

NCOM Tutorial

(Follow this step-by-step guide to get started exploring NetVU's Community)

How to Login and Enter the Community Groups

- Please start by clearing your cache to prevent it pulling from the previous site
 - In Internet Explorer go to Tools > Internet Options > Delete Browsing History
 - Check all boxes and click delete
- Start by clicking the login button on the NetVU homepage (www.netvu.org)
 - ***If you are new to NetVU and do not have an account please submit a "Contact Us" form so we can get you in the community connecting with your peers***

The screenshot shows the NetVU website interface. At the top right, there are links for 'Login', 'Home', and 'Contact Us'. Below this is a navigation bar with 'Services', 'Partners', and 'Community' (highlighted in red). Underneath is a blue bar with 'Events' and 'My Account'. The main content area features a 'NetVU - Log On' form (highlighted in red) with input fields for 'Logon' and 'Password', a 'Remember me on this computer' checkbox, and a 'Log On' button. Below the form are links for 'Forgot my logon' and 'Forgot my password', and the iMIS logo. To the right of the form is a red-bordered box containing the text: 'This is the page you will see after clicking either "Login or Community"'. The 'iMIS' logo is located at the bottom right of the form area.

- Once you are logged in, you can access the Forums by clicking on the Community menu option or on "NCOM Forums" on the drop down Community Menu.
 - You will be presented with a page showing all of the NCOM Forums.

- Start by clicking on the “Community Settings” option.

Group List

My Groups View Community Profile **Community Settings** Message Center

My Groups 0 unread messages

You are currently not a member of any groups.

All Groups

<p>AWW Description: Post platform specific questions to fellow members Members: 182 Created: 11/1/2010 2:05:11 PM</p>	<p>AMS360 Description: Post platform specific questions to fellow members Members: 794 Created: 11/1/2010 2:02:35 PM</p>
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- A popup will appear titled “Edit Profile and Community Settings”
 - There are three tabs titled: General, Forum, & Activities

Edit Profile and Community Settings

General Forum Activities

*Display Name: NCOM Tutorial - Feel Free to C

User Language: English (U.S.)

Avatar: /uploadedimages/thumb_f69ae_

[Click to upload your avatar](#)

Save Reset

Always click save before exiting.

- On the General Tab:
 - Display Name can be changed to your choosing
 - Upload your “Avatar” or profile picture
 - Your “Avatar” can be of anything such as yourself or your agency logo
 - There is a size limit to the Avatar

- Click Save
- Move to the “Forum” Tab to Edit your Forum Signature
 - Signature Tip: Include your Agency Name, your Email Address & Phone Number, you Agency Size and System Type
 - Click Save
- Move to the “Activites” Tab
 - You can just accept all of the defaults by clicking on the Save Button.
 - You will need to select a Time Zone
 - Click Save
 - Click on the Red “X” to close
- Now you will need to Join the Groups that interests you
 - You will notice there is a “My Groups” & “All Groups” section
 - Your “My Groups” will populate with all the Groups you Join for easier access
- Click on a Group: We will use “The Lounge” Group as our example



The Lounge


Description: Post general questions that do not pertain to products or platforms
Members: 503
Created: 10/25/2010 9:44:38 AM

- You will reach the Forum page listing the main discussion subjects
- Your first step will be to click the “Group Home” tab
- Simply Click the “Join Group” button to join for complete access anad participation
 - Email Reply & Notifications are automatically enabled when joining a group

The Lounge

My Groups **Group Home** Members Forum Documents View Community Profile Community Settings Message Center

Group Home

	<p>Name: The Lounge</p> <p>Leader: NetVU Administrator</p> <p>Members: 503</p> <p>Status: Public</p> <p>Created: October 25, 2010</p> <p>Description: Feel free to come into the NetVU Lounge to discuss any topics!</p> <p>You have 0 unread messages</p>	<div style="border: 1px solid #0070C0; display: inline-block; padding: 2px 10px; color: #0070C0; text-decoration: none;">Join Group</div>
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- Once this is done you are all set to begin Networking with and Learning from your fellow Network of Vertafore Users (NetVU) members!
 - (If you have any additional questions please contact us through the “Contact Us” link or info@netvu.org for a personalized tour of the NetVU Community)