

2007 FRCC.com User Guide

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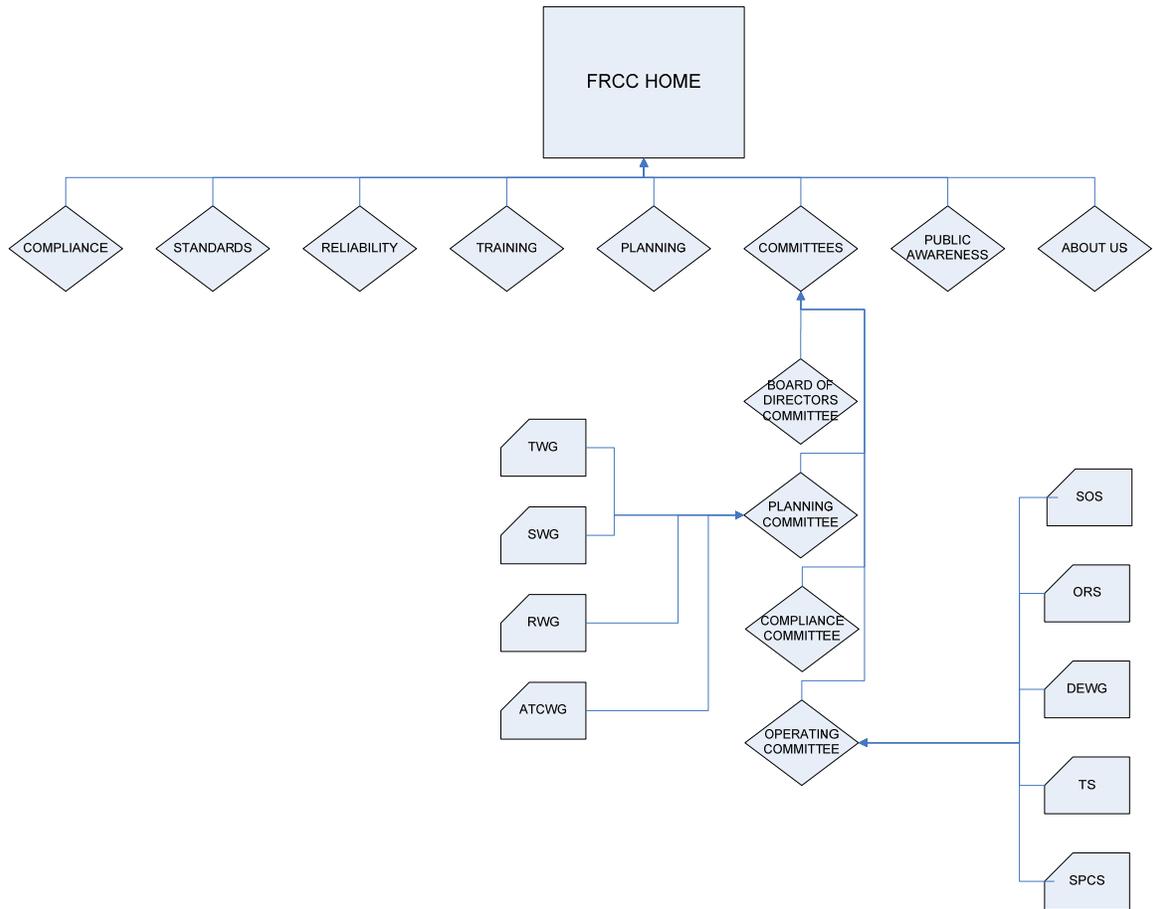
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FRCC.com Users' Guide

The new FRCC Website has improved functionality and many additional useful tools designed to help FRCC Members access data easier and quicker than ever. Some of these new features include file browsing through Windows Explorer, detailed calendars, alerts that notify users when files have been added, edited, or deleted, and much more. All of these exciting new features help transform FRCC.com into a 'One Stop Shop' for FRCC Members and Staff.

What's New?

The layout of the FRCC web site has been modified to allow for faster browsing and ease of navigation. Below is a site map of how the sites and pages are laid out.



