

About TripleInk Collaborate

TripleInk uses Microsoft Windows SharePoint Services to provide better team collaboration on documents, tasks, contacts, events, and other information. Furthermore, this solution provides a secure, customizable interface for file transfer, replacing traditional use of FTP, as well as for sharing status reports.

Site Structure

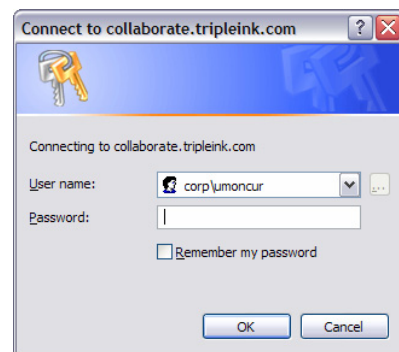
The Collaborate Site starts with a portal site, “*TripleInk Collaborate Home*”, which contains general TripleInk-related information, such as contact information and office holidays.

From there, users can access customized “*Sub-Sites*” for client- or vendor-specific resources, such as File Sharing and Status Reports.

Site Access

Note: This site is optimized for use with recent versions of Internet Explorer or Netscape on a Windows PC platform. Other systems may experience login problems or decreased functionality.

1. Go to <http://collaborate.tripleink.com/default.aspx>
2. Enter your user name and password, as provided by your TripleInk contact
 - If you see only two rows (as in the image to the right), your username must contain “corp\”
 - If you see three rows, be sure to use “corp” as domain and do not include it in your username
3. To access a particular sub-site, click on one of the links on the right-hand side, e.g. “TripleInk Clients”



Status Reports

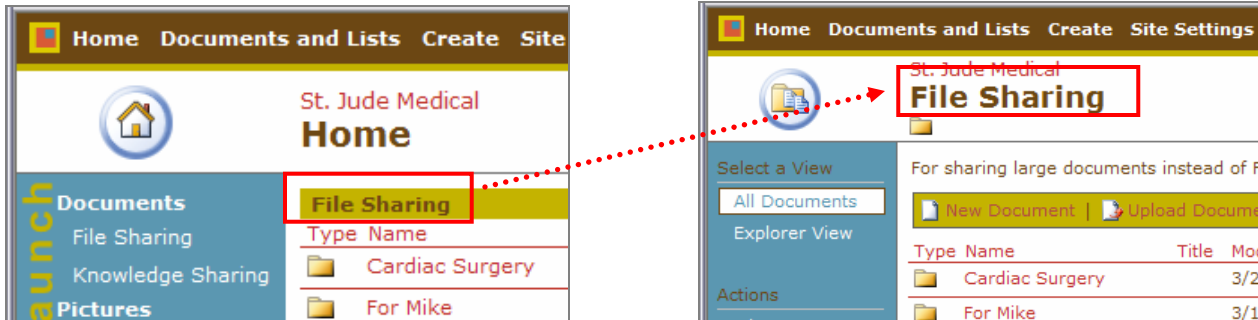
Contact	Project	Job #	Historic Status	Next Steps	Client Action	Final Due	Lang	AS
	General Account Management	7SJM7002	2007 Communications Planning Signed Service Agreement with Cardiac Surgery Doc. Group 3/2007			12/31/2007		CTH

Clients with their own sub-site will also have access to a Status Report of all projects pertaining to them. The report displays live data from the general TripleInk Status Report on the client’s home page. The list is sorted by Client Contact and Job Number, and includes the following columns:

- *Contact* – Client contact name
- *Project* – Project name or description
- *Job#* – TripleInk job number
- *Historic Status* – Completed tasks with completion dates
- *Next Steps* – Upcoming tasks with due dates
- *Client Action* – Upcoming client action, where required
- *Final Due* – Final due date
- *Lang* – Languages included in the project
- *AS* – TripleInk account supervisor

File Sharing

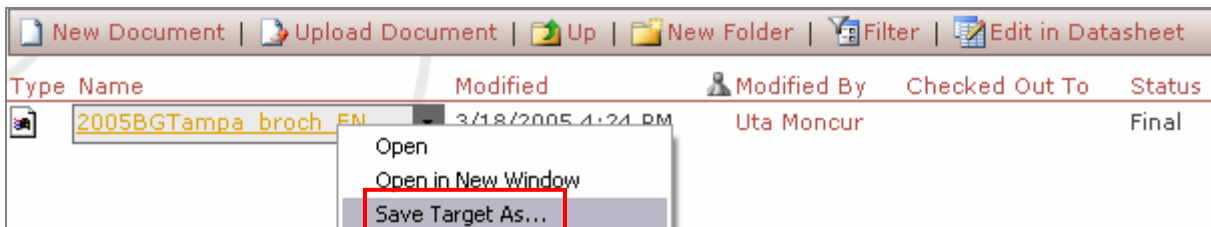
Note: The file size limit on the Collaborate site is currently 200MB per file.



