

II. ACEN[®] Working Website[™] Tools - Notifier[™]

Your ACEN Working Website[™] is made up of a collection of modular Working Website[™] Tools, customized for your specific needs. The Working Website[™] Tools work together seamlessly to exchange information with your clients, customers, suppliers, employees, or associates.

Using the Working Website[™] tools, your ACEN website works for you, 24/7—with a minimum of effort on your part. What's more, as with all ACEN Tools, there's no technical knowledge required.

Many Working Website[™] Tools use the ACEN Contact Manager database as a basis for exchanging information. The Contact Manager is an electronic list of contacts important to your business. Detailed information about the Contact Manager can be found in Section I of this document.

• Overview

The Working Website[™] Tools that use the contact database are:

1. **Library[™]**, a tool to post and share documents and information in a variety of useful ways;
2. **Portfolio[™]**, where you can post your best work for the world to come and see, and target the most important folks—your customers and contacts;
3. **Notifier[™]**, a place to store your news, bulletins, and events, and broadcast them to your contacts; and
4. **BidGetter[™]**, where you can easily post and track your job bidding online.

• Definitions

Before we go further, let's demystify some jargon with a few definitions:

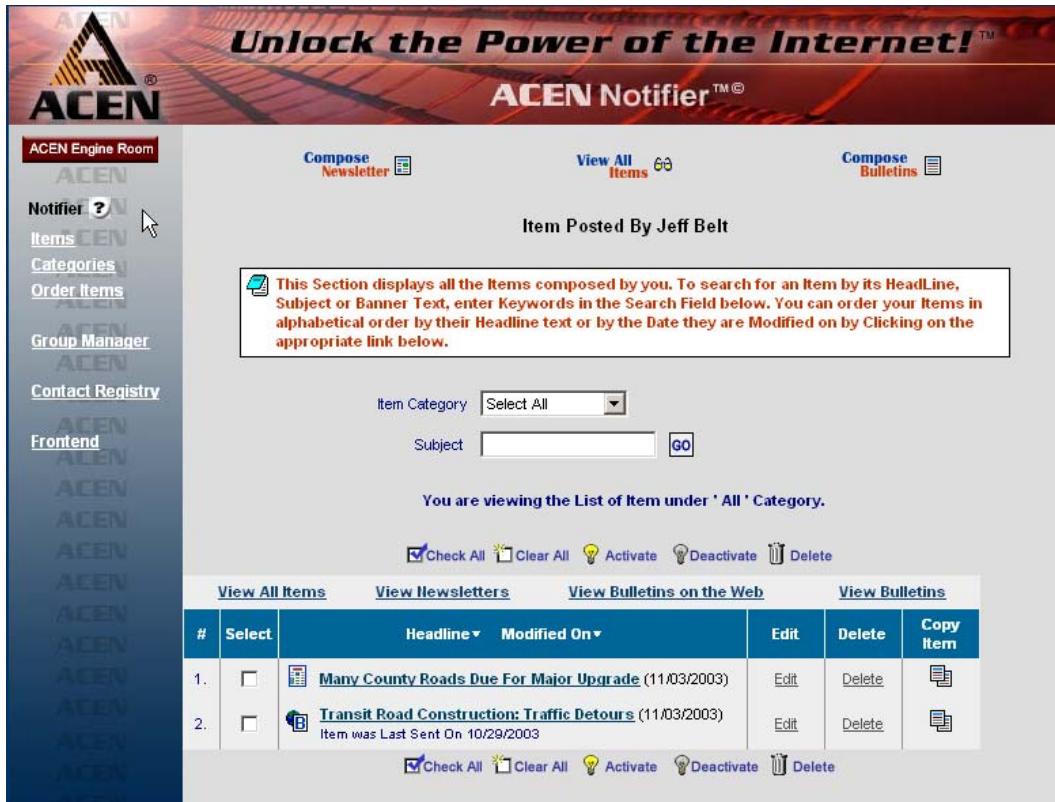
Contact is an individual associated with your website or business, such as a client, customer, or supplier (you decide how to classify your contacts). A contact is eligible to receive news and information about your company via your ACEN Working Website[™] Tools. Typically, contacts manage their own accounts, deciding what options they do and don't want.