Site Map

Notice that there is no longer a 'Members Only' section. All of the 'Members' and 'ROG' content has been placed throughout the site with access granted only to the appropriate users.

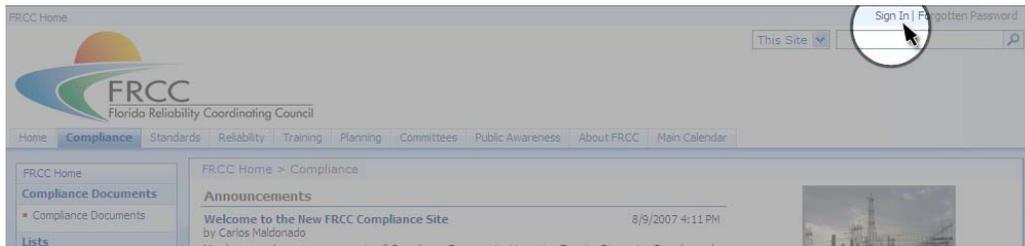
Functional Area vs. Committees

An important change in the layout of FRCC.com is the distinction between Functional Area Sites and Committee Sites which reside in separate areas. The Functional Area Sites are more targeted to public users and non-committee members. While the committee sites provide data

such as minutes, agendas and other supporting material of use to committee members. In order to access the Planning Committee Site a committee member would navigate to Committees> TWG. To access the Planning Functional Area a user would simply click on the Planning link on the top navigation bar on the home page.

Using the Site

Some content on FRCC.com has been secured to allow only specific users to access it. In order to receive access to secured content on the FRCC Website, users must Sign In with their username and password as soon as they reach the site. Based on the username and password entered, the site will determine which files and folders are available to that select user.



Sign In

Once the user is logged in, more options will appear underneath their username including the sign out link.



Sign Out

Enhanced Search

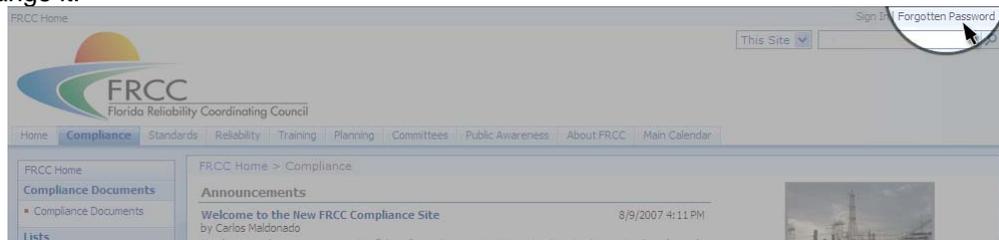
The search functionality has also been improved to allow users to find content quickly without having to navigate through the site. On the top right hand corner of every page throughout FRCC.com, users can type in what they are looking for, click the search button and the search results will be displayed. When using this feature, users are not only searching documents and web pages, but also calendar entries, announcements, and any other relative content. All entries uploaded to the website will be indexed and available to search within 5 minutes of being uploaded.



Note: Protected files will only be returned by a search when the user has permission to view them.

Password Recovery

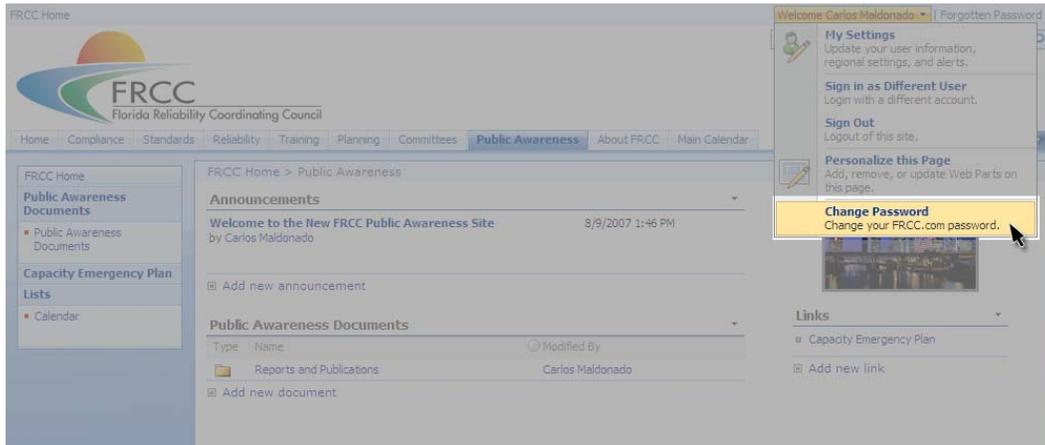
The new FRCC Website now gives the user the ability to reset a lost password as well as change their password at any given time. Forgotten passwords can be reset by clicking on the 'Forgotten Password' link on the top right hand corner of the site. The user is then prompted for their username and email address (this is the address that the system will use when sending the user their password) and they will receive an email with a temporary password and instructions on how to change it.



