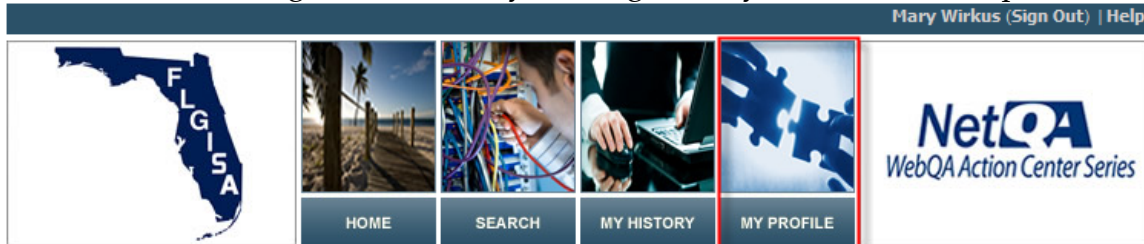


FLGISANet

Quick Reference Guide

How do I?

1. Go to www.netqa.org/flgisa and click "Login" in the top right hand corner to enter the NetQA website.
2. Once you are logged in you have the ability to opt in/out of categories and tailor options for receiving information by clicking on "My Profile" at the top.



3. You can click on "My History" to view a listing of questions you have asked or answered.
4. You can click on "Search" to search for specific information on a topic discussed by other users of the system that you are looking to get more information on.
5. "Home" will take you back to the home website where you can search, view your history and view your profile settings:



6. To ask a question or submit a document you can use the right sidebar.

The screenshot shows a sidebar with a dark header containing a folder icon and the text "Ask a Question". Below the header, there is a "Category:" dropdown menu with "Administration (FLGISA Admi" selected. Underneath is a "Subject:" text input field. Below that is a "Question:" text area with a vertical scrollbar. At the bottom of the form are two buttons: "Ask NetQA" and "Publish Document".

Below the form is another dark header with a document icon and the text "Questions to Answer". Underneath this header, there is a note: "* Questions from ALL categories." and a blue-bordered box containing the text: "You can always view the latest questions matching your profile choices HERE!"

7. To view the documents/questions that have recently been added by users, select "Search" at the top.



What do I do when I receive an email from NetQA?

1. Click the link in the email to bring you into the system to respond.
2. Respond. (Click "Submit Answer")

Job Openings

Mary Wirkus

Are there any job openings in the Finance department?

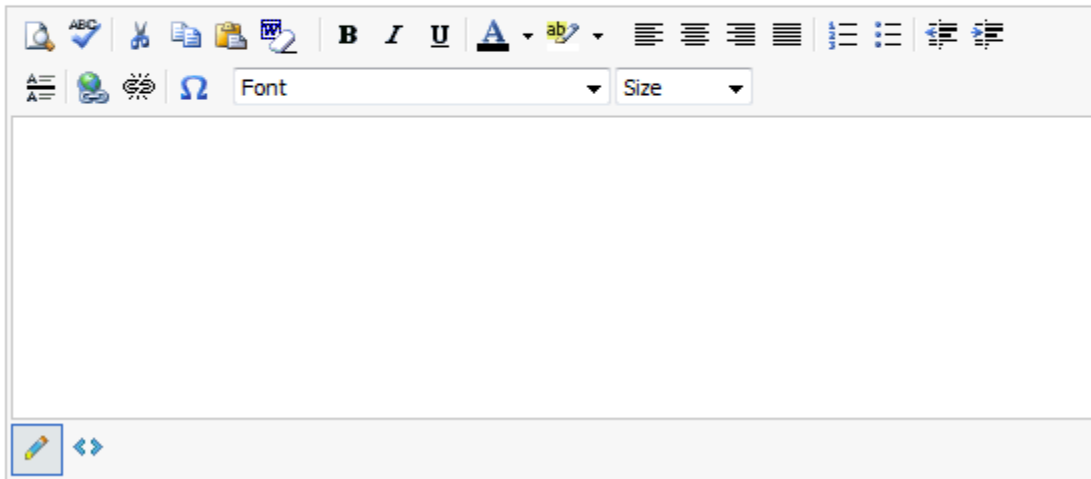
Posted on:

3/30/2009 10:16:41 AM

Category:

HR Issues/Job
Descriptions

Submit Answer:



A rich text editor interface for submitting an answer. It features a toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and outdent. Below the toolbar are dropdown menus for font and size. The main area is a large empty text box. At the bottom left of the text box are icons for inserting a link and a code block.

Attach File:

Browse...

Submit Answer

View All Answers

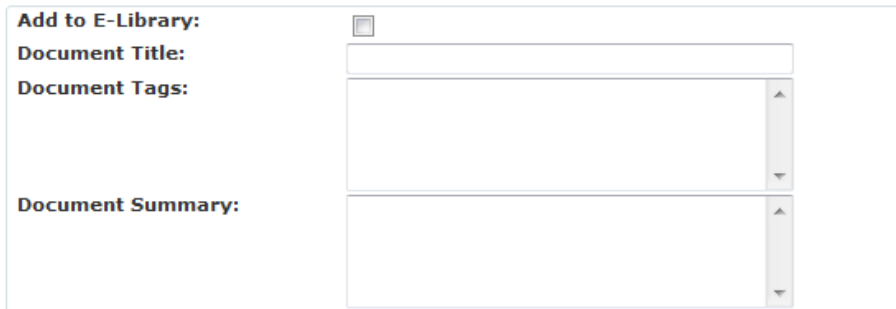
3. You can attach a file to the Answer you have created and you have the option to add the file to the E-Library.

Attach File:

Browse...

Submit Answer

View All Answers



A form for adding the document to the E-Library. It includes a checkbox labeled "Add to E-Library:", a text input field for "Document Title:", a text area for "Document Tags:", and a text area for "Document Summary:". The text areas have vertical scrollbars.

4. The question creator will receive your response.
5. Others opted to receive this topic also receive your email.
6. You can always unsubscribe or subscribe on a question level basis. (Subscribe/Unsubscribe)
7. The question & response will be posted in the system under the "Discussion History" for viewing.

Discussion History:

[Submit Answer](#) - [Subscribe/Unsubscribe](#)

Tips and Tricks

- The Knowledgebase allows you the ability to capture, store, sort, and view all current and archived information.
- The Q&A Snapshot allows you to see the latest questions – as well as your topics of interest.
- Total Responder allows you the ability to respond to a posted question as well as an emailed question.