Document is an electronic file, such as a Microsoft Word file or PDF (Acrobat) file that is posted on your website. Typically, a document is associated with a specific project posted on your site. Interested users of your website can easily download, view, and/or print these documents.

3. Notifier™

Notifier™ allows you to keep customers, clients, and associates informed using attractive, custom-formatted e-mail bulletins and newsletters. You can selectively e-mail individuals or groups in your contact list, and all information is automatically archived on your website.

To view Notifier™, click on the Notifier link (at left) from any main page in the ACEN BackOffice™. The Notifier™ module is displayed:



The Notifier™ main page.

The Notifier™ module consists of three sections:

- a. a list of **Items**;
- b. a list of **Categories**; and
- c. a place to **Order Items**.

Click on the links at left to navigate between these three sections. Note that **Items** is displayed by default.

• Definitions

Newsletter is a document containing articles relevant to your organization, usually published on a regular basis (i.e., monthly, bi-monthly, seasonally, or yearly).

Bulletin is an "alert" document that usually covers one or more important topics. Typically, a bulletin is published sporadically, as needed.

• Items

The Items section contains a listing of items (posted by you, by default):

ACEN Engine Room

Compose Newsletter View All Items Compose Bulletins

Item Posted By Jeff Belt

This Section displays all the Items composed by you. To search for an item by its HeadLine, Subject or Banner Text, enter Keywords in the Search Field below. You can order your Items in alphabetical order by their Headline text or by the Date they are Modified on by Clicking on the appropriate link below.

Item Category: Select All

Subject: [] GO

You are viewing the List of Item under ' All ' Category.

Check All Clear All Activate Deactivate Delete

View All Items View Newsletters View Bulletins on the Web View Bulletins

#	Select	Headline	Modified On	Edit	Delete	Copy Item
1.	<input type="checkbox"/>	Many County Roads Due For Major Upgrade	(11/03/2003)	Edit	Delete	
2.	<input type="checkbox"/>	Transit Road Construction: Traffic Detour	(11/03/2003)	Edit	Delete	

Item was Last Sent On 10/29/2003

Check All Clear All Activate Deactivate Delete

The Items section.

Three general options are displayed at the top of the page:

Compose Newsletter enables you to add a new newsletter, then selecting who will receive it.

View All Items/View All Items Posted By...(You) displays a list of all items, or just the ones you've posted. (Note that you can only edit you own items.)

Compose Bulletins enables you to add a new bulletin, then selecting who will receive it.

The Item List Toolbar

The Items page includes a toolbar that allows you to edit and manipulate the items in the list:



Topic list toolbar.

You can modify individual items directly, or modify multiple items at once. The principle is this: to modify an individual item, click on the desired icon in that item's row; to modify multiple items, select the items that you want to modify, and then click on the desired icon in the toolbar.

<input checked="" type="checkbox"/> Check All <input type="checkbox"/> Clear All Activate Deactivate Delete					
View All Items		View Newsletters		View Bulletins on the Web	
#	Select	Headline ▾	Modified On ▾	Edit	Delete
1.	<input checked="" type="checkbox"/>	Many County Roads Due For Major Upgrade (11/03/2003)		Edit	Delete
2.	<input checked="" type="checkbox"/>	Transit Road Construction: Traffic Detours (11/03/2003) Item was Last Sent On 10/29/2003		Edit	Delete

Example item list.

For example, if we want to delete the “Transit Road Construction” item (see figure above), we simply click on “Delete” under the Delete column in that same row. If we want to delete both “Transit Road Construction” and “Many County Roads...” we select these two contacts by checking *both* checkboxes (under the Select column) and then clicking “Delete” [Delete](#) in the Toolbar (see figure above).

Here are some definitions:

Check All selects all displayed items

Clear All clears the checkboxes of all the displayed items.

Activate [Activate](#) makes the selected items “active” or visible on the website. For example: and indicate an active newsletter and bulletin, respectively.

Deactivate [Deactivate](#) makes the selected items “invisible” or “inactive” on the website. This is a convenient way to temporarily “shut-off” an item. For example: “dimmed” images and indicate an inactive newsletter and bulletin, respectively.

Delete permanently removes the selected items from the database (as in our example above).

