

Plugin eRoom

User Guide

The eRoom plugin is an extension which improves the ergonomics of eRoom and makes it more intuitive. The new features of eRoom, thanks to the plugin, are to [format your text](#), to [drag and drop files/folders](#) between your windows environment and your room and to [edit files in just one step](#).

If you are a Supplier (or do not have Renault “Spot” configuration), your workstation must fill the following prerequisites:

- 512 Kbit/s minimum Internet access
- Microsoft 2000, 2003, XP ou NT 4.0 (Service pack 6a)
- Internet Explorer 5.0.1 (or higher)

1. How to activate the plugin ?

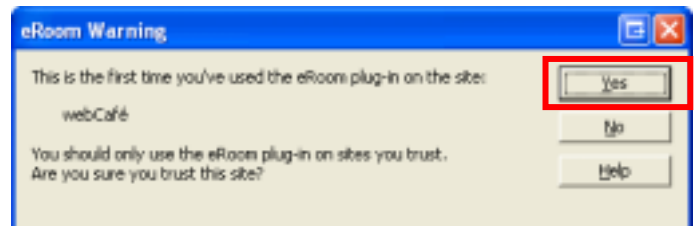
- First connection to eRoom:** Please select [« eRoom plug-in software »](#).



- When entering your password,** Select “Use plug-in”



On the next step, you will be prompted with an “eRoom warning” window. Click on YES.



2. Edit documents with the plug-in

- In order to Edit, make « right click / Edit » on the icon of the file.

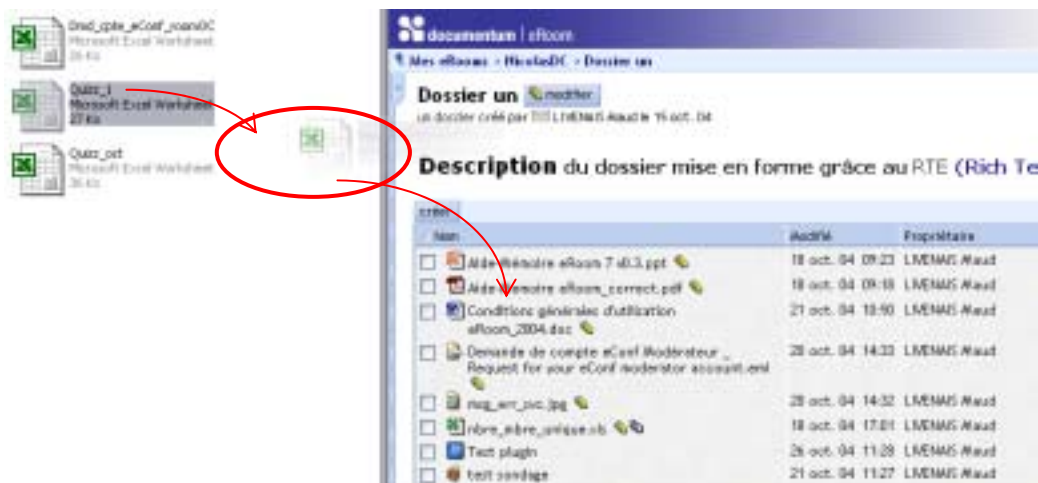


eRoom reserves the file for editing and opens it in its native application. You can edit the file and save your changes. eRoom automatically uploads the changes and releases the reservation.

- **What happens when someone else wants to edit the file I am editing?** This person will be prompted with an “eRoom warning” window, mentioning that this file is already in edition.
- **Note :** When clicking directly on the file to edit it, the document is not reserved. That is the reason why the best method to edit a file is “**right click / Edit**”

3. Using Drag & Drop

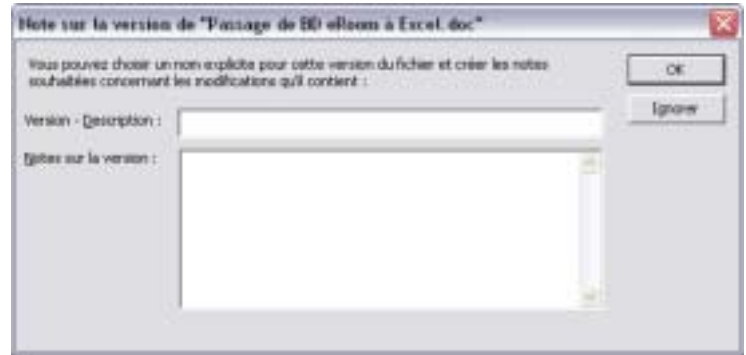
You can drag and drop items (files or folders) from your desktop into your room. The reverse operation is also possible.



