


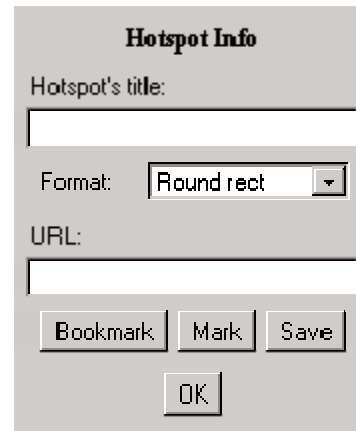
## For the Advanced User:

### Creating a Hotspot

You can create a [hotspot](#) in a [markup](#). You create a hotspot in a markup in order to link the markup to to a web page or to another markup. Hotspots are perfect for using in conjunction with AEC America free web page service.

#### To create a hotspot...

1. [Select the markup and markup layer](#) you want to work with.
2. Click the  button on the [markup tools](#). JobSite OnLine displays the Hotspot Info tools.
3. Enter or select values:



Field or Control	Description
HotSpot Title	Enter the text you want displayed in the hotspot.
URL	Specifies the URL for the target web page or target image. You can manually enter a URL, such as a web page created with AEC America, or a target image, or you can click Bookmark.  <b>Note:</b> If you manually enter a URL for a target image, you must enter the full path and name of the image as it is known within the JobSite OnLine directory or database structure. Prefix the path with %R% if the target is a raster image, or with %D% if the target is a DWG image.  <b>Example:</b> %R%My Dir:\f15.tg4. (Try a few bookmarks first and observe the results to see how the naming convention works.)
Format	Select a visual display style (round, rectangle, underlined text, or jagged border) for the hotspot.
Bookmark	Click to automatically enter the URL of an open image in the URL field. JobSite OnLine enters the JobSite OnLine-relative URL for you.
Mark	Click to display the image view. Then click and drag in the view to enter the hotspot.
Save	Click to save the hotspot information temporarily, until you save the markup.

4. When you have entered the hotspot information, click OK. JobSite OnLine closes the Hotspot Info tools.
5. In the image view, press the left mouse button and drag to position the hotspot in the markup.
6. Click the right mouse button. JobSite OnLine displays the hotspot in the markup.
7. [Save your markup changes](#).

When someone clicks this hotspot in zoom or pan mode:

- A separate browser window opens, if the hotspot link is a URL for a web page.
- Another JobSite OnLine image opens in the image viewer, if the hotspot link is a URL for an JobSite OnLine image.

## Understanding Events, Triggers and Notifications – Start with Events

*Everything done on the project is an EVENT... and A TRIGGER is set to NOTIFY you every time an EVENT takes place*

*Example: You want to receive a notification every time a revision is posted to your project.*

*In this case a revision is the EVENT. You would set a TRIGGER in order to receive a NOTIFICATION when revisions are posted*

Let's start with Events. You can view all [events](#) that have occurred in your group in a specified time period, or you can view object events that relate only to a specific container or sheet.

**Events for sheet**  
**demofile**

[Back](#)  
[Archive](#)

Event type: All Events

Caused By:  (User ID)

In Group:  (Group ID)

Object ID: S\_38833806325  Want Subs

From time:  Now

To time:  Now

Time examples: 6/1/99 22:00, 1/1/2000 6:45 pm, 11/13/99, etc.

Limit the search results to 100 events found

### To view all events...

1. Select All Events in the field at the top of the database frame and click Go.

The [events form](#) is displayed.

2. Set limits for the search by selecting or entering values in the fields.
3. Click the Find button.  
All events matching the search limits are listed in a [found events log](#) below the events form.

**Note:** Users with administrator privileges can export the events log to a comma-delimited file for archiving. For more information, see the *JobSite OnLine Administrator Manual*.

4. To view event details for a particular event in the log, click the event link in the Type column.

### To view object events for a specific container or sheet...

1. In the database frame tree view, click the icon next to the container or sheet for which you want to view events. A red check mark beside the container or sheet indicates that it is the active container or sheet.