Individual Item Controls

Each item in the item list has several useful controls, defined as follows:

Newsletter/Bulletin Icon and indicate whether the item is a newsletter or bulletin, respectively. Note that “dimmed” images (or) indicate an inactive newsletter and bulletin (see “Activate” and “Deactivate,” above).

Headline Clicking on the item name displays summary of that item (see “View Topic Information” below). Note also that clicking on the column label “Headline” sorts the list by item.

Modified On sorts the list by modification date when clicking on the column label.

Edit allows you to edit that item.

Delete permanently removes the selected item from the database (as in our example above).

Copy Item allows you to easily duplicate an item. This is useful when posting a new item that is similar in form or content to another posted item.

Adding/Editing Items



Step 1: Compose a Subject

To **add** a new Newsletter item, click on "Compose Newsletter" from the main Items page. To add a new Bulletin item, click on "Compose Bulletins" from the main Items page (in our example, we use the Newsletter section, but all menus and functions are identical to the Bulletin section).



Adding a newsletter or bulletin.

To **edit** a particular item, click on the "Edit" link (from the Item list page, above):

Created On ▾	Edit	Delete	Copy Item
Major Upgrade (11/03/2003)	Edit	Delete	
Traffic Detours (11/03/2003)	Edit	Delete	

Adding/Editing a Newsletter.

For a Newsletter, the "Compose/Edit Newsletter Subject" form will be displayed:

[Add a new Newsletter](#) [Add a new Bulletin](#) [Back to all Notifier Items](#)

[Subject](#) ▾ [Banners](#) ▾ [Message and Attachments](#) ▾ [Preview Newsletter](#) [Recipients](#) [Send Newsletter](#) ▾

Subject: Many County Roads Due For Major Upgrade

Compose / Edit Newsletter Subject

Vol.	<input type="text" value="Vol. 1 No. 1"/>
No.	<input type="text" value="August 4, 2003"/>
Date	<input type="text" value="09/14/03"/>
Headline	<input type="text" value="Many County Roads Due For Major Upgrade"/>
Banner Text	<input type="text" value="County-wide, 50-year old culverts and 80-year old bridges receive their well earned retirement."/>
Email Address From	<input type="text" value="jbell@acen.com"/> <small>(Please make sure it is a valid email address.)</small>

Adding/Editing Newsletter Form.

For a Bulletin, the "Compose/Edit Bulletin Subject" form will be displayed:

Subject: Transit Road Construction: Traffic Detours

Compose / Edit Bulletin Subject

i You can post this Bulletin on your web site at any time by selecting 'Yes' to display Bulletin on your website below. To remove it from your website, select 'No'.

Subject	Transit Road Construction: Traffic Detours
Salutation	Dear Motorist:
Banner Text	During road re-construction from September through November, there will be major traffic disruptions along Transit Road. Please follow the posted detours. 3846 characters left.
Email Address From	jbelt@acen.com (Please make sure it is a valid email address, otherwise your email may not be sent)
Display this Bulletin on your Website	<input checked="" type="radio"/> Yes <input type="radio"/> No

Submit

Adding/Editing a Bulletin.

You may now add/edit the items on the form. Keep in mind that the information on this page applies to the *entire* newsletter or bulletin. When you are finished, click "Submit" to go to Step 2.

Step 2: Select a Category and Banner

In this step, you must select a category and choose a banner style for the newsletter/bulletin. This page displays several custom categories and banner images. Select the ones you wish and click "Submit" to go to Step 3.

Compose a Newsletter Compose a Bulletin Back to all Notifier Items



Subject: Many County Roads Due For Major Upgrade

Select Item Category and Banner Images

Please Select the categories you want this Item to be displayed under

<input checked="" type="checkbox"/> Company News1	<input type="checkbox"/> Company News2
<input type="checkbox"/> Investor News	<input type="checkbox"/> Traffic Reports

Please select the set of Banner Images you would like to use for this Item

<input checked="" type="radio"/> 	<input type="radio"/> 
--	--

Submit

Selecting a category and a banner image.

Step 3: Add/Edit Message and Attachments

In this step, you enter the individual articles in the newsletter/bulletin. Select the ones you wish and click "Submit" to go to Step 3.

