CHAPTER 2

Getting Started

The Getting Started section includes the following topics, to help you begin using and understanding Resource Manager. Topics in this section include:

- Orientation to the Resource Manager User-Interface, page 2-1
- User Workflow, page 2-2

Orientation to the Resource Manager User-Interface

The following orientation section provides an overview of the Resource Manager user-interface with element descriptions.

Note Default permissions for a Regular User enable only the display of My Meetings and My Profile buttons in the sidebar.

Table 2-1 Reference to user-interface elements

User-Interface Element	Description
Top Toolbar	Displays buttons according to your user type permissions. Options can include the Load Virtual Room, Save Virtual Room, Help About, Online Help, and Logout buttons.
Sidebar	
Load Virtual Room button	To access available virtual room templates. For details, see the "Scheduling Meetings" section on page 3-1.
Save Virtual Room button	To save a meeting as a meeting template.
Help About button	Button to access the Help About window that includes information about the version of Resource Manager currently installed, license information, and a link for purchase of a permanent license.
Help button	To open the online help.
Logout	To log out of Resource Manager.
Sidebar	To access main windows. Buttons are displayed according to permissions for the user type assigned to you by an administrator.
Meeting Scheduling button	To access the Schedule A New Meeting window where you can schedule new meetings. For details, see Chapter 3, "Scheduling Meetings".

Table 2-1 Reference to user-interface elements (continued)

User-Interface Element	Description
Virtual Room button	To access the Virtual Room window where you can add or modify a virtual room. For details, see Chapter 4, "Virtual Room".
My Meetings button	To access the My Meetings window that displays your personal meeting schedule, including all currently running video and audio meetings, as well as records of upcoming and past meetings. For details, see "My Meetings" section on page 5-1.
Address Book button	To access the Address Book window that lists your personal and public contacts, and enables you to add new personal contacts. This button is hidden by default. For details, see the "Address Book" section on page 7-1.
My Profile button	To access the My Profile window that includes security credentials, service access, default time zone and terminal settings in your profile. For details, see Chapter 8, "My Profile"

User Workflow

The basic Resource Manager user workflow involves the following procedures

- Logging in
- Scheduling a meeting
  - Defining meeting settings
  - Inviting participants
  - Defining display layout
- Monitoring a meeting
- Controlling a meeting
  - Extending a meeting
  - Inviting additional participants
  - Changing the display layout
  - Terminating a meeting
- Generating a report
- Logging out