


Screen Captures of Online Web Help Built Using RoboHelp

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Welcome to
Fuego 4  Work Portal
Online Help

- Use online help to learn more about Work Portal's features
- Quickly find answers to questions

This help system is best viewed with Internet Explorer 5.5, Netscape 6.2 and requires the Java Plug-In, which uses applets to display its left pane along with its Contents, Index, and Search tabs. If the browser does not have the [Java Plug-in](#), the left pane of help will either present empty, gray area or a puzzle-piece image. To remedy this, you will need to install the [Java plug-in](#) and upgrade your browsers.

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Help Is Fully Indexed

The screenshot displays the FUEGO 4 help interface. At the top, a dark blue navigation bar contains links for Contents, Index, Search, Glossary, Feedback, and Print this topic. The FUEGO 4 logo is on the right. A left sidebar lists various help topics, with 'Logging on to Work Portal' selected. The main content area shows the search results for 'log', including a section titled 'Using Work Portal' and a detailed article 'Logging on to Work Portal'. The article explains that users need to log in and provides a list of steps. An 'Example:' section shows a screenshot of the 'FUEGO' login dialog box, which prompts for a username (jsmith) and password (*****), with an 'Enable Automatic Login' checkbox and a 'Login' button. The dialog box footer reads 'Fuego™ - Work Portal'.

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Type in the keyword to find:
log

Logging on to Work Portal
Login dialog box
Macromedia Flash
Mandatory task
New Attachment window
Note All
Notes
 Adding
 Viewing
Notes Info Column Descriptions
Notify me by e-mail when instance
Options window
Org Manager
Parent View
Password
 Changing
Process
Process Analyzer
Process Definition Image
Process Designer
Process name
Processing an Instance
Refresh
Release button
Roles
Saving a Search
Search button
Search filters
Search Options window
Search Results
Searching for instances
Send Instance
Send To
Should you use Work Portal
Show only activities with instance

Using Work Portal

Logging on to Work Portal

When you first access Work Portal, or if you have let it sit idle for some time, you will need to log in with your user name and password.

To log on to Work Portal

1. Obtain the Work Portal URL as well as a user name and password from your system administrator.
2. Type the URL for the Work Portal into your browser and press **Enter**. The **Login** dialog box appears.
Example:

The screenshot shows the 'FUEGO' login dialog box. It has a dark blue header with the 'FUEGO' logo and a 'Help' link. The main area is light gray and contains the text 'Please enter required credentials'. Below this are two input fields: 'USERNAME:' with 'jsmith' and 'PASSWORD:' with '*****'. There is a checkbox for 'Enable Automatic Login' which is unchecked. A 'Login' button is at the bottom right. The footer is a dark blue bar with the text 'Fuego™ - Work Portal'.

3. Type your username and password. Passwords are case sensitive.


Callout Illustrations in Topics to Clarify Procedures

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Using Work Portal

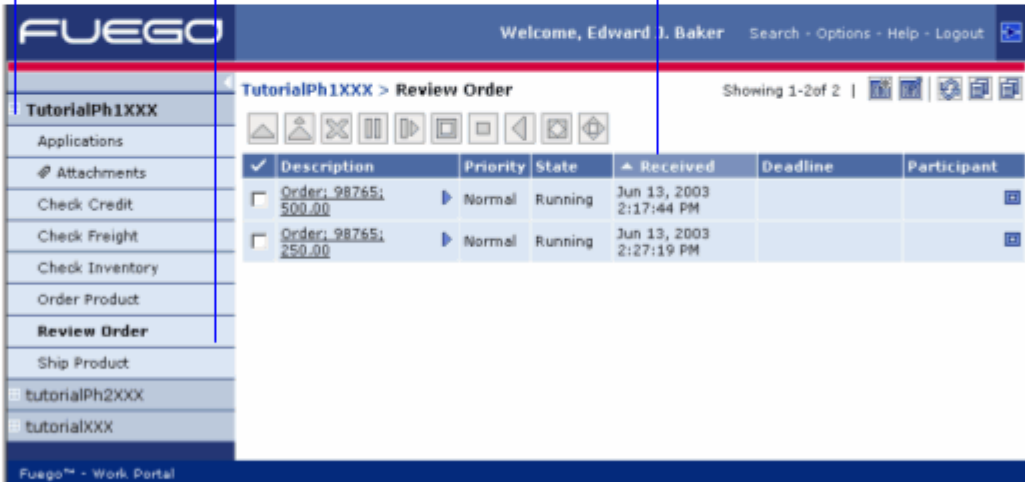
- Work Portal Basics
 - What is Work Portal?
 - Should you use Work Portal?
 - Work Portal and other Fuego
 - Business process elements
 - A day in the life of a Work Portal
 - Using Work Portal as a tool
 - Understanding Business Processes
- Working with Views
 - The Work Portal Workspace
 - Understanding the hierarchy
 - Toolbars
 - Refreshing a view
 - Customizing your Work Portal
 - Changing passwords
 - Using the Instance Notification
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 - Basic Steps for Processing an Instance
 - Logging on to Work Portal
 - Creating an instance
 - Processing an instance**
 - Processing instances in a batch
 - Sending an instance to the queue
 - Working with Activities, Instances, and Views
 - Understanding instance information
 - Understanding task information
 - Viewing documentation
 - Following an instance
 - Searching for instances
 - Using e-mail with Work Portal
 - Using the Not Started folder

To process an instance

- Click on the **Show View** symbol  next to the process name. The process name turns bold and an activity (or list of several activities if you are responsible for more than one activity in the process) is displayed below the process name.
- When a view is italicized, it means that a new instance has arrived and you have not yet selected the view. Although the new instance might already been processed by some other user, the view remains italicized until you select it. If such is the case, when you select it, no new instances will be shown.. Click on an italicized activity. All instances for this activity are displayed in the right pane of the window.



Example:

Active views are bold Two instances ready for processing in Review Order Activity



The screenshot shows the FUEGO 4 Work Portal interface. The left sidebar contains a tree view of activities. The 'Review Order' activity is selected and bolded. The right pane displays a table of instances for the 'Review Order' activity. The table has columns for Description, Priority, State, Received, Deadline, and Participant. Two instances are shown, both with a 'Running' state and a 'Received' date of Jun 13, 2003.

Description	Priority	State	Received	Deadline	Participant
Order: 98765; 500.00	Normal	Running	Jun 13, 2003 2:17:44 PM		
Order: 98765; 250.00	Normal	Running	Jun 13, 2003 2:27:19 PM		

- Click one of the instances. The tasks appear below the instance.
- (Optional) click the **Notes**  and **Attachments**  buttons to add notes and attachments. Click the [View](#) file link in the **Description** column to view any notes. Click the file link in the **Name** column to view any attachments.