Forgotten Password Link

Changing Password

Users may change their passwords directly on the site. In order to do this, the user must be logged in with their correct username and password. The user must then click on their name in the upper right hand corner of the screen and select the 'Change Password' option that appears in the drop down list. A new page will appear prompting the user to input their new desired password.



Change Password Link

Navigation

Navigating throughout FRCC.com is easier than ever. On the top of the site (on every page) there is a navigation bar that enables quick access to every page within the site.



Top Navigation Bar

On the home page of FRCC.com, there is also a left navigation bar that will provide the same links as the top navigation.



Left Navigation Bar

Once the user navigates away from the home page to one of the sections of the site (e.g. Public Awareness), the top navigation remains the same, but the left navigation changes enabling the user to browse the pages within the new section including the related documents and calendar entries.



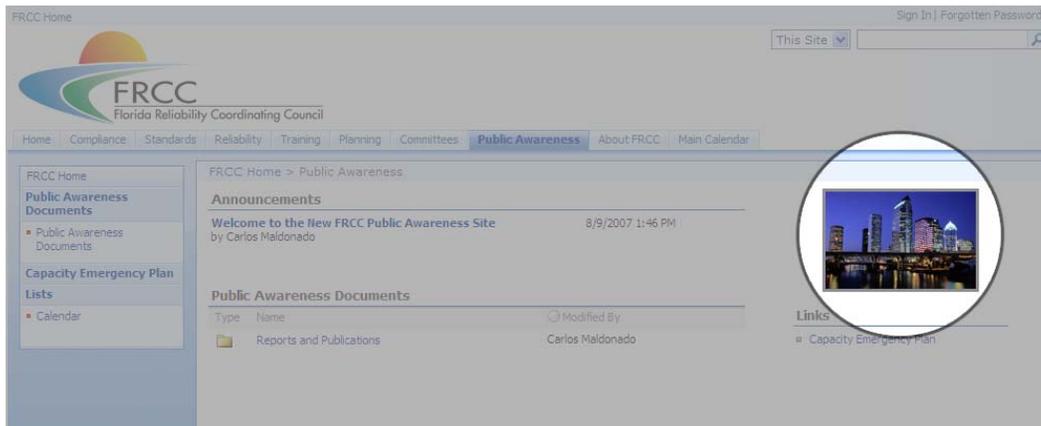
Left Navigation Bar on Individual Sections

Along with the top and left navigation, there is also a Site Path Indicator Display on every page located just below the top navigation bar. This display shows the path that was taken to get to the current location so the user can easily go back to any page in the path with just one click.



Site Path Indicator Display

A unique picture is located in the top right hand corner of every section as an aide to help users quickly determine their present location within FRCC.com. This helps users know when they have jumped from one section of the site to another. This is especially useful when committee members need to jump from committee pages to functional area pages and vice-versa (e.g. Planning Committee Section and Planning Functional Area).



