

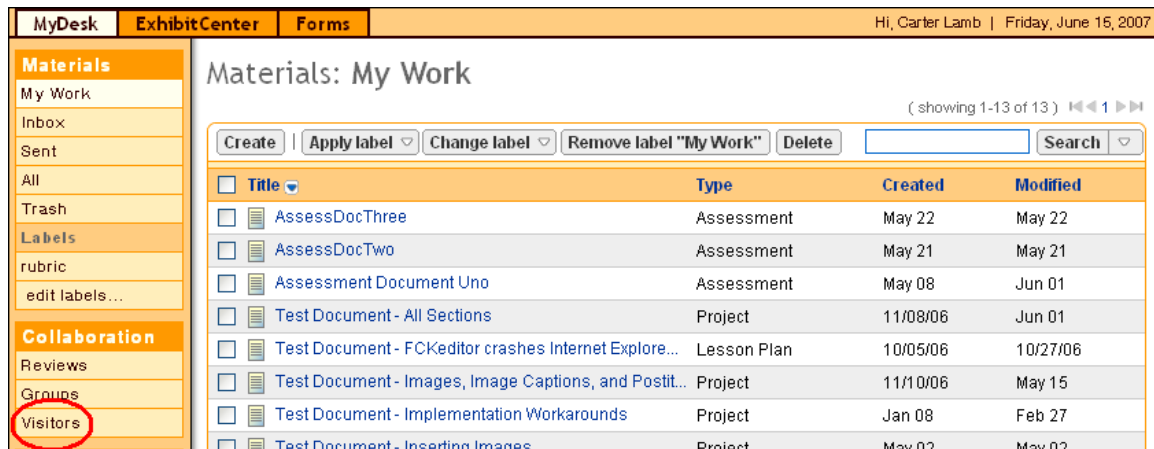
LiveText Help

Visitor's Passes

Visitor's passes allow people without LiveText accounts to view the documents of LiveText users. A user creates a visitor's pass, shares one or more documents with the pass, then distributes the pass to one or more visitors. Those visitors can then log in at <http://college.livetext.com>. LiveText tracks the documents viewed by your visitor.

To create a visitor's pass

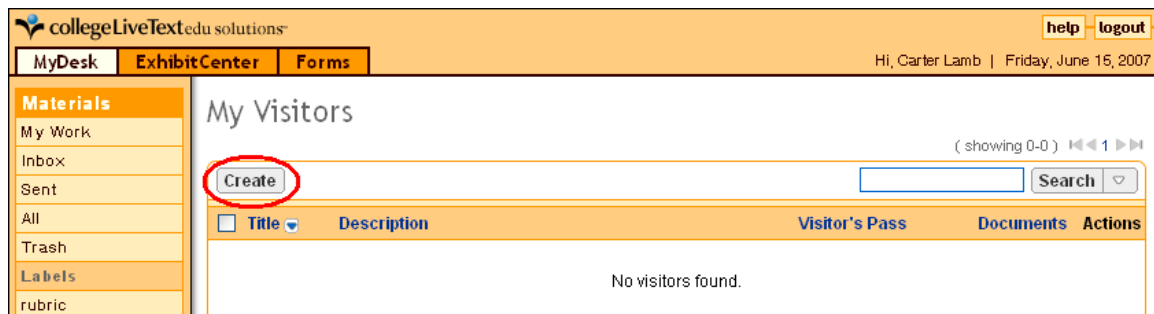
1. Click the Visitors link within the Collaboration menu



The screenshot shows the LiveText interface with the 'Materials: My Work' page. The 'Visitors' link in the Collaboration menu is circled in red. The page displays a list of materials with columns for Title, Type, Created, and Modified. The 'Create' button is also visible.

Title	Type	Created	Modified
AssessDocThree	Assessment	May 22	May 22
AssessDocTwo	Assessment	May 21	May 21
Assessment Document Uno	Assessment	May 08	Jun 01
Test Document - All Sections	Project	11/08/06	Jun 01
Test Document - FCKeditor crashes Internet Explore...	Lesson Plan	10/05/06	10/27/06
Test Document - Images, Image Captions, and Postit...	Project	11/10/06	May 15
Test Document - Implementation Workarounds	Project	Jan 08	Feb 27
Test Document - Inserting Images	Project	May 02	May 02

2. Click the Create button



The screenshot shows the LiveText interface with the 'My Visitors' page. The 'Create' button is circled in red. The page displays a table with columns for Title, Description, Visitor's Pass, Documents, and Actions. The text 'No visitors found.' is displayed in the table area.

