

## A WORD ABOUT.....

POP-UPS

TIMING OUT

“BACK” BUTTON

MS WORD INTEGRATION

### **Pop-ups**

In order to be most utilized most effectively, ECM makes extensive use of “Pop-up” windows. In order to successfully work within the ECM application, the user can not ‘block’ pop-ups.

### **Timing Out of the Application**

If the user’s work session is inactive and times out before changes are saved, those changes are lost. The message shown in **Figure 1** is displayed.



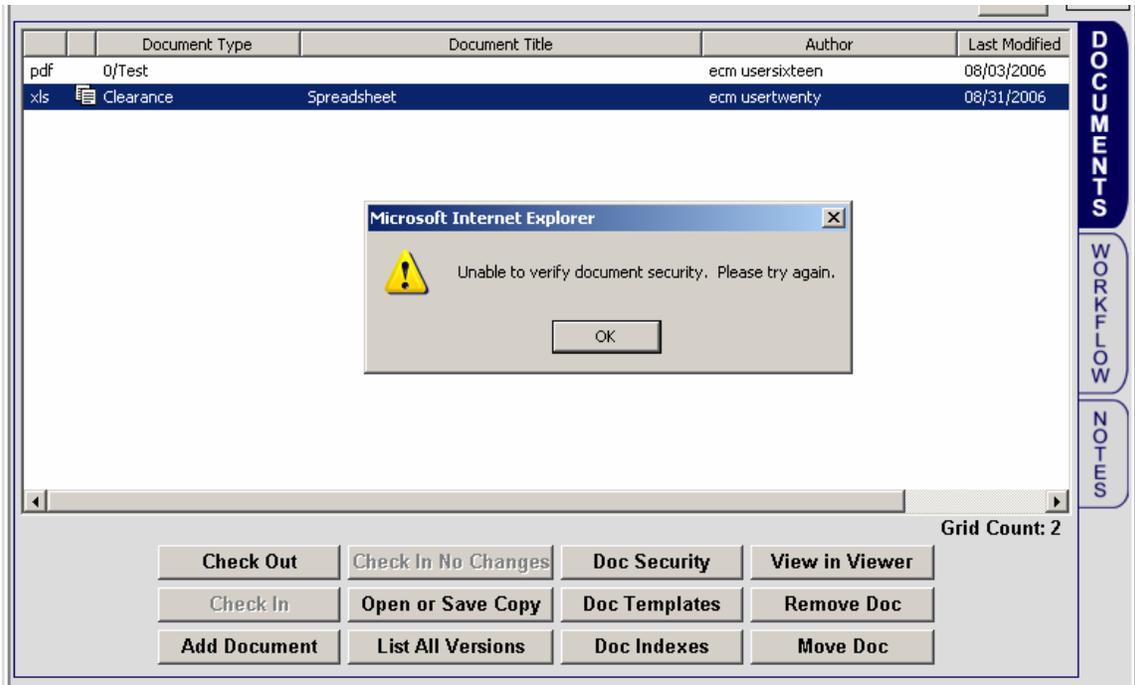
 **Your session has timed out.**

**All unsaved data has been lost. Please login to continue.**

[Click Here to Log In](#)

