

 **Operations & Regulatory Gateway**

Groove Basics

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Launching Groove

- Use the icon on your desktop  Groove Virtual Office.Ink
- Use the icon on the bottom right corner of your screen 
- They will open the Launch Bar...

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Launch Bar

- Keeps track of all your workspaces
- Allows you to create new workspaces
- Allows you to contact others
- Has common tasks that change with each worksheet



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Workspaces

- 1 Name New workspace
- 2 Determine the type, either
 - File Sharing
 - Standard
 - Custom



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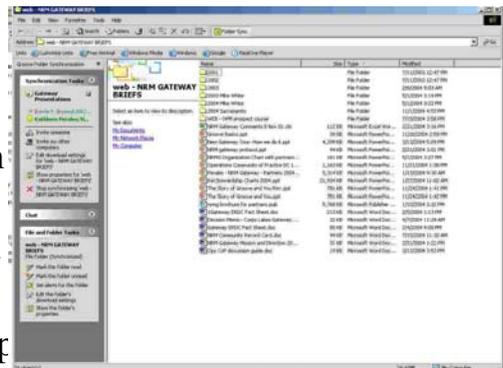
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- Allows you to share your hard disk with the members of the workspace
- Will not delete off members hard disk when you delete workspace
- Will map the hard disk – be careful of large disk requirements (do not map shared drives)

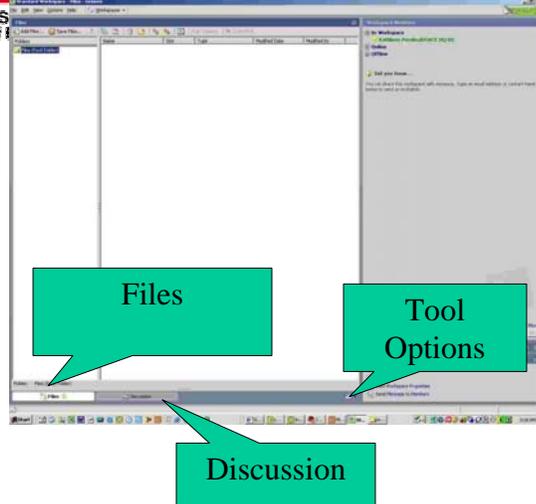
File Sharing



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Standard

Only Files and Discussions tabs are created

Use the +Tool icon to add more features

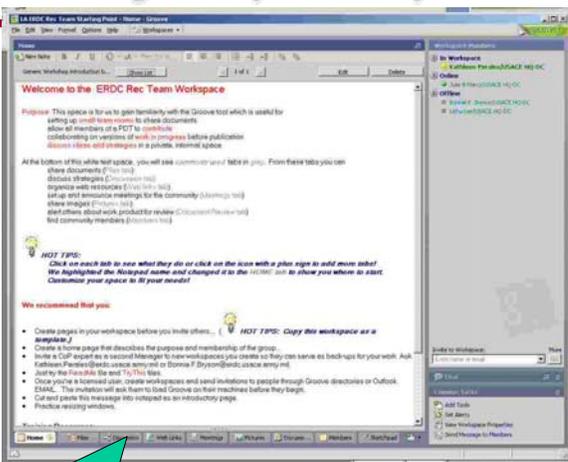
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Custom

- Create your own
- Copy from another workspace



Home | Files | Discussion | Web links | etc.

