

## Introduction to eRom

### Innhold

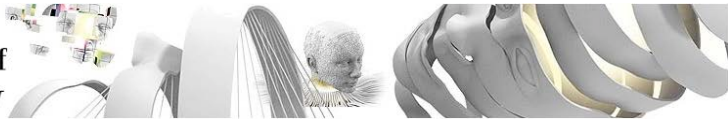
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## Login

The link to eRom is <https://www.ntnu.no/project>

- If you are an NTNU employee you only need to click on the NTNU Login link. Enter your NTNU login name followed by @win.ntnu.no and the password you use when you log in to Innsida.

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**EXTERNAL LOGIN**  
*Login for external users.*  
*Employees at NTNU, use the Internal login.*

**INTERNAL LOGIN**  
*Login for employees of NTNU.*

Click on the NTNU Login-link below and fill in your NTNU username and password.

Incorrect username or password? Please contact your local IT department.

[NTNU Login](#)

- If you are not an NTNU employee click on External Login and enter the login name (your email-address) and password you have been given by the project administrator.

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Norwegian University of  
Science and Technology

**EXTERNAL LOGIN**  
*Login for external users.*  
*Employees at NTNU, use the Internal login.*

Fill in your username (email address) and your password (sent to you by email).

Please change your password first time you login.

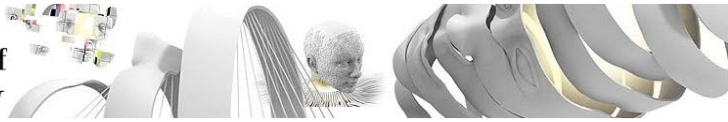
Incorrect username or password? Please contact your project manager/administrator.

User Name:

Password:

Remember me next time.

If you have problems logging in, please contact your Project administrator, IT-department or contact Orakeltjenesten by mail [orakel@ntnu.no](mailto:orakel@ntnu.no) or by phone 73591500.



## External password change

When you as an external user log in to your project-site for the first time, with the given password from email, we strongly recommend that you change your password.

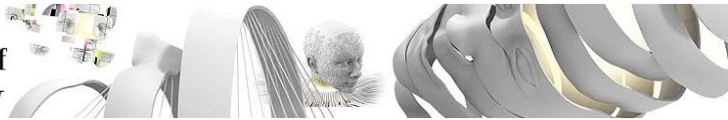
Click on your name in the right corner, and choose from the drop-down list “Change Password”.

If you, as an external user forget your password, please contact your local Project administrator who will help you to reset and send you a new password.

Internal users (NTNU employees) who will login with their internal ntnu-userid, can't and shouldn't change their password in the eRom-system.

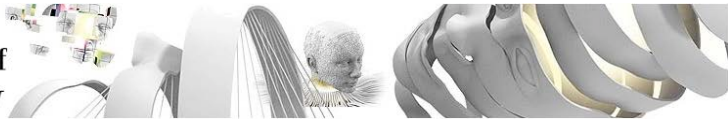
## First page

The first page you will see once you have successfully logged in is this:



This page will look different depending on what role you have in the project. The navigation bar will contain different entries depending on whether you are an administrator, contributor or reader. In the project list you will find the projects you have been given access to. If you click on one of them you will enter the project site, and it will look like this.

The screenshot shows the NTNU project site interface. At the top right, a **User menu** is visible with the user name **Ann-Karin Olsen Langen**. Below the header is a **Search Field** with the text "Search this site...". On the left side, a **Site menu** is displayed, containing sections for Lists (Announcements, Contacts, Calendar, Tasks), Libraries (Workpackages, Management), and Admin (Settings). Below the site menu are links for **Recycle Bin** and **All Site Content**. The main content area features a **My Tasks** section with a table of tasks (Title, Status, Priority, Due Date) and an **Add new item** button. Below this is a **Recently Documents in libraries** section, which contains two tables: **Workpackages documents** and **Management documents**. The **Workpackages documents** table lists three items: WP1, WP2, and TestDoc01, each with a Type icon, Name, Modified date, and Modified By field. The **Management documents** table lists one item: Brukerveiledning, with a Type icon, Name, Modified date, and Modified By field. On the right side, there is a **Calendar** for November 2011, showing a grid of days from 1 to 27.



## Functionality

This is the project room Start page, providing easy access to recent documents, tasks and the project calendar.

The screenshot shows the NTNU project room interface. Key features are annotated with red boxes and labels:

- User menu:** Located in the top right corner, showing the user's name "Ann-Karin Olsen Langen".
- Search Field:** A search bar in the upper right corner with the placeholder text "Search this site...".
- Site menu:** A navigation menu on the left side, containing sections for Lists (Announcements, Contacts, Calendar, Tasks), Libraries (Workpackages, Management), Admin (Settings), Recycle Bin, and All Site Content.
- My Tasks:** A table with columns for Title, Status, Priority, and Due Date. It currently shows no items.
- Recently Documents in libraries:** A section containing two tables of documents.