Individual Section Images

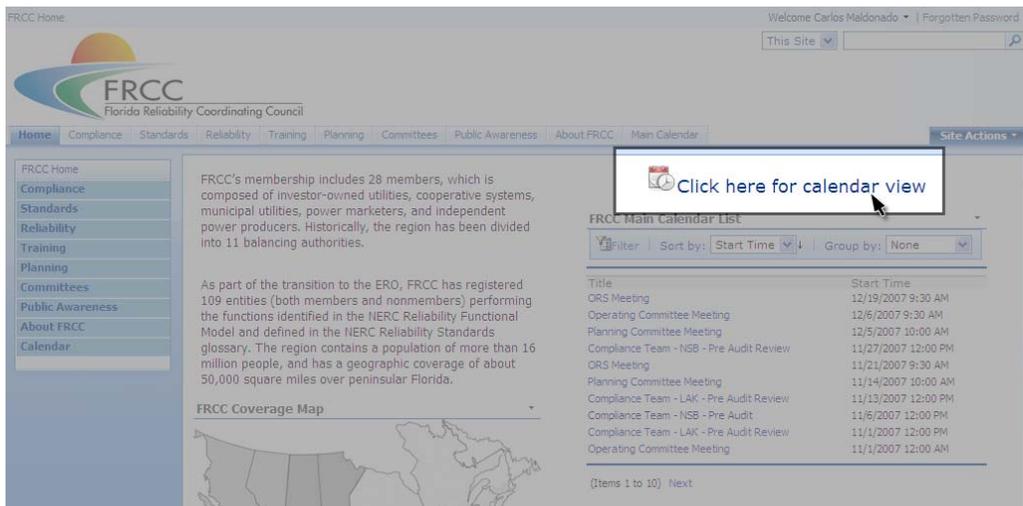
Calendars

The addition of calendars throughout FRCC.com keeps users informed of upcoming meetings and events.

Main Calendar vs. Individual Calendars

Each functional area section (Planning, Reliability, Compliance, etc.) as well as committee sections (Planning Committee, Operating Committee, Compliance Committee, etc.) have their own calendars. Links to these calendars can be found on the left navigation bar of each individual section. These calendars have information relating to the specific functional area or committee is being viewed.

The main FRCC calendar, which is a compilation of all entries in the individual calendars, can be accessed by clicking on the 'Main Calendar' link on the top navigation bar, or by clicking the link on the top right hand corner of the home page. A list of upcoming events can also be found on the right side of the home page.



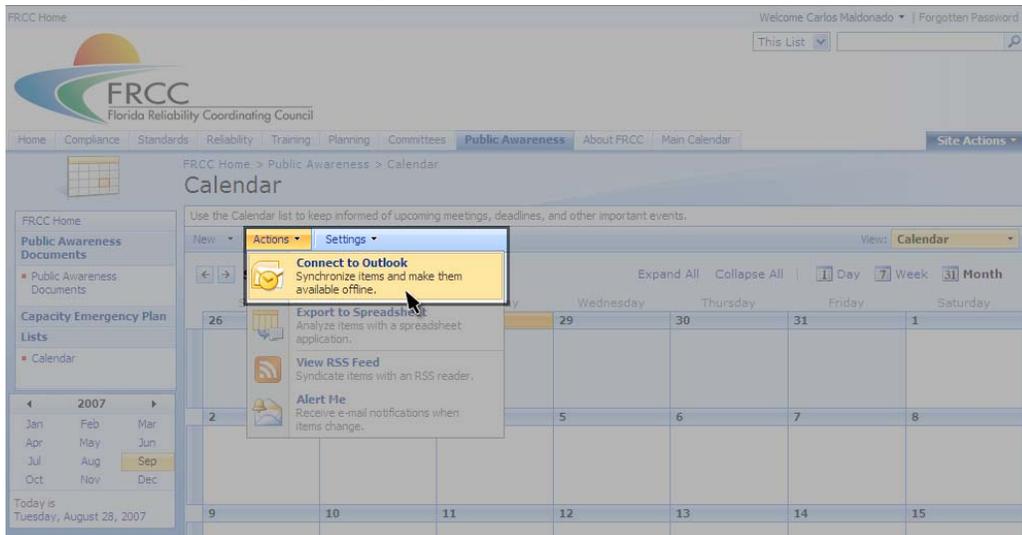
The screenshot shows the FRCC website interface. At the top, there is a navigation bar with links: Home, Compliance, Standards, Reliability, Training, Planning, Committees, Public Awareness, About FRCC, and Main Calendar. A search bar is also present. On the left, a vertical navigation menu lists various sections, with 'Calendar' highlighted. The main content area contains text about FRCC's membership and a map of Florida. On the right, the 'FRCC Main Calendar List' is displayed, showing a table of upcoming events with columns for 'Title' and 'Start Time'. A callout box with a clock icon and the text 'Click here for calendar view' points to a link above the calendar list.