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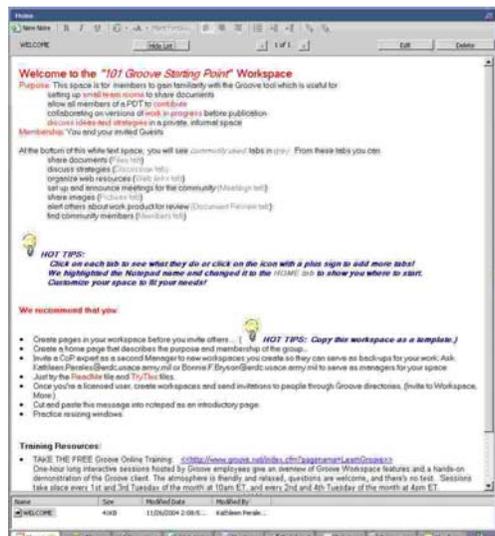
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Opening Page

- Create a Home or Welcome Page from NOTE tool
- Describe workspace purpose and membership
- Invite participants to be a part of the process



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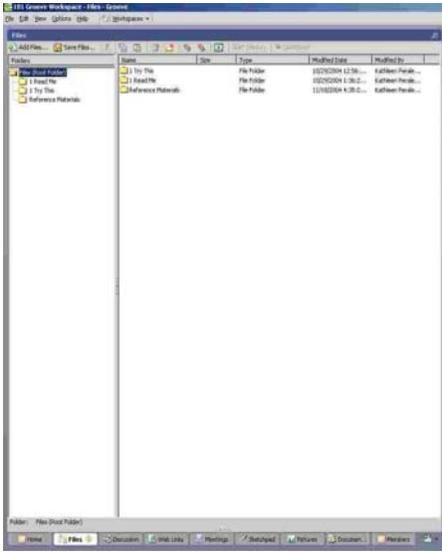
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Files Tool

- Organize files into folders
- Create folders with meaningful names, e.g. References, Original Documents
- Protect folders from deletion by changing participants properties

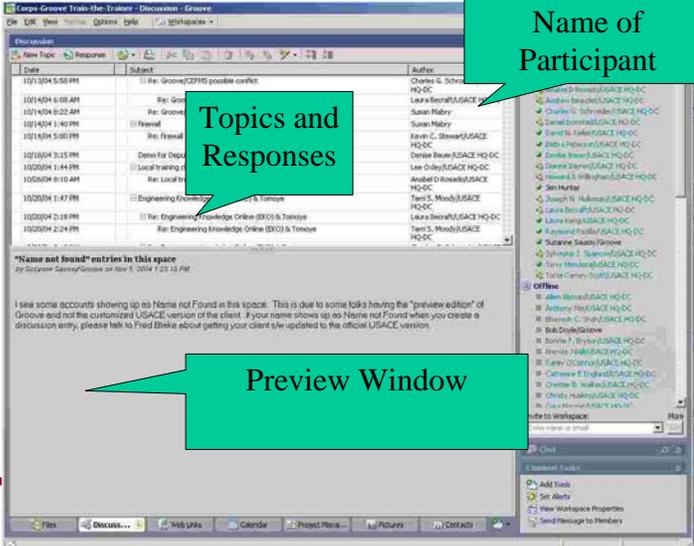


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Discussion Tool



Name of Participant

Topics and Responses

Preview Window

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Helpful Hint: Archive Discussion

- Export discussion to Rich Text Format
- File will be saved to your default drive
- Rename “discussion.rtf” to date and name that describes topic
e.g. *04-11-08 Evaluation.doc*
- Create a file folder under Files tool
- Save files for future use by new members

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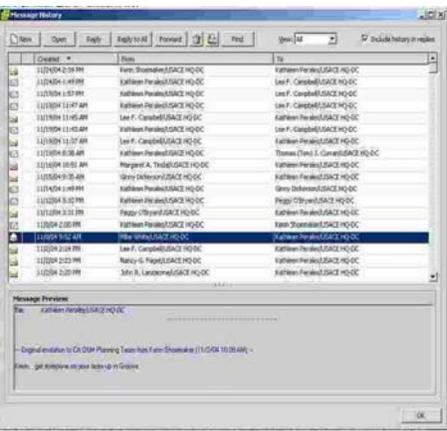
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Groove Mail

- Separate from Outlook
- Look for small letter icon in the lower left of workspace or launch bar
- Your mailbox across all your workspaces
- Hover over icon at the lower right to see messages

