part of a description or as indication of changes made to the text				
U	Underline	Underline the selected text				
=	Justify Left	Align the selected text to the left				
≣	Justify Center	Align the selected text to the center				

	Justify Right	Align the selected text to the right				
	Justify Full	Align the selected text to both the left and right margins, adding extra space between words as necessary				
	Increase Indent	Increase the indent level of the text				
	Decrease Indent	Decrease the indent level of the text				
X ₂	Subscript	Create small letters below the text baseline				
X ²	Superscript	Create small letters above the line of text				
Ð	Undo	Undo last action				
¢	Redo	Redo last action				
	Numbering	Start a numbered list				
Ξ	Bullets	Start a bulleted list				
-	Horizontal Rule	Insert horizontal line				
(8)	Hyperlink	Create a link to a Web page				

I. Select Default User Groups or Customized User Groups

In creating or editing items, the user may click the user groups. This feature helps simplify the assignment of access rights to users. Customized User Groups can be set by the user via the My Account Settings, while the Default User Groups can only be set by the System Administrator via the System Administration module.

Access Rights	48 •
Default User Groups	
Customized User Groups Marketing	0
Save Changes Cancel Changes	
Shunde Li	
GERMANY - Munich	
Logistics	
🔲 Hannah Schmidt	
📄 🔲 Product Marketing	
nure 58: Default and Customized User Group	S

- a. Click the positive "+" icon to add all users in a particular user group to the current access rights list of the item. *Note: If a user in a selected user group does not have access to the module, he will not be added to the item's access rights list.*
- b. Click the negative "-" icon to remove all users in a particular user group from the current access rights list of the item.
- c. Click Save Changes to apply changes or Cancel Changes to cancel.

7.0. Supporting Functions



Figure 59: Supporting Functions

A. Transformation

A user with Module Administration rights can transform into Module Administrator using this feature. Click the Transformation button represented by the leftmost icon in the upper right corner of the module page to sign in as Module Administrator and access the module administration page. As Module Administrator, the user has rights to edit, write and read all items in specific modules where he has module administration rights. Updates, added items and comments posted by a user while on Module Administrator mode will be recorded bearing the user's Module Administrator name, which is set by the System Administrator via the System Administration module.

1. Upon clicking the button, the user will be prompted with a login page where he can login as Module Administrator using his username and password. *Note: Only logged in users with module administration rights can view and login through the Transformation button to access the module administration page.*

Transform	n to Module Administrator	X
Username: Password		
	What is Adm	inistrator Logon?

Figure 60:Module Administrator Login

2. Upon logging in, the Module Administrator is directed to the home page containing specific modules he has been assigned to administer.

eczo com		Home	General System	Lo	gged on as Module Admin MA00002 on 12Nov2
🛱 General	A AC Unread	▼ C Edit ×	What's New	×	Teczo News
Action (56) Product Development	Title action for today Consolidate the applications for Application Software rwar Request for available equipments.	Updated On 05Nov2010 05Nov2010 05Nov2010 27Oct2010	Dear Teczo Users; The Teczo deployment has been comple The main deployment for this version co * Dashboard * Various changes & fixes regarding the functionality deployed in the last version	nsists of: e user interface and	Dear Teczo Users; Welcome to the latest iteration of MyTeczo, having a redesigned homepage, now featuring the so-called dashboard. The dashboard is a new and innovative way of showing your relevant posts and our featured modules! Feel free to play around with the gadgets and
 Sales & Marketing Operations & Admin 	Email Signature	27Oct2010	Teczo Team		arrange/show or hide them anyway you want; or alter the default view using the in-gadget menu or 'Ny Account'. In case of any problems or if you have any remarks; please contact us through support@teczo.com, thanks!
Time And Attendance					Teczo Team
			ZO.com		

 Figure 61:
 Module Administrator Home Page

3. A Module Administrator can revert to a regular user by clicking the Transformation button and logging in as a user.

teczo.com		Home	General System		5 2 2 0
					Logged on as Module Admin MA000002 on 02Feb2011
	AC Unread	C Edit X			
🔅 General	Title test	Transform to User			
Action (58)	move to Print samples of the brock test	Username:		\bigcirc	
	Consolidate the application Application Software	Password			
		Sign In			
			What is Adminis	trator Logon?	

