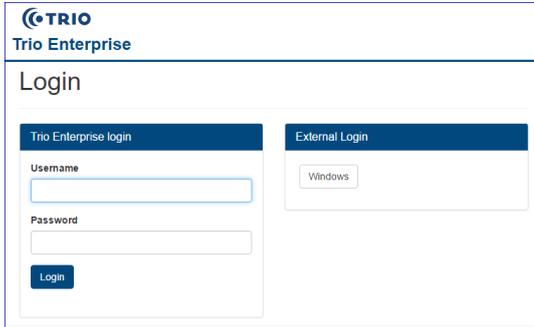


Start Assistant for Web



Assistant for Web is started using your web browser. The address is <http://salut.lu.se>

Use your Lucat-id for username and for password.

The Start Page



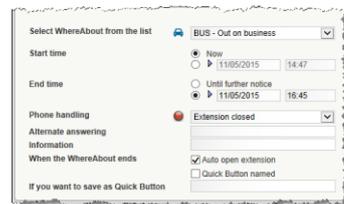
Assistant for Web has several views where you e.g. can search the Trio system for subscribers and information, control when and where you want to be reached, send messages and edit settings for your voicemail.

- Enter a new whereabouts, see description below.
- Search for other subscribers in the system, see description below.
- Listen to the messages in your voice mail.
- Add subscribers to your own contact lists.

Whereabouts

You can add, delete and edit whereabouts, add future whereabouts and enter additional information.

- Select a whereabouts from the list.
- Enter start time and end time.



Quick buttons for whereabouts



Click on "New Quick Button". Create the whereabouts you want to save and give it a descriptive name. You can drag the quick buttons to the desktop for easier access. If you need more than two quick buttons, they can be added in the Settings menu.



Whereabouts and Icons

	Show details. Click to show all details for a subscriber.		Call the subscriber.
	Send message. Click to send a message to the subscriber.		Add the subscriber to your contact list.

	Lunch		Vacation
	Gone for the day		On leave
	Out on business		Temporarily out
	Meeting		Sick leave
	Business trip		Other
	Part time		Forwarding

Quick Search



To execute the search, press the **Enter** key.

Click on **Choose Columns...** to change what columns to view in the search result. It might be suitable to add the columns Department and Title. A maximum of 6 columns can be shown.

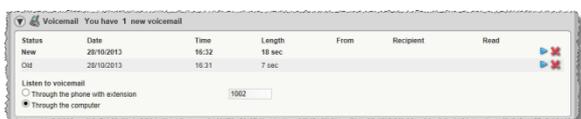
Use * or %, if you don't know the beginning of a search term.

The below search terms can be used in the quick search field.

Example: A search for Erik Berglund with the extension 2233 that works in the department Education can be performed like this:

berglu	- surname only
ber er	- surname and first name combined
,erik	- comma to search for first name
2233	- extension
.barn	- dot to search for department

Voicemail

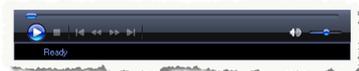


1. Choose the message you want to listen to.

2. Choose if you want to listen to the message with your phone (enter the phone number in the text box) or if you want to listen to the message with your computer (to do that the computer needs to be equipped with a sound card and speakers/headphones).

3. Click on at the row of the message you want to listen to.

4. The message is played.

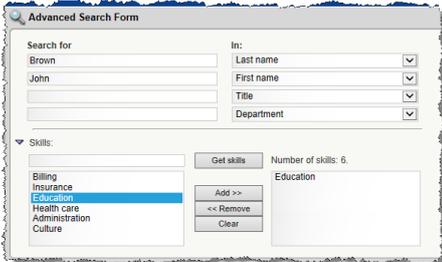


Contact Lists



1. Search for the subscriber you want to add to a contact list.
2. Click on at the end of the row of the subscriber you want to add. Click **OK** in the popup window.
3. The subscriber is added to your contact lists and will be found under "Without list".
4. Click on at the end of the row of the subscriber you want to assign to a contact list. Select an existing contact list from the list **Choose contact list** or create a new contact list by entering the name of the new list in the field **Contact list**. Click on **Save**.

Advanced Search



Tip! Click on **Choose Columns...** at the bottom of the search result to change which columns to show. You can choose as many columns as you wish.

1. Click on **Advanced search** in the main menu at the top of the Assistant for Web window.
2. Enter data in the search fields; the advance search contains several search fields that can be used separately or combination. The data you want to search for is entered in the fields to the left. The fields you want to search in are selected in the lists to the right.
3. When the search result is shown, the following possibilities are available:
 - Click on the subscribers name or the at the end of the row of a subscriber to see all details for that subscriber.
 - Click on at the end of the row of a subscriber to send a message to that subscriber.
 - **(Option)** Click on at the end of the row of a subscriber to call that subscriber. A new page is displayed where you select phone numbers before making the call.
 - Click on to add that subscriber to you own contact lists.

Send Messages

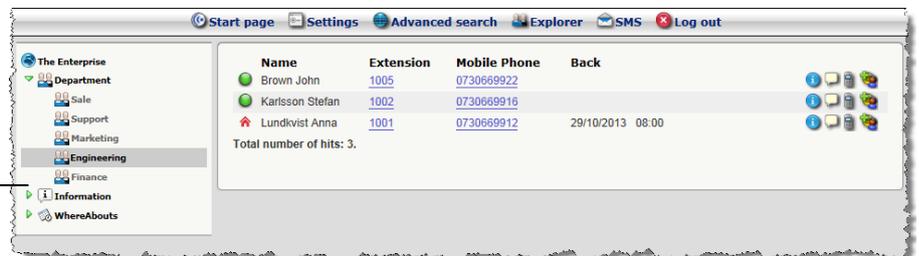
- **From the search result:** Click on at the end of the row of the subscriber. Select which message channels to use in **Select a send option**. An information field at the bottom of the page shows details about the selected send option.
- **From All details:** If a subscriber has an email address in the system it is shown in this view. Click on the email address to open a new email to that address in the email client on your computer.

Explorer

Whereabouts in the Explorer if you are secretary for another subscriber:



- The company's department and information explorer.
- Whereabouts (your own and the subscribers that you are secretary for).



Mark a department to view all subscribers in that department.

Settings

Click on **Settings** to edit password, phone settings, quick buttons, voicemail, access number, schedule and my information.

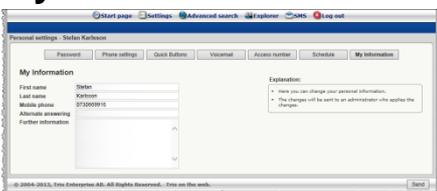
For further information, see the manual.

Schedule



A schedule is a recurring whereabouts. It is entered as a regular whereabouts with the addition of start and end date (if applicable) and the interval at which the whereabouts recurs (period).

My Information



In the view **My Information** you can see details about yourself in the Trio system. All information is imported from Lucat. If you want to report new skills, title or department, enter the new information in Lucat. When saved it takes about 1-2 hours before it appears in Trio.