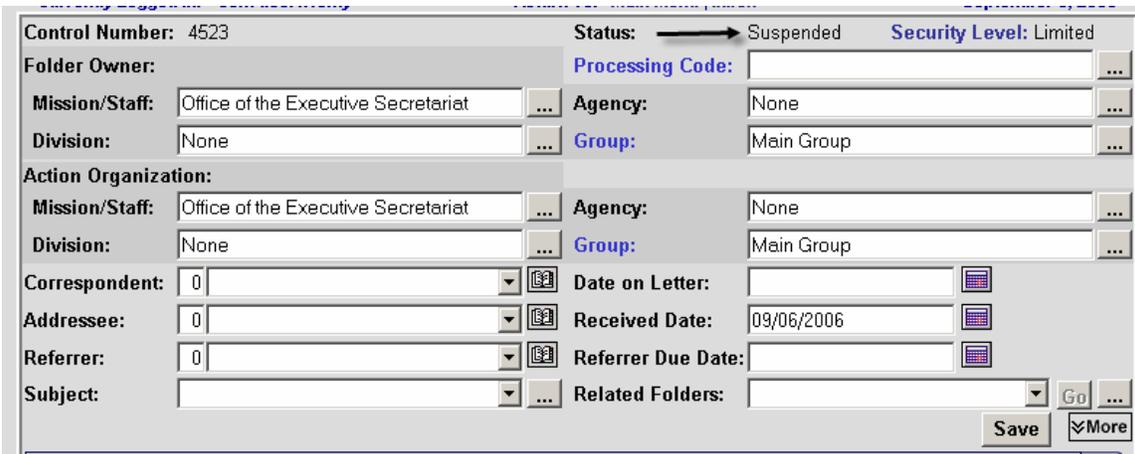
### **Figure 1: Time Out Message**

Another Message that indicates the user has timed out of the application is shown in **Figure 2**.



**Figure 2: Time Out Message**

In the event that the user leaves the workflow editor without completing the changes or if the user allows the ECM application to time-out due to inactivity while in the workflow editor, the folder status changes to “Suspended” as seen in **Figure 3**.



**Figure 3: Workflow Status**

The user then needs to click the <Resume Workflow> button as shown in **Figure 4**.

#	Task	Received	Due Date	A	Organization	Assignee	Status
1	Prepare Final	08/04/2006	08/08/2006		OSEC/RD/RBS/None/MG	Correspon...	Assigne
2	Review Final	08/09/2006			OSEC/RD/RBS/None/MG	Correspon...	Not Star
3	Sample for class		08/10/2006		OSEC/RD/RBS/None/MG	Correspon...	Not Star
4	Parallel Task Sample		08/11/2006		OSEC/RD/RBS/None/MG	Correspon...	Not Star
5	Add Final to Folder		08/16/2006		OSEC/RD/None/None	Main Group	Not Star

Remarks:

Change Workflow   Resume Workflow   Assignee Details   Workflow Status

**Figure 4: Resume Suspended Workflow**

### “Back” Button

The Internet “back” button has been disabled in ECM application. Navigation within ECM is described under it’s own heading.

### Microsoft Word Integration

The ECM application allows users to check out, edit and check in documents directly from Microsoft Word. The ECM application also allows the user to save personal draft copies to the ECM repository without publishing them to the folder. Users do not need to navigate the Windows file system to locate documents to check in to ECM.

### Downloading the Word Add-in

The Microsoft Word Add-in can be downloaded by clicking on System Requirement / Download on the ECM Main Menu as seen in **Figure 1**.