Title	Start Time
ORS Meeting	12/19/2007 9:30 AM
Operating Committee Meeting	12/6/2007 9:30 AM
Planning Committee Meeting	12/5/2007 10:00 AM
Compliance Team - NSB - Pre Audit Review	11/27/2007 12:00 PM
ORS Meeting	11/21/2007 9:30 AM
Planning Committee Meeting	11/14/2007 10:00 AM
Compliance Team - LAK - Pre Audit Review	11/13/2007 12:00 PM
Compliance Team - NSB - Pre Audit	11/6/2007 12:00 PM
Compliance Team - LAK - Pre Audit Review	11/1/2007 12:00 PM
Operating Committee Meeting	11/1/2007 12:00 AM

Main Calendar Link

Connecting Calendars to Outlook

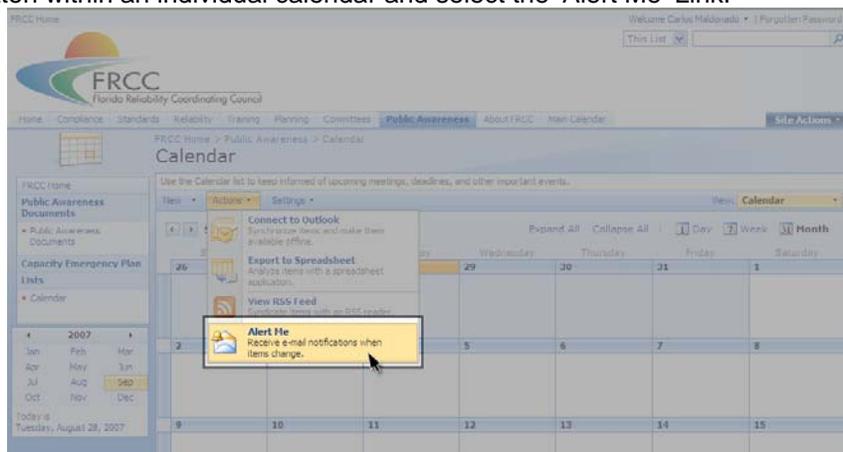
A useful new feature within the calendars is the ability to connect a calendar on the website to the users' personal Outlook program. Connecting a calendar to Outlook allows the user to see any changes to any particular calendar right through Outlook without having to log onto the FRCC website. This functionality is only available on individual calendars, not the Main FRCC Calendar. To enable this functionality the user must click on the 'Actions' button while viewing an individual calendar and select the 'Connect to Outlook' Link.



Connect Calendar to Outlook

'Alert Me' Functionality

FRCC.com also has the ability to automatically send a user a notification via email whenever a particular calendar has been changed in any way. This functionality is only available on individual calendars, not the Main FRCC Calendar. To enable this functionality the user must click on the 'Actions' button within an individual calendar and select the 'Alert Me' Link.