Figure 62: Transform to User

B. Help Page

Click the Help button represented by the Question Mark icon in the upper right corner of the module page to open the Help page. The Help page opens as a new window providing links to useful resources, including User Manuals, FAQs, Product Demos, Purchase and Tech Support Contact Information, which users need to navigate through the Teczo online system. Click the links to open the resource pages.

	co.com Help window offers the resources you need to navigate our online ness solution. You may choose the following:
🗏 P	urchase Teczo
	Upgrade to Enterprise Plus Edition
	Extra Disk Quota
Cont	tact Teczo
	<u>v our Product Demo</u>
	(Frequently Asked Questions)
	<u>• Manuals</u> em Architecture
	ential Features
	ystem Administration
	System Administration Guide
= e	eneral
	Action
	Announcement
	Contact Management
	Forum
🗏 P	roduct Development
	Bug Tracker
	Product Development Tracking
	Technical Support Center
a s	ales & Marketing
	Customer Project
	Partner Profile
	perations & Admin
	tecClock™ Time and Attendance

Figure 63: Help Window

C. My Account

The My Account page allows users to modify their Password, Language, Customized User Groups and Dashboard settings according to their preferences. The My Account button is represented by the Settings icon found at the upper right corner of the module page. *Note: See Section 3.0 for Dashboard settings.*

Password	Language	Customized User Groups	Dashboard						
Current Password:									
New Password:									
Confirm Password:									
Note: The password meter indicates the strength of your password. It does not guarantee the security of the password itself.									
		Upda	te						

Figure 64: My Account Page

1. Changing the Password

For security purposes, the user is advised to change his or her password regularly. Teczo provides users with hints on how to increase the strength of their password. Likewise, companies have the option to select security measures in their subscription

package (Note: See System Administration User Guide).

a. By default, the contents of the Password tab are displayed once the My Account Page is opened.

urrent Passw	and.					
New Password:						
Confirm Password:						
ote: The passw issword itself.	ord meter indicates the s	strength of your password. It does not guarantee the security of the				

Figure 65: Password Tab

- b. The user is asked to provide his correct current password in the Current Password field.
- c. The user is then asked to provide a secure New Password. Here are some tips on how to create a secure password:
 - 15 characters or more are ideal for creating strong passwords.
 - Add complexity to your password by mixing uppercase, lowercase, numbers and symbols.
 - Try to create a unique acronym. (e.g. "To be fond of learning is near to wisdom" Tbfol!n2w)
 - Include similar looking substitutions, such as number zero for the letter 'O' or '\$' for the letter S. (e.g. "To be fond of learning is near to wisdom" 2Bf0l\$n2w)
- d. To verify the new password, the user must retype the new password in the Confirm Password field.
- e. It is important to click the Update button to save and apply the changes.
- 2. Changing the Language
 - a. In the My Account page, click the Language tab to proceed with the modifications.

Password Langua	age Customized User Group	Dashboard
_		
Language:	English	
	Save	Reset

Figure 66:Language Tab

b. By default, the dropdown list in the Language tab will display the language set by the System Administrator. The user may change the language by selecting from the choices in the dropdown list. Note that Teczo currently offers its online system in English, Simplified Chinese and Traditional Chinese versions.

- c. It is important to click the Save button to save and apply the changes.
- d. Click the Reset button to cancel any changes and to refresh the page.

Note: Clicking the reset button reverts the page to the My Account default view, which displays the Password tab contents.

3. Creating Customized User Groups

Teczo allows users to create Customized User Groups for easier assignment of access rights. In cases where users always create items for the same group of people, creating a customized user group is a practical solution enabling users to assign access rights more quickly.

Password	Language	Customized User Groups	Dashboard		
				Add New G	roup
		User Group Na	ame 🗢		
		teczo		/	C
		Users 2		/	C
		IN STATE 1	of 1 => => =	View 1 - 2	? of 2

Figure 67: Customized User Groups Tab

- a. In the My Account page, click on Customized User Groups tab.
- b. Click the Pencil icon to edit any existing Customized User Group/s or click the Recycle Bin icon to delete any existing Customized User Group/s.

Contine Business Solutions Home Ge	neral Product Development	Sales & Marketing	Operations & Admin	Time & Attendance	System	2 🕈 🔘
					Logged on	as Charlotte Bataller on 02Feb2011
Passwor	Language Customized U	Iser Groups Da	shboard			
				Add New Gro	up	
	ι	Jser Group Name 🕯				
		Marketing		1	O	
	14	Page 1 of	1	View 1 - 1 (of 1	

Figure 68: Edit and Delete Customized User Group/s

c. Click on Add New Group button to add a new Customized User Group.

Aditya Poojary, Research and Development - INDIA - Bangalore Arpita Kapoor, Research and Development - INDIA - Bangalore Barbara Miller, Human Resources and Admin - USA - San Francisco Chris Jackson, Legal - USA - Washington DC Daniel Brown, Management - USA - San Francisco David Jones, Management - USA - San Francisco Fernando Martinez, Customer Service - MEXICO - Mexico City Hannah Schmidt, Logistics - GERMANY - Munich Harry Williams, Logistics - GENANY - Munich Harry Williams, Logistics - UK - London Hriday Guha, Research and Development - INDIA - Bangalore Joseph Johnson, Management - USA - San Francisco Joseba Garcia, Sales - USA - New York Karan Basha, Research and Development - INDIA - Bangalore Juan Carlos Hernandez, Sales - MEXICO - Mexico City Karan Basha, Research and Development - INDIA - Bangalore Lucas Müller, Sales - GERMANY - Munich Mary Williams, Management - USA - San Francisco Matthew Davis, Finance - USA - New York Meimei Wang, Logistics - CHINA - Shanghai Michael Smith, Management - USA - San Francisco Narayan Bisht, Research and Development - INDIA - Bangalore Diver Smith, Sales - UK - London	
--	--