Note:

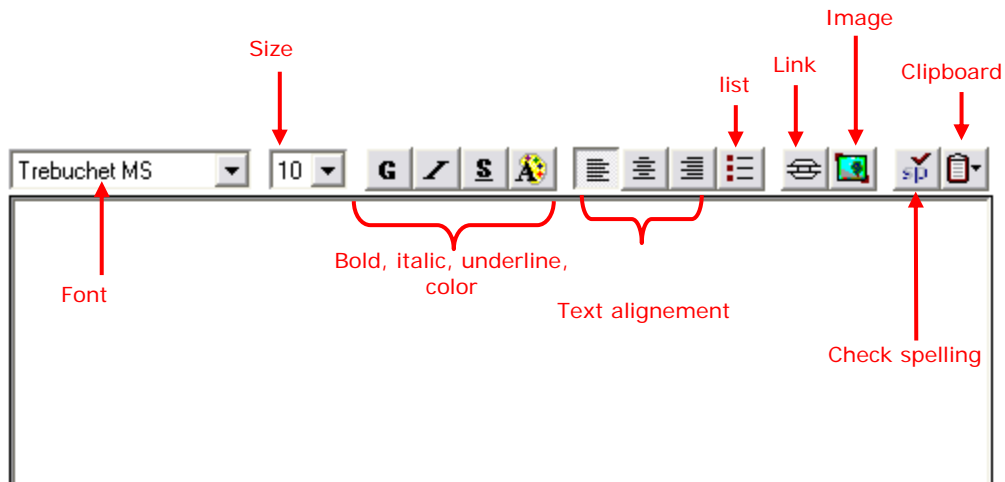
=> The following message will appear so that you can describe the new version of the file:

- If a file placed in the room has got the name of an existing file.
- If you place a file precisely on the icon of another file (even if the names are different)



4. The Rich Text Editor

The "Rich Text Editor" enables you to format text, insert pictures and links in comments and objects descriptions ...



5. Rules

The plugin adds functionalities which make the eRoom tool really ergonomic. However, the plugin must be used carefully.

1. The **Rich Text Editor** allows you to format text used in your eRoom. Let us remind that an eRoom is a collaborative working space!

Beware on the excessive usage of colors, links, images, etc.

Watch out not to disrupt the Web codes:

- text in blue and underlined is reserved for the not-visited hypertext links
- text in purple and underlined is reserved for the already visited hypertext links

2. **Drag and Drop** allows you to add files or folders quickly to your room.

Let us remind that the structure of a room does not have to exceed 4-5 nested levels.

The structure of a room is specific in the process, in the tasks which are led there and requires appropriate thoughts. Indeed, the aim of a room is to do more than just sharing a hierarchy of files.

3. **Initializing a room.** The drag and drop feature can be very useful to upload files during the initialization of the room. However, the previous remarks apply. It is recommended to limit the levels of the room's structure and to think well about the structure before performing this operation.

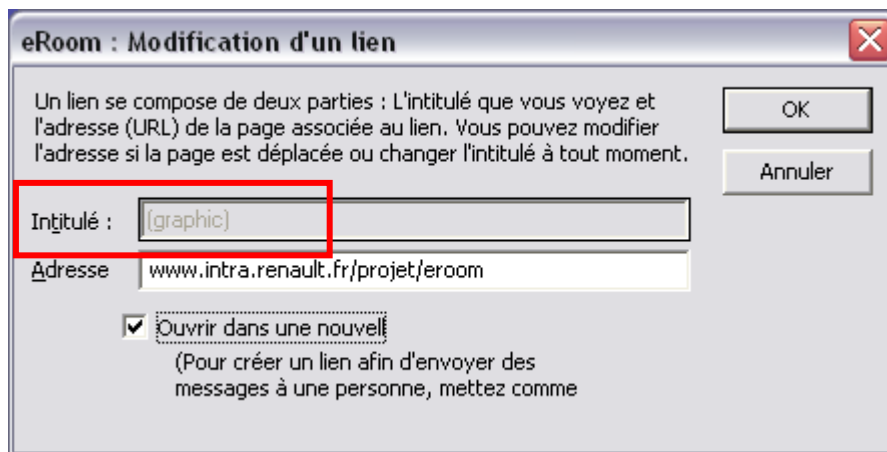
6. Tips & Tricks

- You can put a link on an email address and generate the creation of an email: create a link and indicate « mailto: » followed by the email address.

A click on the link of the email address will open your messaging rich client (Outlook Express for example).



- You can add graphics into a link by selecting the graphic, clicking the Insert Link button, and entering the URL. Do not forget to select « Open in a new window » ("Ouvrir dans une nouvelle fenêtre").



- You can use graphics of these formats : .jpg, jpeg, .gif, .bmp.