

## The unity\*dc project extranet

**We have an advanced project extranet system that we use to share work and collaborate both internally and with our clients. It is secure and you can access it 24 hours a day for any project information: documents, artwork, giving feedback, asking questions, deadlines, even online meetings. Thankfully it's also really easy to use.**

### How to sign in

The web address for our extranet is: <https://unitydc.seework.com/>

You'll also need the **username** (usually your email address) and **password** that we sent to you. If you lose these, please ring us and we'll email new ones out to you. The system is secure – we use 128-bit encryption to keep your information safe – we ask in return that you keep your password safe. Please don't pass it on to others, we can issue them their own login, even temporary ones.

When you sign in, you can ask it remember who you are so you don't have to sign in again from your computer – just tick the box by "Remember me on this computer" on the login box. Please don't do this though if you're signing in from a computer that you don't own, for example in an internet café, as this would mean someone else can get into your account.

### The quick tour

Here's a quick spin through the sections of the site. You'll see that every section has a little tab at the top – click on these to navigate between sections.

#### Dashboard and Overview

When you sign in you arrive in the Dashboard or Overview pages. The Overview shows a summary of all activity on your project, shown by date. You can click on any item to go straight to the detail on it. The Dashboard is effectively the same, but for all your projects at once. If you've only one project, you don't see the Dashboard.

#### Messages

This is where we post things that require confirmation, response or a discussion. It works like email, only better because you can see the thread of a discussion. We tend to post things like contact reports, meeting minutes, website drafts, confirmation requests and topics for discussion here – and they are grouped accordingly into categories on the right of the page.

You can reply to or comment on an existing message by clicking on [Post a comment](#) . We will automatically be alerted to your comment, so there s no need to tell us by email. You can also post your own message by clicking [Post a new message](#) .

## **To-dos**

If there are any short-turnaround to-dos on a project, we put them here so you can see how we re getting on. We tend to use this for checklists before we go live with your website or for final small alterations. You can see here what we ve done and what s left to do, but you cannot usually add your own to-dos.

## **Milestones**

These are the critical project milestone dates, like deadlines and due dates. They re here as a reminder to us all of when the key dates are. These are also usually read-only.

## **Writeboards**

This is where we hold and manage copy. The great thing about writeboards is that everyone can make changes to the copy and the system automatically tracks all the changes it s easy to compare versions and undo changes. Writeboards even let you do basic formatting like bold/italic, bullets and numbered lists and headings. We think it s so easy that we use this instead of Word. We usually make one writeboard for each page or section within your website.

## **Chat**

This is where we hold online meetings. We can have a real-time group discussion, share work and visuals, in fact almost everything you d get from a normal meeting except the traffic jams! If you want to hold an online project meeting, please let us know and we ll set it up for you.

## **Files**

This is where we put any project files such as briefing documents, artwork files for output, preview PDFs. They are grouped into categories on the right-hand side. If we need to post a new version of a file, the old and the new versions are grouped together so you can easily compare them.

## **Still foxed?**

If you have any problems with the extranet, please don t be afraid to ask us. We find the system is really useful but it s only useful if everyone s comfortable using it.