Click on the “File Sharing” header on the sub-site’s *Home Page* to access the *File Sharing Page*. On the *File Sharing Page*, you can add/delete folders, upload/download files, or browse to a subfolder.

Downloading a Document

1. Right-click your mouse directly over the document and select “Save Target As...” or “Save Link As” (PC). On a Mac, press Control+Click and select “Download Linked Files As” or “Download Link to Disk”. Do not use “check out”.
2. Follow the *File Download and Save As* dialog prompts to save in the desired location.

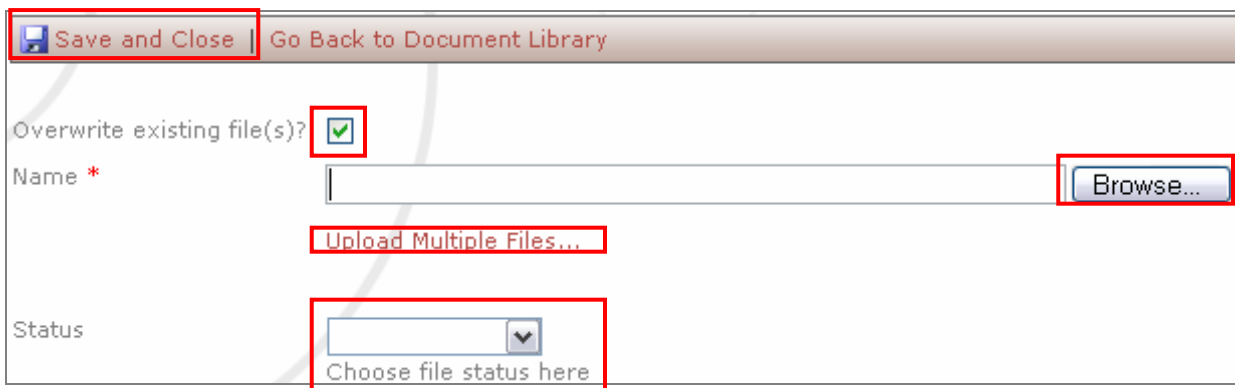


Uploading a Document

1. Click “Upload Document” on horizontal menu bar above the folder/file list



2. Click the “Browse” button next to the Name form field, or select “Upload Multiple Files...”
3. Browse to and select the desired file from the *Choose File* window
4. Fill out the *Check Mark* and *File Status* fields, as appropriate
5. Click “Save and Close” on horizontal menu bar

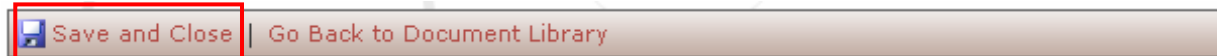


Adding a New Folder

1. Click “New Folder” menu item on horizontal menu bar above the folder/file list

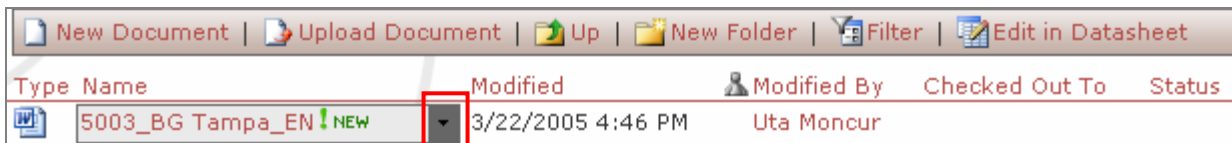


2. Enter the name of the “New Folder”
3. Click “Save and Close” menu item on horizontal menu bar



Removing a Document or Folder

1. Move your mouse over the document/folder you would like to remove
2. The document/folder will become highlighted
3. Click the downward pointing arrow



4. Click the “Delete” menu option
5. When asked to confirm the deletion, click “Ok” to delete