Figure 69: Add New Customized User Group

- i. Search for any user by typing his or her name in the blank field, as shown above.
- ii. Add users to the selected users list on the right by clicking their names from the list of all users.
- iii. Remove users from the selected users list on the right by clicking their names.
- iv. Create a name for the Customized User Group by typing the name in the blank field located at the bottom right portion of the box, as shown above.
- v. Click **Save** to complete creation of the new Customized User Group or Cancel to cancel creation and go back to the My Accounts page.

D. Paging

a. The user can navigate through the different pages of each module using the Paging bar at the bottom of the summary table.

|4 4 1 2 3 4 5 6 7 8 9 10 ... ▷ ▷ Page size: 10 ▼

Figure 70: Page Navigation

b. The Paging bar has page indicators for ease of use. Users can simply click a page number displayed in the bar to go to a page directly. Alternatively, the user can click the Next Page or Previous Page buttons to view the pages sequentially, or click the First Page and Last Page buttons to go to the first and last pages directly.

I 4 1 2 3 4 5 6 7 8 9 10 ... ▷ ▷ Page size: 10 ▼



c. The user may also set how many records are shown in one page by choosing a value from the Page Size dropdown list.

Page 1 of 16, items 1 to 10 of 157

∢	∢ 1 2	3	4	5	6	7	8	9	10	 Þ	ÞI	Page size:	10 🔻]
										 			10	
													15	
													20	
													25	
													50	
													75	
													100	
														-

Figure 72: Page Size

d. Located at the rightmost corner of the paging bar is the current page location of the user, including the number of displayed items in the page versus the total number of items in the module.

|--|

Figure 73: Current Page Location

E. Collapse or Expand Pane

The user has an option to collapse or expand the details page by clicking the Triangle button located on its middle top portion. The collapsed view displays portions of both the summary table and the details page, while the expanded view hides the summary table and dedicates the whole page to the item details.

eczo.com	Home	General	Product Development Sales & Marketing Operations & Admin System							
			Logged on as Mary on 23Sep							
Details	E	-lit	Comments Add Comment							
AC000008 - 2009 Dece	mber - equipment purchases	an								
Immediate Respond			I ↓ ↓ Page size: 10 Change							
			Comment 2 by Lucas Müller on 20Nov2009 04:11 PM							
	: Medium		Harry, Munchen will be needing 3 more laptops for the new recruits reporting to work next month. We will also be needing							
Revised Deadline			Harry, Munchen will be needing 3 more laptops for the new recruits reporting to work next month, we will also be needing another projector. For details, please see the attached list.							
Initial Deadline	: 20Nov2009									
Description			Dec2009_purchase_list(Munich).xls 34.50 KB							
December. Harry, plea	ith a list of all necessary equipment purcha se consolidate the list and submit to me for g the purchases. Thanks	se for final	Comment 1 by Aditya Poojary on 20Nov2009 04:08 PM							
Department	: Information Technology		Harry, We here in Bangalore will be needing 4 sets of ELQP-Max and 8 laptops (minimum tri-quad core) for testing. Other items amounting to less than USD2000 will be grouped under "Miss" (see attachment).							
% Completed	:									
Submitted By: Mary Williams			Dec2009 purchase list(Bangalore).xls 34.50 KB							
Submitted On	: 19Nov2009 06:13 PM		Dec2009_purchase_list(Bangalore).xis 54.50 KB							
Initiated By	: Mary Williams									
Updated By	: Lucas Müller									
Updated On	: 20Nov2009 04:11 PM									
Closed By	:									
Closed On	:									
State	: Open									
Keywords										
Assigned To	: Harry Williams									
Update History List										
Attachments										
2 8										
Maximum 8MB per file Add attachments										
# by	Attachment									
2 Dec	c2009_purchase_list(Munich).xls 34.50 KB	KB C								
1 Der	c2009_purchase_list(Bangalore).xls 34.50 H	KB C								

Figure 74:

Expanded Details Page

8.0. Sign Out

For security purposes, users are advised to always logout after using the modules. The Sign Out button is located at the upper right hand corner of every page.

tration System	
	Logged on as Mary on 29Mar2010
	Advanced Search ×
5 1	

Figure 75: Sign Out Button

- A. To log out of Teczo.com, click on **Sign Out** button.
- B. The user will be directed to the User Login page upon successful sign out.

Page 45 of 45