



Femto Forum Ltd • PO Box 23 • Dursley • GL11 • 5WA • UK

tel +44 (0)845 644 5823 • fax +44 (0)845 644 5824 • email info@femtoforum.org • www.femtoforum.org

driving convergence worldwide

## using the new members' website

Our new Members-only website can be found at [www.femtoforum.org.uk](http://www.femtoforum.org.uk)

The screenshot shows the Femto Forum Members' website. At the top, there is a navigation bar with 'Home' and 'Login' buttons. The main content area is divided into several sections:

- Welcome to the Femto Forum Members' website**: A large banner with the Femto Forum logo and the text 'driving convergence worldwide'.
- Our 5th Plenary**: A section featuring a large image of the London skyline at night with the London Eye. Text below the image reads: '25-27 June 2008 Sheraton Skyline Hotel nr Heathrow Airport London'. Below this, it states: 'Our next plenary is taking place 25-27 June 2008 at the Sheraton Skyline Hotel near London Heathrow Airport. Registration for members is now open.'
- Announcements**: A section titled '5th Plenary timetable' by Richard, dated 04/06/2008 10:07.
- Calendar**: A list of events including 'Board Meeting', '5th Plenary', '5th Plenary - Social', and 'Interoperability Workshop'.
- Recent Documents**: A section stating 'There are no items to show in this view.'
- Links**: A list of external links including GSM Association, DSL Forum, 3GPP, 3GPP2, and Femto Forum.
- WG Email Lists**: A section titled 'Want to stay informed? Login to subscribe to receive working group emails.' with a login form for 'wikusername' (femin) and 'wikipassword' (\*\*\*\*\*), and a 'log in' button.

To avoid access challenges associated with corporate firewalls, the site's Home Page is publicly available, while site content is password protected. **Your existing Wiki password should enable access to the new site.** If you have lost your password or have any other access problems, please contact [susan@femtoforum.org](mailto:susan@femtoforum.org).

The site in its current **trial form** has been created to enable Members to comment and help inform the future development of this resource. The timetable for rollout is as follows:

- 17 June – Trial site available to all Members for comment
- 11 July – Comments to be received by this date
- 21 July – New site goes live and old Wiki restricted to "read only" access.

Please send all comments to: [feedback@femtoforum.org](mailto:feedback@femtoforum.org). In the grand tradition of managing expectations, we should point out that while all comments/suggestions will be taken into account, due to limited resources implementation is likely to be steady rather than immediate.

## home page

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Log in using your **existing Wiki password** to access your working group documents and discussion groups.

If you have problems with working group material you wish to access, please contact [susan@femtoforum.org](mailto:susan@femtoforum.org).

## main forum calendar

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Shows all major meetings and telephone conferences.

Click on "Calendar" to view the overall activities for the month.

Click on a specific event for further details.

Go to "Actions" and "Alert me" to set up an email prompt to let you know when new events are added.

Contact [susan@femtoforum.org](mailto:susan@femtoforum.org) to have events added to the calendar.

The screenshot shows the Femto Forum website's calendar page. At the top, there is a navigation bar with 'Home' and 'Login' buttons, and a 'Site Actions' dropdown menu. The main header area features the Femto Forum logo and a welcome message: 'Welcome to the Femto Forum Members' website'. Below this, there is a search bar and a 'This List' dropdown menu. The calendar section is titled 'Calendar' and includes a navigation pane on the left for the year 2008, with 'Jun' selected. The main calendar area displays a grid for the month of June, with events listed in specific cells. Two events are visible: 'WG3 Management Subgroup conference call' on June 10 at 15:30, and 'WG3 IMS sub-WG kick off' on June 11 at 15:00. There is also a 'WG2 Interference Management Meeting' on June 5 at 09:00. A 'View RSS Feed' and 'Alert Me' pop-up window is overlaid on the calendar grid. The left sidebar contains a 'View All Site Content' section with a 'Documents' list including 'Shared Documents', 'WG1 - Marketing & Promotions', 'WG2 - Radio Physical Layer', 'WG3 - Network & Interoperability', 'WG4 - Regulatory Group', 'WG3 - DSL Subgroup', 'WG3 - Security Subgroup', 'WG3 - Security Requirements Subgroup', and 'Executive Board Library'.

The plan going forward is to create three calendars: Forum Events, Forum-supported Public Events, and a generic Public events one which anyone can add events of interest to Members.

