

## **Customer Member**

## Explaining the my eRoom page

- 1 The My eRoom front page **button bar** has the following buttons
  - search the site (A) allows members to search for **Items** or **Rooms** they are authorised to access.
  - **my member info** (B) allows members to **view** their personal details and displays all the Rooms they are a member of. Members can select to use the plug-in software from here as well.
  - **organize** (C) allows members to sort and group their **Active eRooms** (D). Their Active eRooms are those rooms which have been **checked** in the **All My eRooms** list (E).

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My eRooms					search the site button
A Noto search the site (7) my	B C			B	my member info
eRooms Dashbo	oards				button
Active eRooms <ul> <li>Business Contact Uni</li> </ul>	it: Castleroy plc			C	organize button
All My eRooms					-
active eRoom Business Cont	tact Unit: Castleroy plc	description This SW room is used for a project to capture customer feedback from Castleroy plc.	community Business Contact Unit		Active eRooms list All My eRooms list
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- 2 The My eRooms page has the following **tabs**:
  - **eRooms** (F) is the default setting for a member's 'My eRooms' page and lists all the Rooms they are authorised to access
  - **Dashboard** (G) will display all summary dashboard views that a member has created.





Quick Reference Guide

3 Members can access any **Room(s)** they are a member of by selecting the appropriate Room(s) from either their **Active eRooms** or **All My eRooms** list.

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