2. Select Object Events in the field at the top of the database frame and click Go.

The [events form](#) is displayed with the name of the selected object in red.

3. Set limits for the search by selecting or entering values in the fields.
4. Click the Find button. Object events matching the search limits are listed in a [found events log](#) below the events form.
5. To display event details for a particular event, click the event link in the Type column.

## Viewing and Adding Triggers

You can view all existing triggers for which you are the trigger owner, and you can set new triggers for any event type. You can also set object triggers for any event type that relates only to a specific container or sheet. Once a trigger is set, you can view notifications for each occurrence of the event.

### To view existing triggers...

1. Select Triggers in the field at the top of the database frame and click Go.  
The form for viewing triggers is displayed.
2. Select All Triggers to search through all existing triggers, or select Object Triggers to search triggers for object events only.
3. Set additional search limits for triggers by entering or selecting values in the fields.
4. Click the Find button.  
Triggers matching the search limits are listed in a found triggers log below the events form.

### To add a trigger for any event type...

1. Select Triggers in the field at the top of the database frame and click Go.

The triggers form for viewing triggers is displayed.

2. Click the Add New Trigger link.  
The triggers form for adding non-object triggers is displayed.
3. Set trigger information by entering or selecting values in the fields.
4. Click the Add button.  
JobSite OnLine sends a message that the new trigger has been successfully added.
5. Click OK to confirm the message.

### To event

link below the form.

The form for adding object triggers is displayed.

4. Set trigger information by entering or selecting values in the fields.
5. Click the Add button.  
JobSite OnLine sends a message that the new object trigger has been successfully added.
6. Click OK to confirm the message.

### add an object trigger for object types...

1. In the database frame tree view, click the icon next to the container or sheet for which you want to view events.  
A red check mark beside the container or sheet indicates that it is the active container or sheet.
2. Select Object Triggers in the field at the top of the database frame and click Go.  
The triggers form for viewing triggers is displayed.
3. Click the Add New Trigger

## Viewing Notifications

Once a general trigger or an object trigger is set for an event type, you can view [notifications](#) sent by JobSite OnLine for each occurrence of that event type. You can view only those notifications for which you are the owner.

**Note:** You can take the following steps for viewing notifications at any time during a JobSite OnLine session. To view notifications automatically at logon time, see [Setting Preferences for Running JobSite OnLine](#).

### To view notifications for all triggers...

1. Select Notifications in the field at the top of the database frame and click Go.  
The [form for viewing the notifications log](#) is displayed.
2. Enter or select values in the fields to limit the search for notifications.
3. Click the Find button.  
All notifications matching the search limits are listed in a [found notifications log](#) below the events form. Notifications that have not been acknowledged are displayed in red.



Notifications for cabinet: 2400Cab	
<a href="#">Back</a>	
Event type:	All Events <input type="button" value="Find"/>
Object ID:	C_388330fb650 <input type="checkbox"/> Want Sub's
Notifications To:	bpraker (User ID)
In Group:	ClientUsers (Group ID)
Event Caused By:	(User ID)
In Group:	(Group ID)
Notification ID:	

(The search will ignore other fields if Notification ID is specified.)

### To view object notifications for object triggers...

1. In the database frame tree view, click the icon next to the container or sheet for which you want to view object notifications.  
A red check mark beside the container or sheet indicates that it is the active container or sheet.
2. Select Object Notifications in the field at the top of the database frame and click Go.  
The [form for viewing the notifications log](#) is displayed.
3. Enter or select values in the fields to limit the search for object notifications.
4. Click the Find button.  
All object notifications matching the search limits are listed in a [found notifications log](#) below the events form. Notifications that have not been acknowledged are displayed in red.

## Acknowledging, Downloading, and Deleting Notifications

Once a [notification](#) is sent, you can acknowledge, download, and delete some or all of the notifications for which you are the owner.