Title	Description	Visitor's Pass	Documents	Actions
No visitors found.				

3. Enter a title for the visitor's pass then click the Save button

collegeLiveTextedu solutionsSM help logout

MyDesk ExhibitCenter Forms Hi, Carter Lamb | Friday, June 15, 2007

Create Visitor's Pass

Title: Principal Jones

Description:

Save Cancel

4. Copy or write down the eight-character visitor's pass code. You will give this code to your visitors.

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MyDesk ExhibitCenter Forms Hi, Carter Lamb | Friday, June 15, 2007

My Visitors

(showing 1-1 of 1) <<< 1 >>>

Create Delete Search

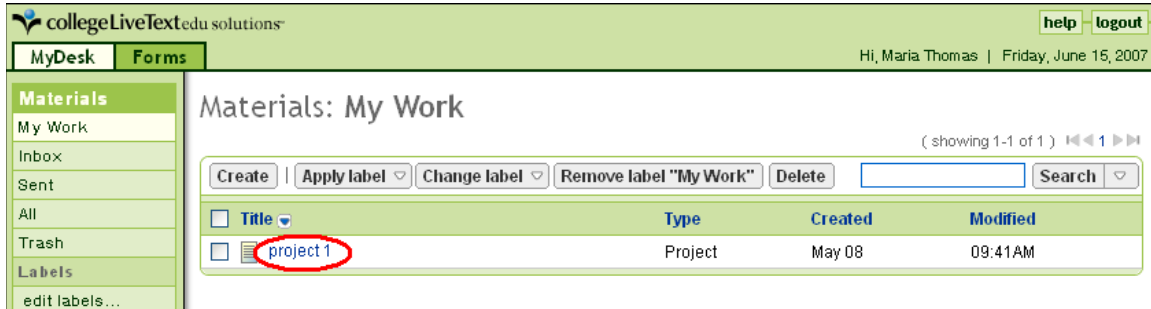
<input type="checkbox"/>	Title	Description	Visitor's Pass	Documents	Actions
<input type="checkbox"/>	Principal Jones		ECC04E20	0	edit documents visits

Note: None of your documents is associated with your visitor's pass. If your visitor logs in now then they will see a "No items found" message. You must share one or more documents with your visitor's pass.



To share a document with a visitor's pass

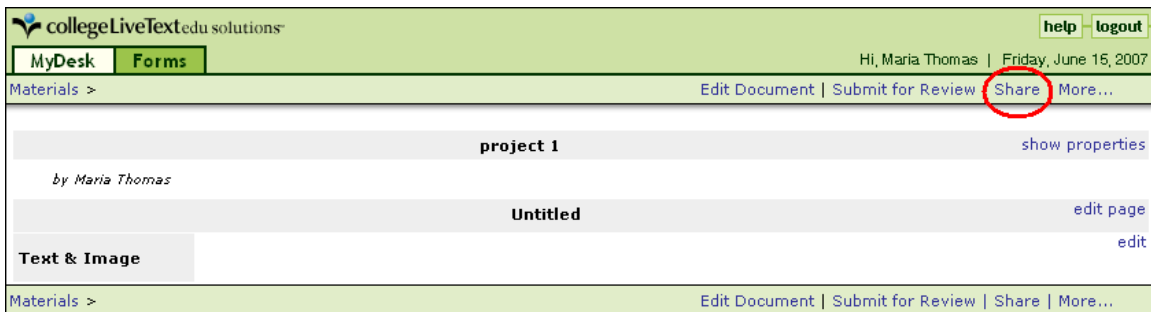
1. From the My Work area, open the document that you wish to share by clicking its title



The screenshot shows the 'collegeLiveTextedu solutions' interface. The user is logged in as 'Hi, Maria Thomas' on 'Friday, June 15, 2007'. The page title is 'Materials: My Work'. A table lists documents with columns for 'Title', 'Type', 'Created', and 'Modified'. The first row shows 'project 1' (Type: Project, Created: May 08, Modified: 09:41 AM), which is circled in red.

