



Quickstart

Invite a Guest Viewer

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Version: 3.0

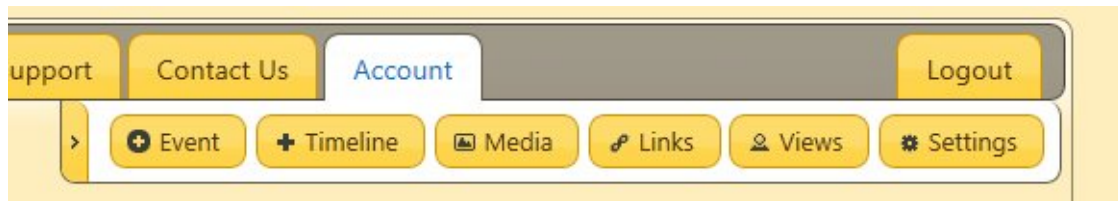
Release date: 1 September 2011

Woojum™

1 About Quickstart Guides

Our Quickstart Guides are intended to help you to get started with Woojum™. They are exactly what they are called, *Quickstart*, which means they do not explain the whys and wherefores, they simply set out the step-by-step way to achieve a particular objective.

All of our Quickstart Guides are written on the assumption that you are Logged In to your Woojum™ Account and your Toolbar is open.



The Toolbar

2 Create an Invitation

- Click the Views Button on your Toolbar



- In the Outstanding Invitations Panel
 - Click the New Invitation to View Button to open the Email Input Box

Invited to View... On...

Invitation to View...

Email: maryevans@vickybarrett.com

Name: Mary Evans

Timeline: Phillip Thomas

Message:

Submit

- In the Email Input Box
 - Input the Email Address you want to send this Invitation to View to
 - Input the Name of the Person you are sending this Email to
 - Use the Timeline Dropdown Selector to select the Timeline you want to Invite this person to View
 - Input any short Message you want to
 - Click the Submit Button

You will see a confirmation that your Invitation has been sent.

- Click the Yellow X Icon to close the Email Input Box

The Outstanding Requests Panel will now update to show that the Email has been sent and your Invitation's Status is Pending.

| OUTSTANDING INVITATIONS : | | | | | | # of unused invitations : 19 | New Invitation to View... |
|---------------------------|----------------------------|--------------------|---------------------|---------|------------------------|------------------------------|-------------------------------------------|
| Name | Email | Invited to View... | On... | Status | Action | | |
| Mary Evans | maryevans@vickybarrett.com | Phillip Thomas | 2011-08-24 18:19:22 | pending | revoke | delete | |

| VIEWERS : | | | | |
|---------------|-------------|----------|------------------|--------|
| Name | Can View... | Since... | Original Invitee | Action |
| None found... | | | | |

You now need to wait for the recipient of your Email to Accept your Invitation to View.

3 When Your Invitation Has Been Accepted

When you click your Views Button the Panels in your Manage Invitations screen will have updated.

| OUTSTANDING INVITATIONS : | | | | | | # of unused invitations : 19 | New Invitation to View... |
|---------------------------|----------------------------|--------------------|---------------------|----------|-----------------------|------------------------------|-------------------------------------------|
| Name | Email | Invited to View... | On... | Status | Action | | |
| Mary Evans | maryevans@vickybarrett.com | Phillip Thomas | 2011-08-24 18:19:22 | accepted | clear | | |

| VIEWERS : | | | | |
|------------|----------------|---------------------|-------------------------------------------|------------------------|
| Name | Can View... | Since... | Original Invitee | Action |
| Mary Evans | Phillip Thomas | 2011-08-25 11:11:05 | Mary Evans / maryevans@vickybarrett.com / | revoke |

- The Outstanding Invitations Panel will show the Status of the Invitation as Accepted
- The Viewers Panel will show information about who the Viewer is and which Timeline they are allowed to View