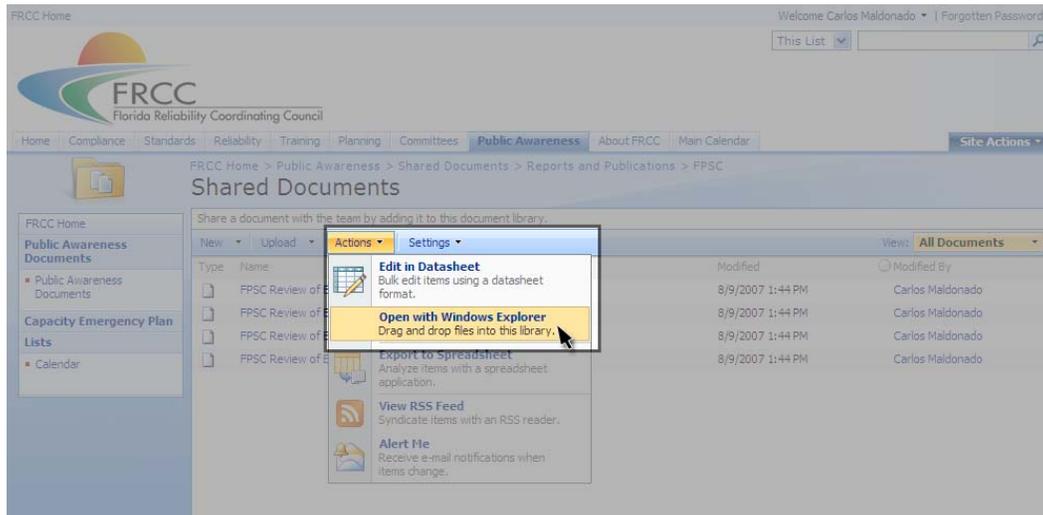
Set Alerts on Calendars

Advanced Features

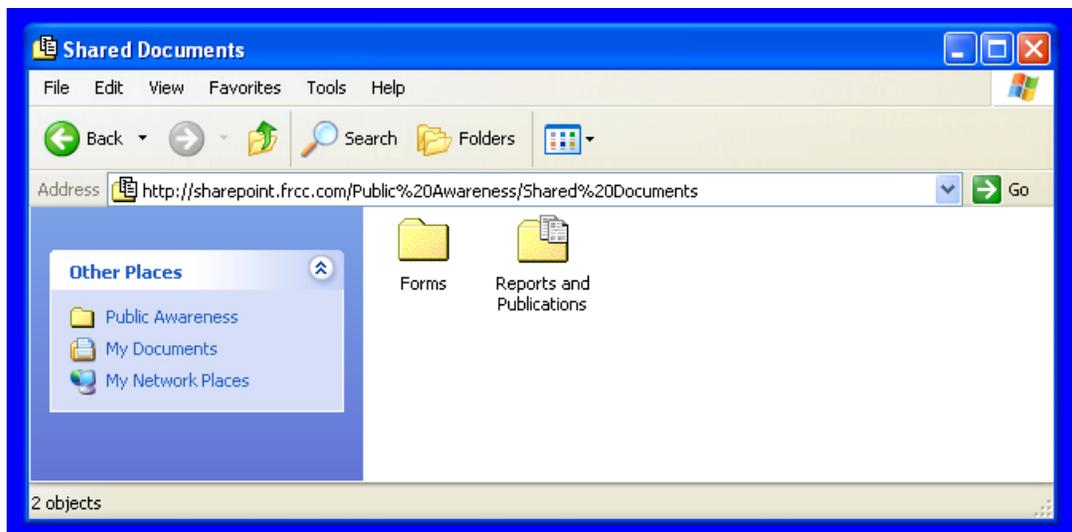
There are many new and exciting features available in the redesigned FRCC.com to help members communicate easily and effectively with FRCC. Users must be logged in, in order to use advanced features.

Windows Explorer View

Users may use Windows Explorer to access files on the site. This option allows users to simply drag and drop documents from the website onto their local systems instead of having to download one file at a time. To do this, users go into the 'Documents' area of the section they are viewing. This will give them a list of all the documents and folders available. The user then clicks 'Actions' and selects 'Open with Windows Explorer'.