The screenshot shows a web interface for editing a newsletter article. At the top, there are navigation links: "Compose a Newsletter", "Compose a Bulletin", and "Back to all Notifier Items". Below these are several icons and labels: "Subject", "Banners", "Message and Attachments", "Preview Newsletter", "Recipients", and "Send Newsletter". The main subject line reads "Subject: Many County Roads Due For Major Upgrade". Below this is a section titled "Add / Edit Message and Attachments". The form contains several fields: "Render in Column" (a dropdown menu set to "Column 2"), "Headline" (a text box containing "Test Headline"), "Text" (a large text area containing placeholder text: "This is placeholder text. If there were a story to tell, this would be the place to tell it. Boy, it shure would be a good story. I'll bet everyone would want to read it. Except for Joe. He hates to read."), "Web URL" (a text box containing "www.acen.com"), "Document or Image Link" (a text box containing a file path "C:\Documents and Settings\cbanas\Desktop\Urb" and a "Browse..." button), and "Caption" (a text box containing "This is the caption that describes the linked image or document"). At the bottom of the form are two buttons: "Save and Add More" and "Save and Preview".

Selecting a category and a banner image.

Each form item is defined as follows:

Render in Column indicates what column this article will reside in the final custom layout.

Headline is the headline for this article.

Text is the "body" of the article.

Web URL enables you to include a link to a relevant internet address, if desired.

Document or Image Link enables you to include a document file or an image with the article, if desired.

Caption is a short description of the document or image link, if one exists.

If you wish to add another article, click "Save and Add More." When you are finished adding articles, click "Save and Preview" to go to Step 4.

Step 4: Preview Newsletter/Bulletin

In this step, you may preview the finished newsletter/bulletin.

Compose a Newsletter Compose a Bulletin Back to all Notifier Items

Subject Banners Message and Attachments Preview Newsletter Recipients Send Newsletter

Subject: Many County Roads Due For Major Upgrade

Preview Newsletter

Click here to reposition items in your Newsletter.

SAVARINO News-N-Notes
Construction Services Corporation

Vol. Vol. I No. 1 No. August 4, 2003 09/14/03

Many County Roads Due For Major Upgrade
County-wide, 50-year old culverts and 80-year old bridges receive their well earned retirement.

Previewing your Newsletter/Bulletin.

You may reposition items by clicking on the link (see figures above and below):

Update Position

SAVARINO News-N-Notes
Construction Services Corporation

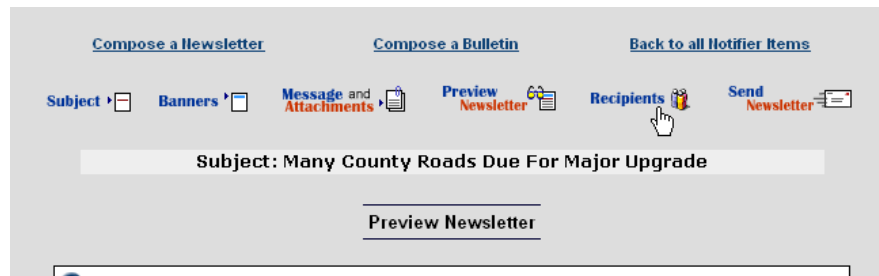
Vol. Vol. I No. 1 No. August 4, 2003 09/14/03

Many County Roads Due For Major Upgrade
County-wide, 50-year old culverts and 80-year old bridges receive their well earned retirement.

Column No.	Position No.	Column No.	Position No.
Column 1	0	Column 2	3
Zoar Valley to North Main Street Erie County Department of Public works operates nearly 1,200 miles of roads with over 280 bridges and culverts. Many of the bridges and culverts are over 50 years old and are in desperate need of replacement. This summer, construction cones are blossoming throughout the county as the DPW undertakes the largest bridge and culvert construction program in history. From Springville to Akron, Angola to Alden, bridges and culverts are being replaced.		Bid Info Online There are over 30 bridge and culvert projects underway. Some of the projects involve over a half-dozen culverts. We're using our website to get the information to contractors 24 / 7, online. Click "Bidding" at our website: www.eriedpw.com , to see more. www.eriedpw.com	
to Quality		Test Headline This is placeholder text. If there were a story to tell, this would be the place to tell it. Boy, it shure would be a good story. I'll bet everyone would want to read it. Except for Joe. He hates to read. Urban_Sprawl_NYS(2).pdf This is the caption that describes the linked image or document.	

