

Elisa Neuvottelu

Dashboard-hallintakäyttöliittymän
käyttöohjeet

Elisa Conference Dashboard

Hallintakäyttöliittymään kirjautuminen

The screenshot shows the Elisa Conference Dashboard login interface. At the top left is the Elisa logo, and at the top right is the text "ELISA Conference". Below the logo is a language selector set to "English (US)". The main content area is divided into two columns. The left column contains a "Meeting Center" section with options to "Join Conference as a Moderator/Host" and "Participant", and a "My Conference Settings" section with "LOG IN" and "PASSWORD" input fields, a "retrieve password" link, a "remember me" checkbox, and an "Enter" button. The right column features a large blue graphic of a globe with glowing lines connecting various points. Below the main content area is a "Conferencing Services" section with two columns: "Audio Conference" and "Web Conference", each with a brief description and a "Learn More" link. At the bottom, there is a dark blue footer with the text "Get help from Corporate Customer Service Page:" and the URL "http://yritysten-asiakastuki.elisa.fi", and a small "Terms of Use" link.

<https://www.yourconferencecentre.com/Elisa>

HALLINTAKÄTTÖLIITTYMÄÄN KIRJAUTUMINEN

LOG IN = tunnus

PASSWORD = salasana

Nämä luodaan tilausvahvistusviestin linkin kautta (tarvittaessa kts. tämän ohjeen viimeinen sivu "Tunnusten aktivointi")

Elisa Conference Dashboard

Perusnäkö ja valikot

The screenshot shows the 'My Account Dashboard' with a navigation menu on the left. The menu includes: Welcome, Get Started, Quickview, 24x7 Subscriptions, Scheduled Conferences, Services History, Share Centre, Manage Account, Reports, Tutorials & Tools, and a Log Out button. The main content area displays two tables: 'Conference Quickview' and 'Services History Quickview'. The 'Conference Quickview' table lists two conferences with details like Phone #, Type, Date & Time, Participant Passcode, Moderator Passcode, Confirmation #, and Title. The 'Services History Quickview' table lists five services with details like Date & Time, Time Zone, Confirmation #, Participant Passcode, Title, and Total Minutes.

Perusnäkö on Get Started Quickview.
Siinä näkyy kolme neuvotteluvarausta kuvauksineen ja viiden edellisen neuvottelun raportit.

This screenshot shows the navigation menu from the dashboard. It includes the Elisa logo, a 'Welcome,' message, and a list of menu items: Get Started, Quickview, 24x7 Subscriptions, Scheduled Conferences, Services History, Share Centre, Manage Account, Reports, Tutorials & Tools, and a Log Out button.

24x7 Subscriptions – listaa pysyvät varaukset. Oletuksena yksi
Scheduled Conferences – listaa ajastetut kertavaraukset (tehdään itse Create / Passcode Conference)
Services History – listaa raportit pitämistäsi neuvotteluista

Toimintovalikko

Elisa Conference Dashboard

Perusnäkö ja valikot

The screenshot shows the 'My Account Dashboard' with the 'elisa' logo in the top left. A navigation menu on the left includes 'Get Started', 'Quickview', '24x7 Subscriptions', 'Scheduled Conferences', 'Services History', 'Share Centre', 'Manage Account', 'Reports', and 'Tutorials & Tools'. The main content area features two sections: 'Conference Quickview' and 'Services History Quickview'. The 'Conference Quickview' section contains a table with columns for Phone #, Type, Date & Time, Participant Passcode, Moderator Passcode, Confirmation #, and Title. Below this table is a legend with icons for '+ More Options', 'Moderate', 'Launch Web Conference', 'Alternate Numbers', 'Invite Others', and 'Call Me'. The 'Services History Quickview' section contains a table with columns for Date & Time, Time Zone, Confirmation #, Participant Passcode, Title, Total Minutes, and Tools. A red arrow points from the '+ More Options' icon in the legend to the 'Get Started Quickview' text below.

Get Started Quickview

This close-up shows the 'Conference Quickview' table with a context menu open over the '+ More Options' icon. The menu items are: 'Launch Web Conference', 'Alternate Numbers', 'Invite Others', 'Call Me', 'View Confirmation', 'Edit', 'Tutorial', and 'Resend Email Confirmations'. The table columns visible are Phone #, Type, and Date & Time.