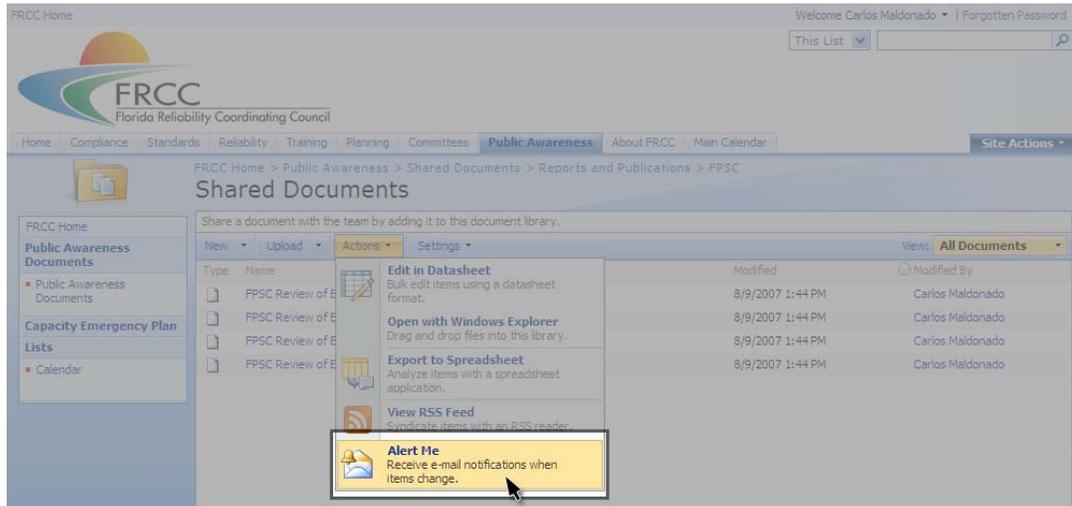
Open in Windows Explorer View



Windows Explorer View

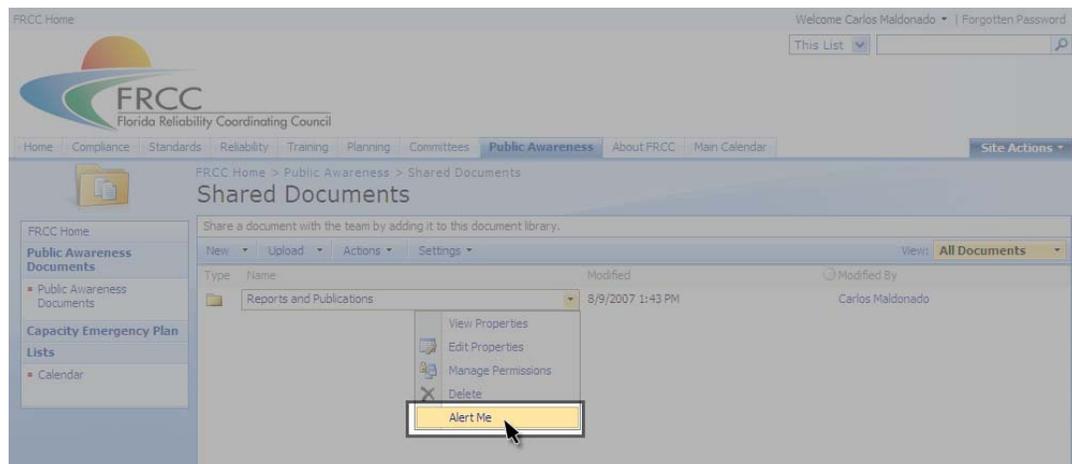
Automatic Notifications

The ability to receive email notifications whenever a document is changed or edited is also available. This option works in a manner similar to the calendar notifications; the only difference is that it will monitor changes to documents instead of calendar entries. To enable this feature, users must go into the 'Documents' part of the section they are viewing. This will give them a list of all the documents and folders available. The user must then click 'Actions' and select 'Alert Me'. This will monitor the entire Document Library for that particular section.



Set Alerts on Entire Document Library

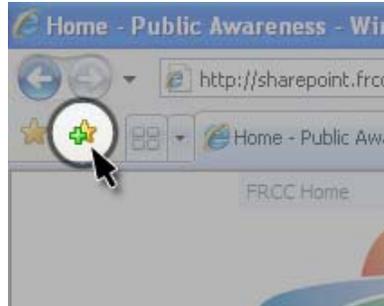
In order to monitor one particular file, the user would click on the arrow to the right of the document which appears when the mouse is placed over the file name and select 'Alert Me'.



Set Alerts on Entire Individual Documents

Adding Pages to Favorites List

Users may also use their web browser's built in Bookmarking or Favorites functionality to quickly access specific pages within FRCC.com. To do this, in Internet Explorer, the user clicks on the 'Add to Favorites' button on the top left hand corner of the browser window.



Adding Pages to Favorites List