Repositioning items in your Newsletter/Bulletin.

For each item, select the column and position number you desire. When you are finished repositioning, click "Update Position" to return to the preview page.

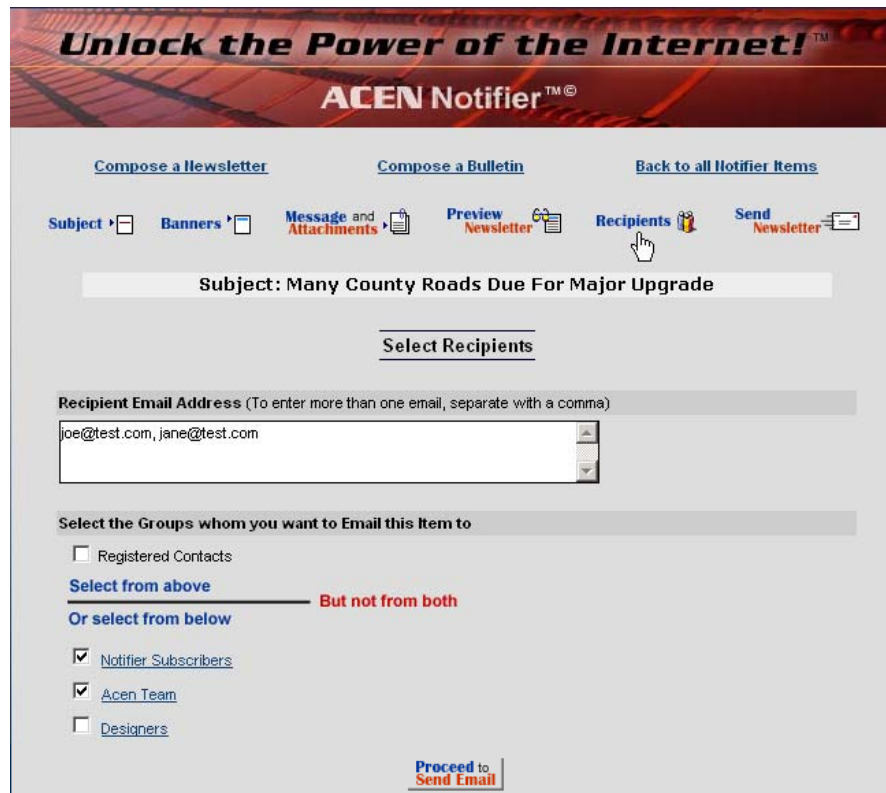


Previewing your Newsletter/Bulletin.

To move on to Step 5 (add/edit recipients), click "Recipients":

Step 5: Add/Edit Recipients

In this step, you add or edit recipients for your newsletter/bulletin:



Adding/editing recipients.

Select the individuals or groups that you would like to receive the newsletter/bulletin.

***Note:** no matter who you choose as e-mail recipients, the newsletter or bulletin published on your website can be viewed by everyone.