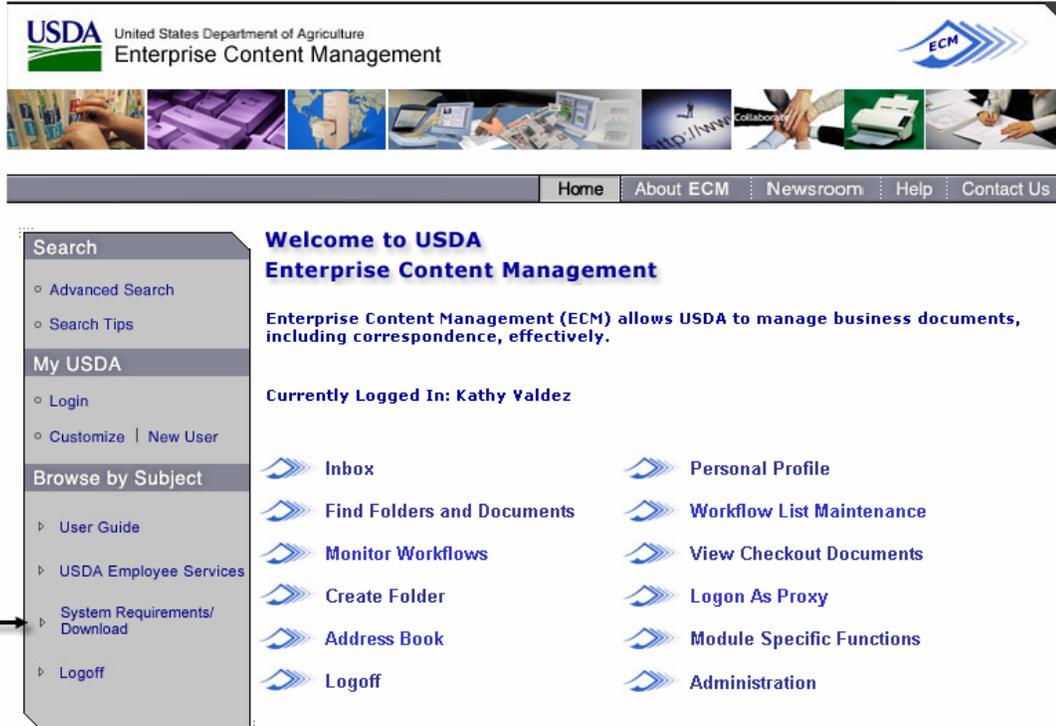


Figure 1: ECM Main Menu - System Requirement / Download

When the menu in **Figure 2** is displayed, click on 'Instructions for software download for ECM Microsoft word add-in' and follow the instructions.

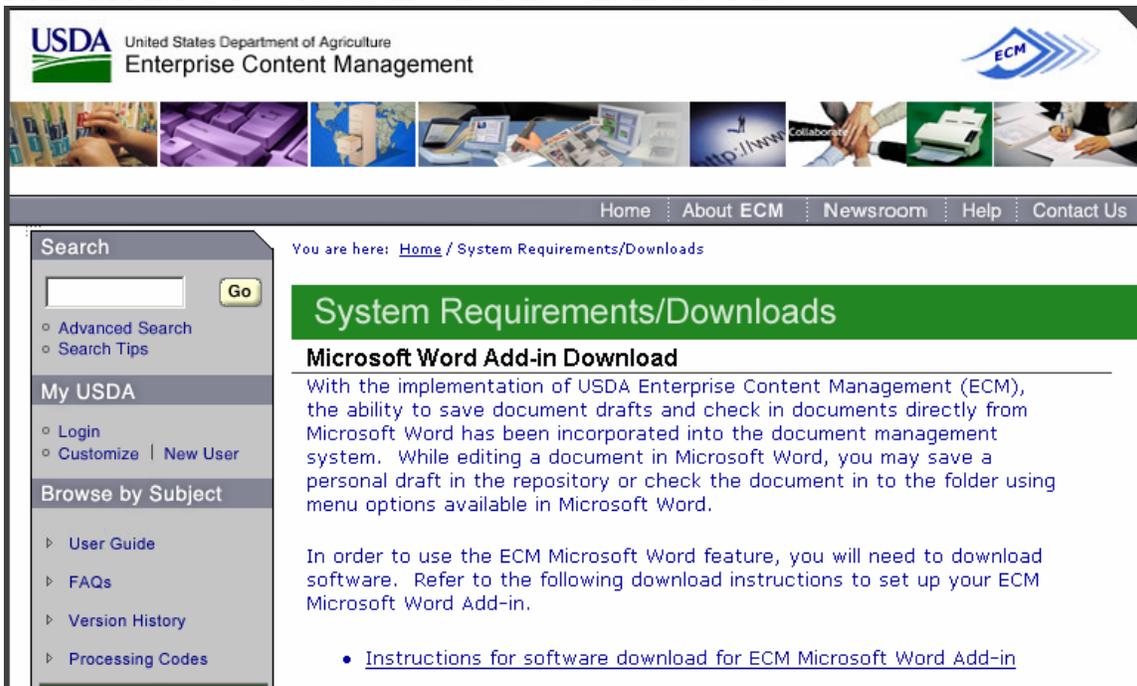


Figure 2: Instructions for software download for ECM Microsoft word add-in

Once the application add-in is installed on a user's workstation, this functionality is available for all modules within the ECM framework.