### To acknowledge notifications...

1. [View the notifications](#) for all triggers or for object triggers.  
All notifications matching the search limits are listed in a [found notifications log](#) below the events form. Notifications that have not been acknowledged are displayed in red.
2. Check the Notify Date/Time column for notifications you want to acknowledge, or use the Select All button to check all items at one time.
3. Click the Acknowledge Selected button.  
JobSite OnLine sends a message that the selected notifications have been acknowledged. Acknowledged notifications are no longer displayed in red.
4. Click OK.

### To download notifications...

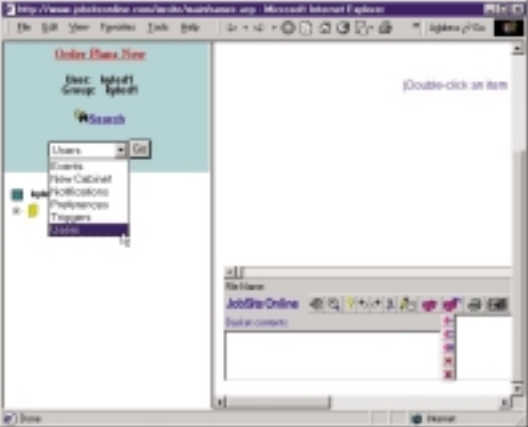

1. [View the notifications](#) for all triggers or for object triggers.  
All notifications matching the search limits are listed in a [found notifications log](#) below the events form. Notifications that have not been acknowledged are displayed in red.
2. Check the Notify Date/Time column for notifications you want to download, or use the Select All button to check all items at one time.
3. Click the Download button.  
JobSite OnLine displays a standard dialog box for downloading. When the download is complete, JobSite OnLine displays a message that the download is complete.
4. Click OK.

**To delete notifications...**

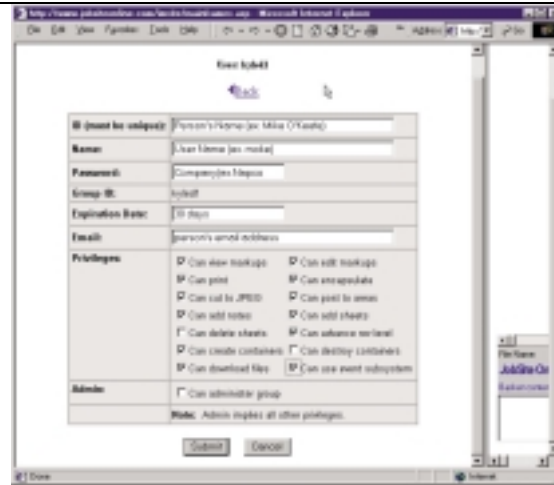
1. [View the notifications](#) for all triggers or for object triggers.  
All notifications matching the search limits are listed in a [found notifications log](#) below the events form. Notifications that have not been acknowledged are displayed in red.
2. Check the Notify Date/Time column for notifications you want to delete, or use the Select All button to check all items at one time.
3. Click the Delete button.  
JobSite OnLine displays a message that the selected notifications have been deleted.
4. Click OK.

# Administrating JobSite OnLine:

## Adding new users to JobSite OnLine

<p>1) Log onto JOBSITE ONLINE using your user name and password.</p> <p>2) From the pull down menu select users. If your not taken automatically to the user screen click the "GO" button.</p>	
<p>3) At the resulting page select "Add New User".</p>	

- 4) The Add user window appears.
- 5) Fill in the ID with the name of the person who will use JOBSITE ONLINE. Enter the user name for this person. (can be anything)
- 6) Fill in the password of the new user.



- 7) If you have reason to, you may enter an expiration date for the user. Enter the expiration date in the following format: 07/15/00
- 8) Check the permission boxes as you see fit.
- 9) Click the submit button.
- 10) JOBSITE ONLINE should display "The user table has been successfully updated". Click [Back](#) and you will be returned to the users screen. If you get an error you may have to change the ID or User Name and try again.

- 1) To delete this user follow steps 1&2. At the user screen click on the ID of the user to delete. Below the user info box click the delete button.
- 2) JOBSITE ONLINE should display "The user table has been successfully updated". Click [Back](#) and you will be returned to the users screen.