## working group email lists

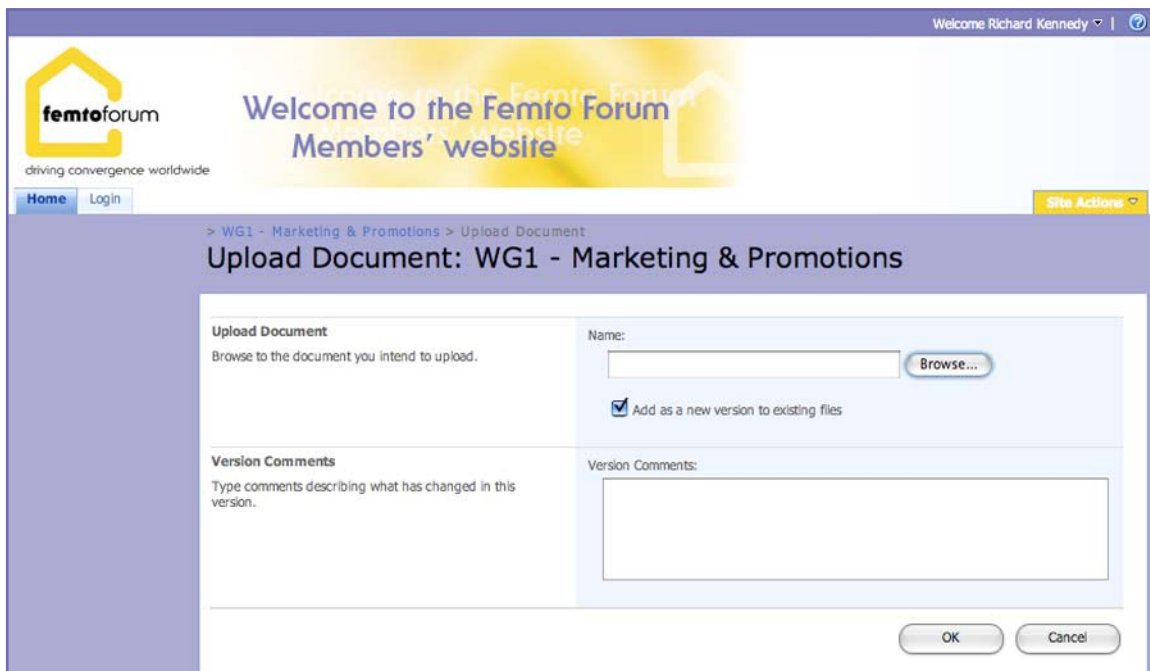
On the right-hand side of the Home Page is a Login web part that enables Members to add/remove themselves to/from the email lists associated with the four main working groups. At present it is necessary to login separately to this area because it is actually an independent secure domain linked into the Forum's new mail server.

## documents

To upload a new document to the website, select the relevant working group from the left hand Quick Launch menu. Either open a current folder or create a new folder, by clicking on the arrow next to "new" and choosing "new folder". Then click on "upload", browse for your document and "OK" it. The document is then uploaded.



Note: it is important to open the folder before uploading the document as once uploaded it cannot be moved. If you want to move a file, it needs to be deleted and reloaded to the correct location.



Our plans going forward will include an automated system for naming documents and it is hoped to include this feature before the site finally goes live.

## discussion

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A new discussion is started by clicking on "New". Once posted it can be viewed by clicking on the title. Alternatively to edit or delete the discussion click on the yellow arrow to the right of the title and choose the relevant option. Most discussion content will be straightforward unadorned text. However, to implement any additional formatting it is necessary to use simple HTML formatting, eg. to create a new paragraph, insert `<p>`, don't just use the return key. There's a Help menu associated with this section.

## alerts

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Alerts can be set to notify you of updates to parts of the site, eg. announcements, calendar, WG documents. Choose the category from which updates are required. Click "actions", select "alert me", and then OK.

## further tutorials

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For further information about getting the most out of this system, we can recommend three document management videos on YouTube:

[Working with Sharepoint document libraries pt one](#)

<http://uk.youtube.com/watch?v=gBJTRPXdFcg>

[Working with Sharepoint document libraries pt two](#)

<http://uk.youtube.com/watch?v=J6vNSsNdCYU>

[Working with Sharepoint document libraries pt three](#)

<http://uk.youtube.com/watch?v=AV1GYhYkT5Q>

plus

<http://office.microsoft.com/en-us/sharepointtechnology/HA011412871033.aspx>

Finally, this will take you to a [video that helps explain how to integrate the new portal with Outlook](#).

<http://uk.youtube.com/watch?v=p9CnBNVnBjk>