+ -merkistä neuvottelun edessä saat auki valikon, missä voit:

Launch Web Conference – käynnistää verkkoneuvottelun

Alternate Numbers – saat listan kansainvälisistä puhelinnumeroista

Invite Others – lähettää kutsuja valittuun neuvotteluvaraukseen tiedoilla

Call Me – pyytää neuvottelupalvelua soittamaan antamaasi numeroon

View Confirmation – näyttää tarkemmat tiedot neuvotteluvarauksesta

Edit – *muuttaa varauksen asetuksia*

Tutorial – ei käytössä tällä hetkellä

Resend Email Confirmations – lähettää varauksen tiedot uudelleen itsellesi

Elisa Conference Dashboard

Share Centre

Welcome, Welcome to the newly redesigned myAccount Dashboard.

Content Library

Create Date	Title	Type	Published	Tools
16 April 2014	Welcome Email	Uploaded Content	No	[Pencil] [Download] [X]
08 April 2014	Pysyvä varaus -	Audio	No	[Pencil] [Download] [X]
08 April 2014	Pysyvä varaus -	April 08, 2014 13:	No	[Pencil] [Download] [X]
04 April 2014	Pysyvä varaus -	April 04, 2014 10:	No	[Pencil] [Download] [X]
04 April 2014	Pysyvä varaus -	April 04, 2014 09:	No	[Pencil] [Download] [X]
03 April 2014	Jatkuva varaus -	April 03, 2014 17:32:4	No	[Pencil] [Download] [X]
03 April 2014	Jatkuva varaus -	April 03, 2014 16:32:4	No	[Pencil] [Download] [X]
02 April 2014	Jatkuva varaus -	April 02, 2014 13:40:1	No	[Pencil] [Download] [X]
02 April 2014	Jatkuva varaus -	April 02, 2014 12:16:3	No	[Pencil] [Download] [X]
02 April 2014	Jatkuva varaus -	April 02, 2014 08:39:3	No	[Pencil] [Download] [X]
02 April 2014	Jatkuva varaus -	April 02, 2014 07:37:3	No	[Pencil] [Download] [X]
28 March 2014	Jatkuva varaus -	March 28, 2014 11:17:3	No	[Pencil] [Download] [X]
28 March 2014	Jatkuva varaus -	March 28, 2014 11:10:5	No	[Pencil] [Download] [X]
26 March 2014		26, 2014 12:20:41	No	[Pencil] [Download] [X]
26 March 2014		26, 2014 12:18:49	No	[Pencil] [Download] [X]
20 March 2014	Jatkuva varaus -	March 20, 2014 17:18:5	No	[Pencil] [Download] [X]
20 March 2014	Jatkuva varaus -	March 20, 2014 17:18:5	No	[Pencil] [Download] [X]
05 March 2014	Pysyvä varaus -	March 05, 2014 14:	No	[Pencil] [Download] [X]
05 March 2014	Pysyvä varaus -	March 05, 2014 14:	No	[Pencil] [Download] [X]
05 March 2014	Pysyvä varaus -	March 05, 2014 14:	No	[Pencil] [Download] [X]
05 March 2014	Pysyvä varaus -	March 05, 2014 14:	No	[Pencil] [Download] [X]

Legend: [Pencil] = Edit Details [Download] = Download [X] = Delete

Upload Content

v2.1.1.19731

Share Centren perusnäkökulma on Content Library, johon tulevat neuvotteluiden tallenteet.

[Pencil] = Edit Details [Download] = Download [X] = Delete

Käytettävissä olevat toiminnot:

Edit Details – muokkaa tallenteen tietoja, mm. muuta poistamispäivämäärää

Download – lataa tallenne työasemallesi

Delete – poista tallenne



Content - Edit Details ?

* indicates required field.

Title: Pysyvä varaus _ April 08, 2014 13:20:03

Description:

Content Type: Audio

Creation Date: April 8, 2014

Deletion Date: No Deletion Specify Date

Content: 13494580_04-08-2014 13.20.03.mp3

Elisa Conference Dashboard

Manage Account – oman tunnuksen hallinta

Welcome,

My Account Dashboard

For help, click on tutorials in the left navigation.

Get Started
Share Centre
Manage Account
Edit Profile
Change Login
Change Password
Reports
Tutorials & Tools

Log Out

Edit Profile for Kai Lampi

* indicates required field.

First Name:* Matti E-Mail Address:* matti.meikalainen@yritys.fi
Last Name:* Meikaläinen Confirm E-Mail:* matti.meikalainen@yritys.fi
Title: Ahkera Neuvottelija Promotion Code:
Address1:* Time Zone:* GMT+02:00 Athens,Cairo,He
Address2:* Daylight Saving Time:* Yes No
City:*
State (US)*: None
or Province/
County:*
Zip/Postal Code:* 12345
Country:* Finland
Phone Number:* +358501234567 Ext: *

Perusnäkö on Edit Profile, jossa tärkein tieto on oma sähköpostiosoite.