Title	Type	Created	Modified
project 1	Project	May 08	09:41 AM

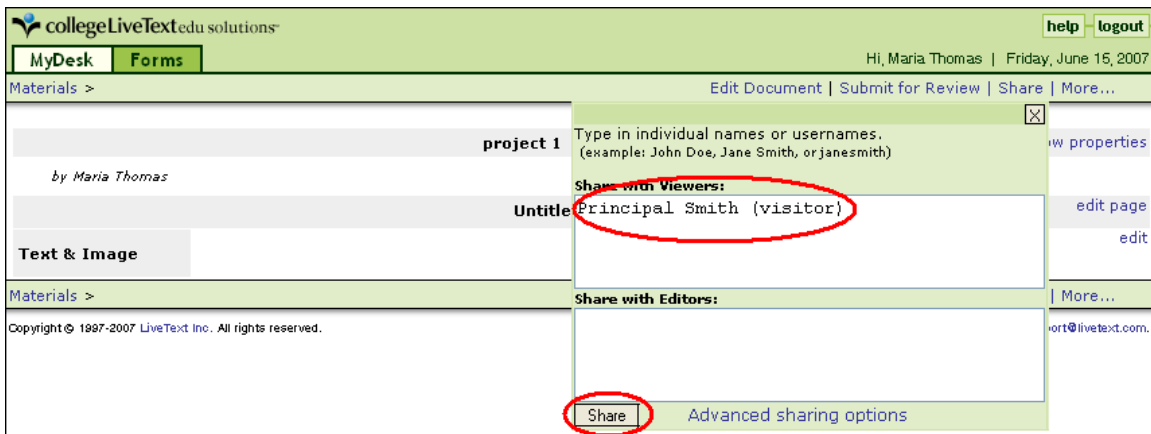
2. Click the Share link



The screenshot shows the 'collegeLiveTextedu solutions' interface. The user is logged in as 'Hi, Maria Thomas' on 'Friday, June 15, 2007'. The page title is 'Materials: My Work'. The 'Share' link is circled in red.

3. Type the title of your visitor's pass into the "Share with Viewers" box then wait for the system to recognize the pass. The system recognizes the pass when it puts "(visitor)" behind the title of the pass. Once recognized, click the Share button.

Note: Do not type the eight-character code here. Type the title of the pass. In the example below, I typed "Principal Smith", not CB12D832



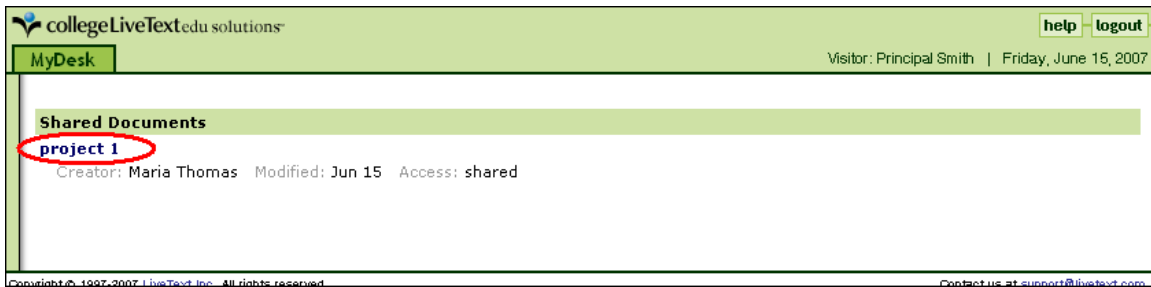
The screenshot shows the 'collegeLiveTextedu solutions' interface. The user is logged in as 'Hi, Maria Thomas' on 'Friday, June 15, 2007'. The page title is 'Materials: My Work'. The 'Share' link is circled in red. The 'Share with Viewers' dialog box is open, showing the text 'Principal Smith (visitor)' circled in red. The 'Share' button is also circled in red.

To log in as a visitor

1. Open <http://college.livetext.com>
2. Enter your visitor's pass into the "Visitor's Pass Area" then click the "Visitor Login" button



3. The system lists all of the documents that have been shared with your visitor's pass. Click a document's title in order to view the document.