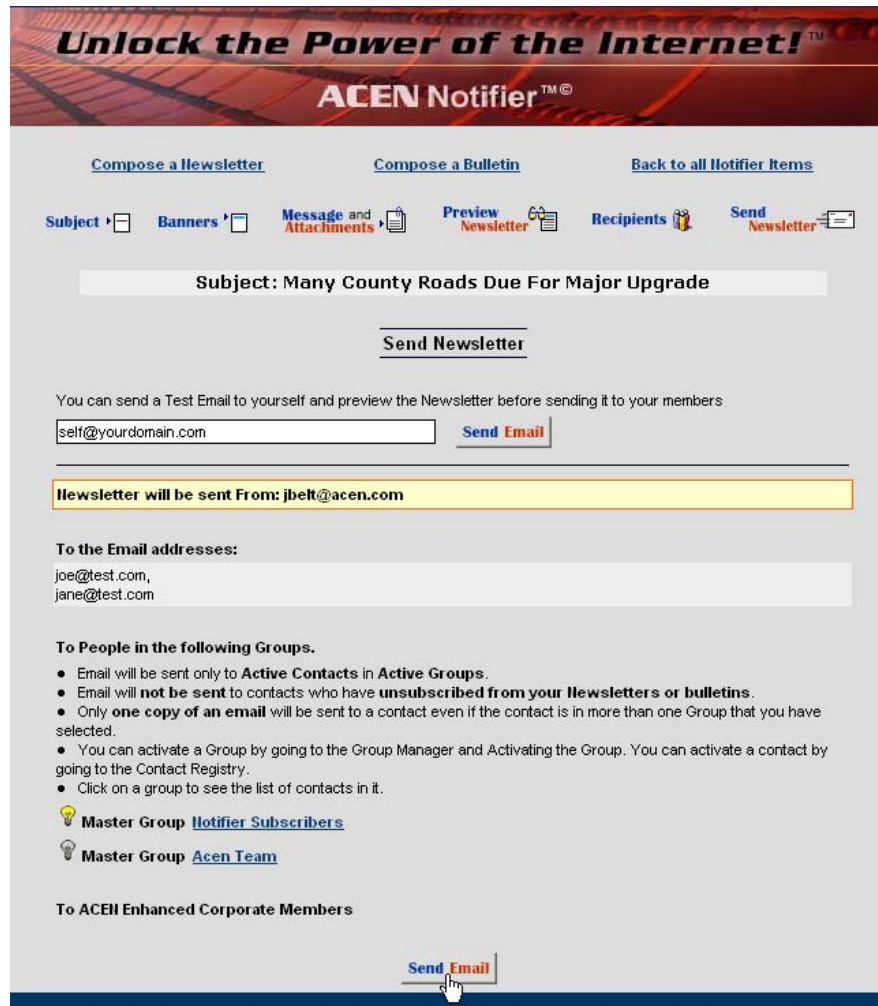


"Send" buttons.

When you are finished choosing recipients, click "Send Newsletter/Bulletin" at page top or "Proceed to Send Email" at page bottom. This will take you to the final step (Step 6).

Step 6: Sending Newsletter/Bulletin

In this step, you test your e-mail, confirm your recipients, and send the newsletter/bulletin:



Adding/editing recipients.

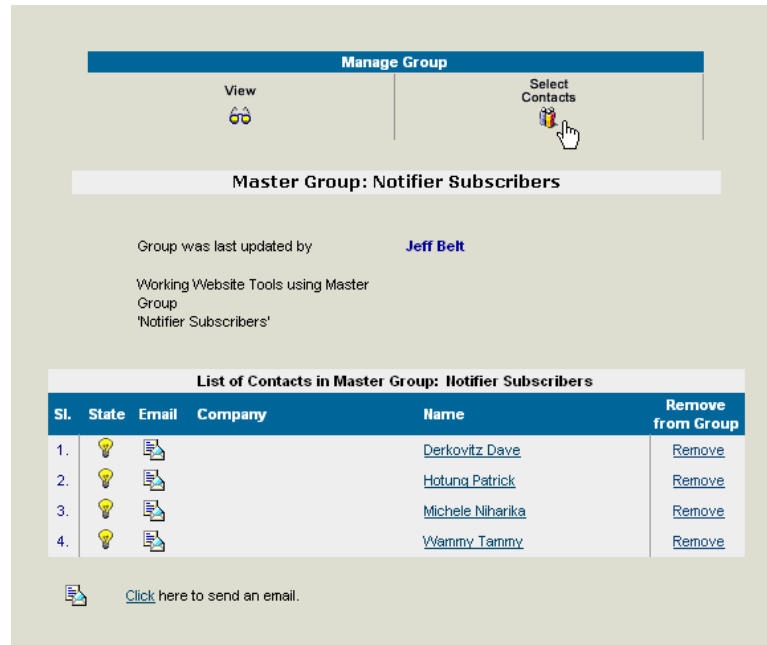
Review the information on this page before sending your e-mail.

***Note:** e-mail will be sent only to active members in active groups. You may check to see if a group is active by looking at the light bulb icon (💡 = active; ⚪ = inactive) next to the group name.



Click to edit a group.