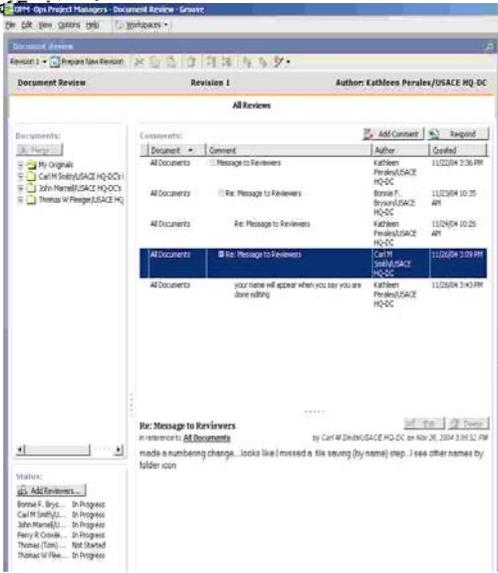


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Document Review

Allows selected members to become reviewers

Only the person that sets up the page can merge the documents

All members can see the work by reviewers

There is a threaded discussion as part of this tool

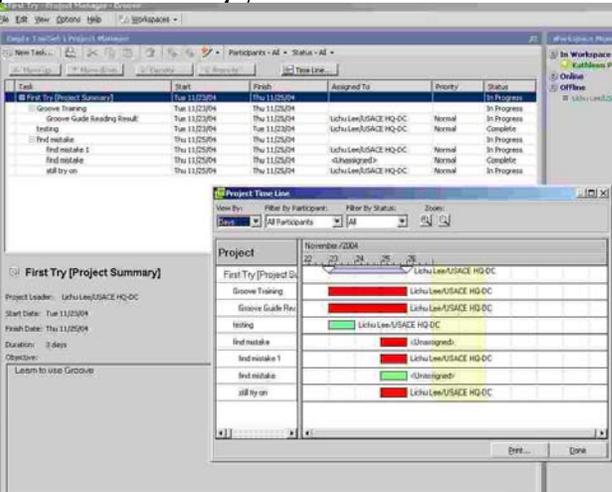
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- Create Timelines
- Create Tasks
- Track project



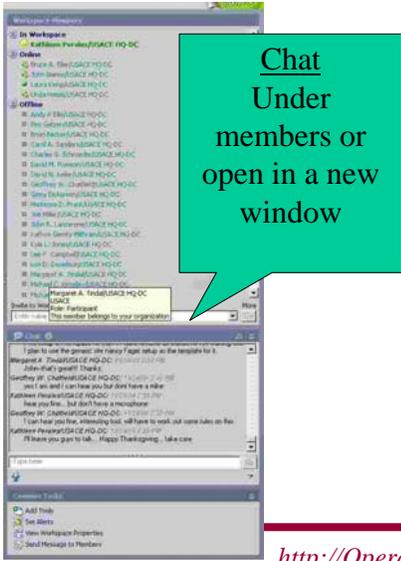
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Chat



Chat Under members or open in a new window

- Informal communications
- Not “for the record”
- Can be saved by any member viewing the information
- Typically discarded after discussion over
- Voice option available

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Web Links

- Highlight websites of interest



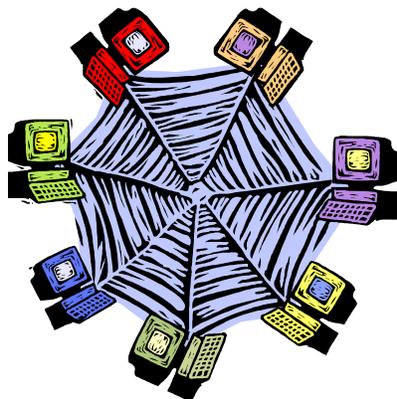
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Wander Around

Get Connected
Start Sharing



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