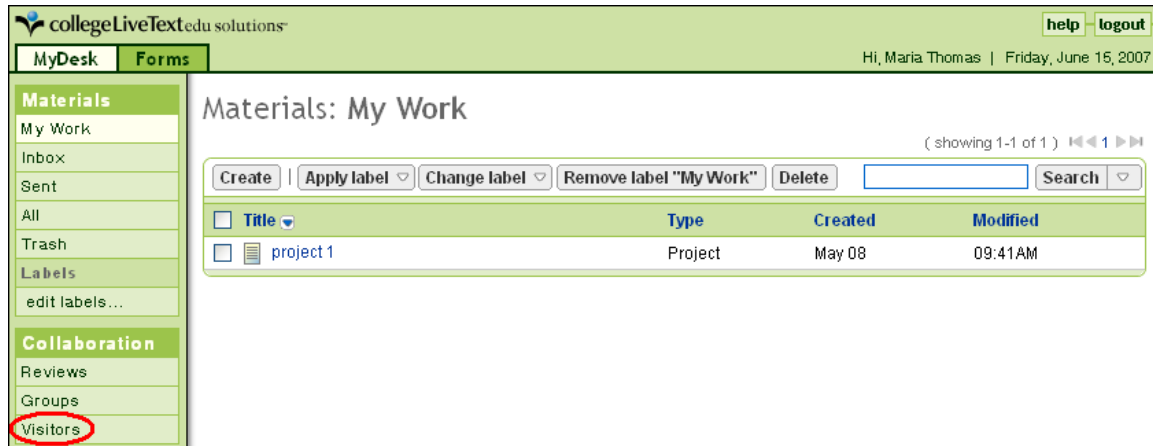


To view the usage of your visitor's pass

LiveText records which documents a visitor opens and when those documents were opened. Use the steps below to view those records.

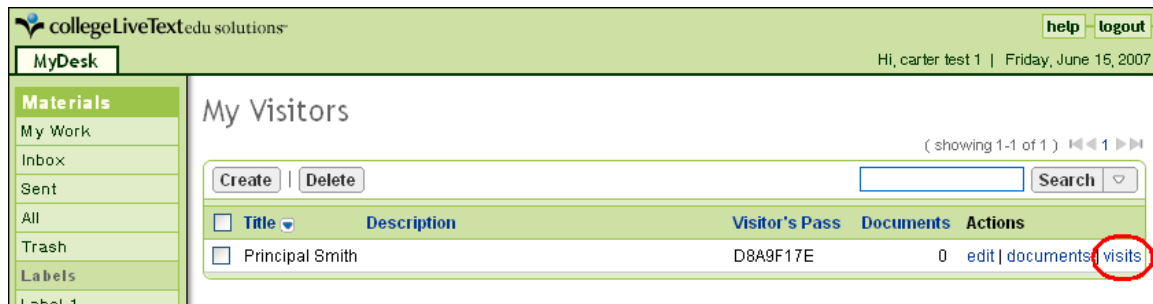
Note: LiveText does not record when a visitor logs in so if a visitor logs in and does not open any documents then there will be no record for that visit.

1. Click the Visitors link within the Collaboration menu



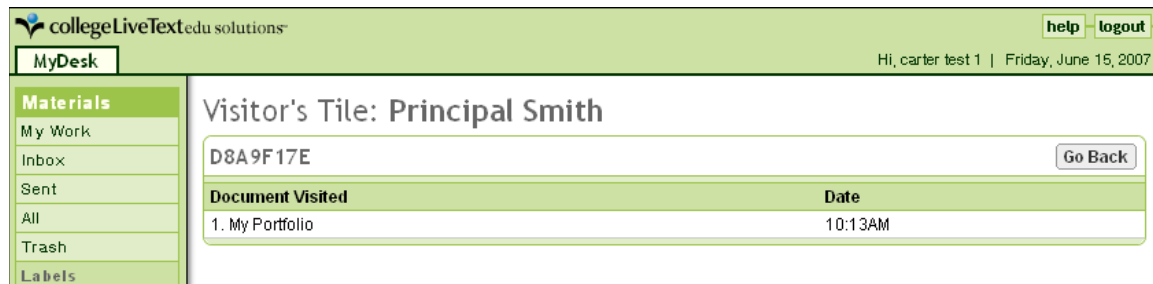
The screenshot shows the collegeLiveTextedu solutions interface. The top navigation bar includes 'MyDesk' and 'Forms'. The left sidebar has a 'Collaboration' menu with 'Visitors' circled in red. The main content area is titled 'Materials: My Work' and displays a table with one entry: 'project 1' (Type: Project, Created: May 08, Modified: 09:41AM).

2. Click the visits link for one of your visitor's passes



The screenshot shows the collegeLiveTextedu solutions interface. The left sidebar has 'Materials' selected. The main content area is titled 'My Visitors' and displays a table with one entry: 'Principal Smith' (Visitor's Pass: D8A9F17E, Documents: 0). The 'visits' link in the Actions column is circled in red.

3. The system lists the title of each document opened by this visitor and the date and time that the document was opened. If the document was opened today then only the time is listed.



The screenshot shows the collegeLiveTextedu solutions interface. The left sidebar has 'Materials' selected. The main content area is titled 'Visitor's Tile: Principal Smith' and displays a table with one entry: '1. My Portfolio' (Date: 10:13AM).