You may edit any group before you send your e-mail. Click on the group name to edit a group (see above). A Group Manager window is displayed:



Editing group(s).

You may now edit the contacts in the group (see the **Contact Manager** section for more information).

When you are finished testing the e-mail and confirming/editing recipients, click "Send Email" at page bottom to send your newsletter/bulletin:



"Send Email" button.

A message will appear confirming your e-mail has been sent:



• Categories

As many as 50 different categories can be created for your newsletters and bulletins. Clicking on “Categories” at left brings you to the Categories page:

ACEN Engine Room

ACEN Notifier™

Manage Item Categories

Notifier ?

Items

Categories

Order Item

Group Manager

Contact Registry

Frontend

Submit **Reset**

Item Category **Name** **Edit** **Delete** **State**

Item Category 1	Company News2	Edit	Delete	💡
Item Category 2	Investor News	Edit	Delete	💡
Item Category 3	Traffic Reports	Edit	Delete	💡
Item Category 4	Company News1	Edit	Delete	💡
Item Category 5	<input type="text"/>			
Item Category 6	<input type="text"/>			
Item Category 7	<input type="text"/>			

The Categories page.

You may now **add**, **edit**, **delete**, or **activate/deactivate** categories.

Adding Categories

To add a new category, type the new topic name in an empty field, and click “Submit.”



Submit **Reset**

Item Category	Name	Edit	Delete	State
Item Category 1	Company News1	Edit	Delete	💡
Item Category 5	<input type="text" value="New Category Name"/>			

Adding a category.

Editing Categories



To edit a category, click "Edit" next to the category you wish to edit. The topic name will appear as an editable field. After you're finished making your changes, click "Submit."

Item Category 3	Traffic Reports	Edit	Delete	
Item Category 4	Company News	Edit	Delete	

Editing a category.

Deleting Categories

To remove a category, click "Delete" next to the category you wish to remove:

Item Category 3	Traffic Reports	Edit	Delete	
Item Category 4	Company News	Edit	Delete	

Deleting a category.

Activating/Deactivating Categories

An active category is visible* on the website, and is indicated by a yellow light bulb; an inactive category is indicated by a gray bulb. Click on the light bulb to activate/deactivate a category:

Item Category 2	Investor News	Edit	Delete	
Item Category 3	Traffic Reports	Edit	Delete	

Activating/deactivating a category.

***Note:** items under an inactive category will not be displayed. However, if any of those items are cross-listed under another visible category, those items will still be displayed.

• Order Items

To order portfolio items, click on "Order Items" from the main Notifier™ page:

ACEN Engine Room

Compose Newsletter View All Items Compose Bulletins

Order your Item

Order all your Items Order your Newsletters Order your Bulletins on the Web Order your Bulletins

#	Headline	Item Position No.
1.	Transit Road Construction: Traffic Detours (11/03/2003) Item was Last Sent On 10/29/2003	<input type="text" value="0"/>
2.	Many County Roads Due For Major Upgrade (11/04/2003)	<input type="text" value="1"/>
3.	New Investment Funds Available (11/04/2003)	<input type="text" value="2"/>

Submit

Ordering items in Notifier™.

You may now re-order the portfolio items in the list by changing the numbers under "Item Position No." at right:

Headline	Item Position No.
Transit Road Construction: Traffic Detours (11/03/2003) Item was Last Sent On 10/29/2003	<input type="text" value="0"/>
Many County Roads Due For Major Upgrade (11/04/2003)	<input type="text" value="2"/>
New Investment Funds Available (11/04/2003)	<input type="text" value="1"/>

Submit

Changing the order numbers.

Click "Submit" when you are done. The newly ordered list will display:

Order your Item

Order all your Items Order your Newsletters Order your Bulletins on the Web Order your Bulletins

#	Headline	Item Position No.
1.	New Investment Funds Available (11/04/2003)	<input type="text" value="0"/>
2.	Many County Roads Due For Major Upgrade (11/04/2003)	<input type="text" value="1"/>
3.	Transit Road Construction: Traffic Detours (11/03/2003) Item was Last Sent On 10/29/2003	<input type="text" value="2"/>

Submit

The new order.

* **Note:** to sort alphabetically by name, change all the Position Numbers to "1."