Welcome,

Get Started
Share Centre
Manage Account
Edit Profile
Change Login
Change Password
Reports
Tutorials & Tools

Log Out

Valikosta voi myös vaihtaa:
Login ID, tunnuksen muuttaminen (harvoin tarpeen)
Password, salasanan vaihto

Edit Login Credentials for

* indicates required field.

Current Password* [masked]
New Password*
Confirm Password:*

Edit Login Credentials for

* indicates required field.

Current Log In:*
New Log In:*

Elisa Conference Dashboard

Tutorials & Tools

The screenshot shows the 'My Account Dashboard' for Elisa. The top left corner has the 'elisa' logo. The main header is 'My Account Dashboard'. On the left, there is a navigation menu with the following items: 'Welcome,', 'Get Started', 'Share Centre', 'Manage Account', 'Reports', 'Tutorials & Tools' (which is highlighted), and 'Tutorials'. Below the menu is a 'Log Out' button. The main content area is titled 'Available Tutorials' and contains a link for 'Outlook Plugin' with two sub-links: 'Outlook Plugin (32)' and 'Outlook Plugin (64)'.

Tältä sivulta voi ladata Microsoft Outlookiin asennettavan lisäosan, joka tuo Outlookiin painikkeet helpottamaan kutsujen lähettämistä osallistujille kalenterivarausten mukana.

Outlook-pluginin asennus vaatii admin-oikeuksia työasemalle. Asennuksen jälkeen pluginiin täytyy syöttää tilausvahvistusviestin MOBILE tool setup-kohdasta löytyvät **Web Login** ja **Moderator Code**.

MOBILE tool setup

To use one of our mobile tools, please enter the following settings:
Web Login: 316001275
Moderator Code: 1181 2255

Palvelun käyttöohjeet löydät Dashboardin etusivulta Audio Conference ja Web Conference Learn More-linkkien takaa tai Yritysten asiakastuen sivulta: <http://elisa.fi/neuvotteluohjeet>

Tunnusten aktivointi Hallintatyökalu

OMIEN ASETUSTEN HALLINTA JA AJASTETUT NEUVOTTELUT

Hyödyntääksesi kaikkia Elisa Neuvottelun ominaisuuksia, paina tervetuloviestin

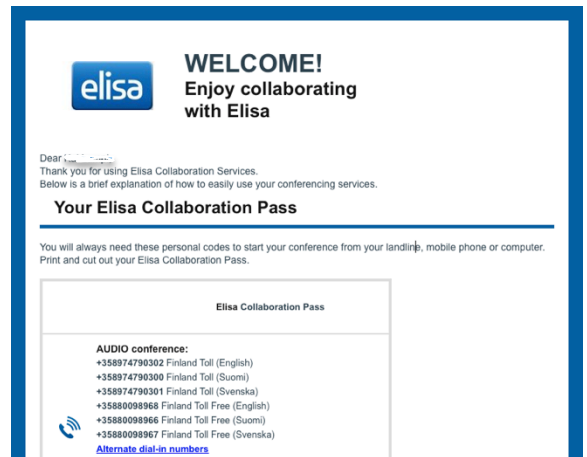
Set up your Elisa account -linkkiä

Saat rekisteröitymislinkin sähköpostiisi.
Paina linkkiä ja pääset luomaan käyttäjätunnuksen
Elisa Neuvottelun hallintatyökaluun.

Linkin klikkaamisen jälkeen päädyt
Account Registration Form-sivulle.
Täällä luodaan:
Login ID: esim. sähköpostiosoitteesi
Password, itse keksimäsi

Elisa Neuvottelun Hallintatyökalu

Rekisteröitymisen jälkeen voit muuttaa asetuksiasi ja
tehdä mm. ajastettuja neuvotteluvaramuksia:
<http://www.yourconferencecentre.com/elisa/>



elisa WELCOME!
Enjoy collaborating with Elisa

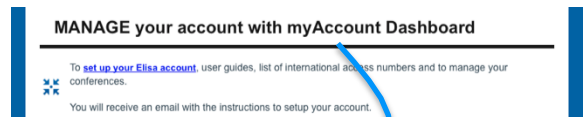
Dear [Name],
Thank you for using Elisa Collaboration Services.
Below is a brief explanation of how to easily use your conferencing services.

Your Elisa Collaboration Pass

You will always need these personal codes to start your conference from your landing, mobile phone or computer. Print and cut out your Elisa Collaboration Pass.

Elisa Collaboration Pass

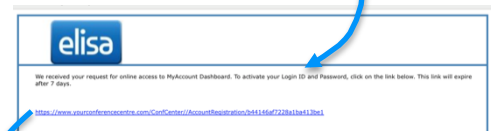
AUDIO conference:
+358974793002 Finland Toll (English)
+358974793000 Finland Toll (Suomi)
+358974793001 Finland Toll (Svenska)
+35880098968 Finland Toll Free (English)
+35880098966 Finland Toll Free (Suomi)
+35880098967 Finland Toll Free (Svenska)
[Alternate dial-in numbers](#)



MANAGE your account with myAccount Dashboard

To [set up your Elisa account](#), user guides, list of international access numbers and to manage your conferences.

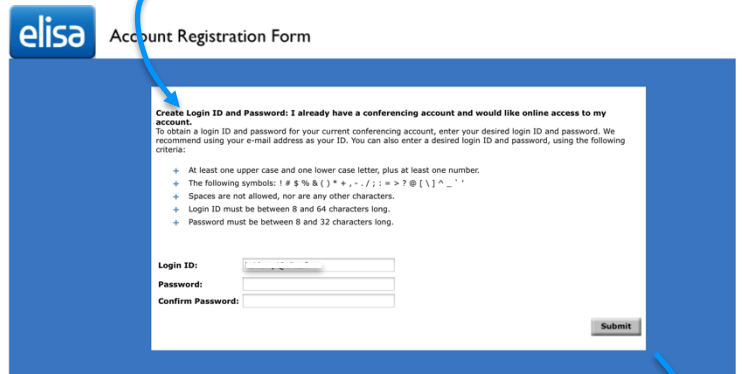
You will receive an email with the instructions to setup your account.



elisa

We received your request for online access to MyAccount Dashboard. To activate your Login ID and Password, click on the link below. This link will expire after 7 days.

<https://www.yourconferencecentre.com/ConfCenter/AccountRegistration/6414647283a13a413ba1>



elisa Account Registration Form

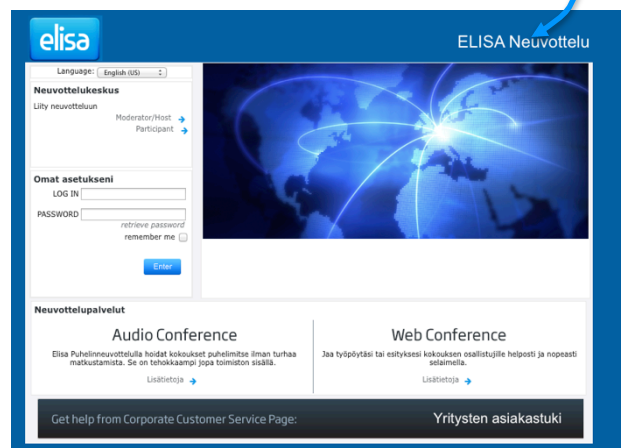
Create Login ID and Password: I already have a conferencing account and would like online access to my account.
To obtain a login ID and password for your current conferencing account, enter your desired login ID and password. We recommend using your e-mail address as your ID. You can also enter a desired login ID and password, using the following criteria:

- + At least one upper case and one lower case letter, plus at least one number.
- + The following symbols: ! # \$ % & () * + , - . / : ; = > ? @ [\] ^ _ ' `
- + Spaces are not allowed, nor are any other characters.
- + Login ID must be between 8 and 64 characters long.
- + Password must be between 8 and 32 characters long.

Login ID:

Password:

Confirm Password:



elisa ELISA Neuvottelu

Language: (English (fi))

Neuvottelukeskus
Lily neuvottelun Moderator/Host Participant

Omat asetukseni
LOG IN:
PASSWORD: retrieve password remember me

Neuvottelupalvelut

Audio Conference
Elisa Puhelinneuvottelulla hoitat kokoukset puhelimitse ilman turhaa matkustamista. Se on tehokkain ja toimisin tapa.
[Lisätietoja](#)

Web Conference
Jaa työpöytäsi tai esityksesi kokouksen osallistujille helposti ja nopeasti jaetulla.
[Lisätietoja](#)

Get help from Corporate Customer Service Page: [Yritysten asiakastuki](#)