Type	Name	Modified	Modified By
Folder	WP1	30.09.2011 15:08	Ole Einar Brækken
Folder	WP2	30.09.2011 15:08	Ole Einar Brækken
Document	TestDoc01	30.09.2011 13:41	Konsulent Bouvet

Type	Name	Modified	Modified By
Folder	Bruerveiledning	26.10.2011 13:07	Ole Einar Brækken
- Calendar:** A calendar for November 2011, showing dates from 1 to 27.

### User menu

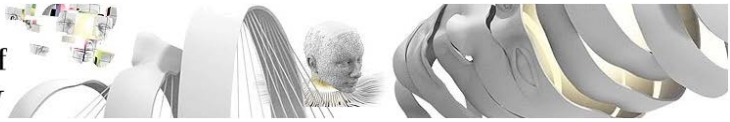
In the top right corner you find the user menu. This is where you can change your personal settings, log in as a different user, sign out and change your password. **Note!** Only Non-NTNU employees can change their password here. If you are an NTNU employee please contact your local IT-department.

### Search

You can search for any contents in the project room, such as documents and activities. It is also possible to search for words that appear in Office Documents. The search field will always be in the upper right corner regardless of where you are on the site.

### Calendar

The calendar on the right side will provide you with the current month's activities and you can add new activities by double clicking on the desired date.



### **My Task**

My task will list 10 project tasks assigned to you, sorted by status and priority. Tasks with high priority will be listed first. You can add new task by clicking the Add new item link.

### **Recent Documents in libraries**

Management documents and 'Workpackages' documents on the start page will provide you with the 10 last modified folders and documents. This is to make it easier to find documents and folders that the project team is currently working on. You can view all documents and folders in the library by clicking on the library from the Site menu.

### **Site Menu**

The site menu will list all lists and libraries for this project. You will be able to access all items in the document libraries and lists, e.g. if you wish to view documents in the 'Workpackages' library which do not appear on the start page.





## Document Library

### How to Open Documents Menu

Click on Documents on the menu bar in the upper left corner to show the Documents menu.

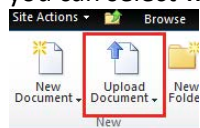
### How to Select Files

Move your mouse over the file you want to check out and then click the checkbox to select the file.



### Upload Single Document

Open the document menu then click on *Upload Document*. A pop up window will then appear where you can select which file to upload from your computer.



Click *Browse* and select a file from your computer to upload and then click on Ok. *Add as a new version to*



Name:

Add as a new version to existing files

*existing files* will archive the existing files in the library with same file name as the file you are uploading. Use this option to replace existing files.

### Create Folders

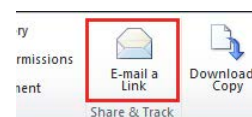
You can create folders in documents libraries. Open *Document menu* and click *New Folder*. A pop up window will ask you for a folder name. Once you are satisfied with the folder name, click *Save*.

### Edit Document

Select the file you wish to edit and click on *Edit Document* in the Document Menu. Alternatively, you can just click on the file name itself.

### Send Document Link

You can easily send links to documents on the site via E-mail. Select the file you want to send the link to and then click on *E-mail a Link* in the Documents Menu.



### Checked out files

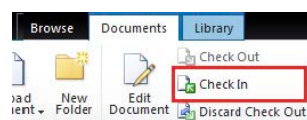
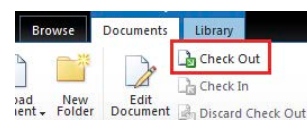
You can check out files to lock them for (disallowing) editing by anyone else while you are working on them. Changes made to a checked out file will not be published for other site members before the file is checked in again.

### How to Check Out Files

Select the file you want to check out and then click *Check Out* in the Documents Menu.

### How to Check In Files

Select the file you want to check in and then click *Check In* in the Documents Menu. A pop up window will ask if you wish to “Retain Check Out” which means that you are checking in a new version of the document, but still wish for it to be checked out and locked for editing by other site members.



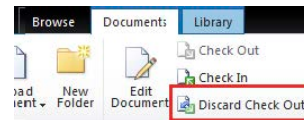




### How to Check in Files and Discard Changes

Select the file you want to check in and discard changes on, and then click *Discard Checked Out*.

This will delete all changed you have made to the checked out file.



### Multiple Users Editing Document Simultaneously

It is possible for multiple users to edit the same document simultaneously. Users will see changes as others make them. If two users change the same part of a document at the same time, then only the second will be saved. All users have to run Office 2010 or newer to be able to edit documents simultaneously.

### Version History

Libraries have version history, meaning that a new version of the file will be created when it is checked in or changes are saved to the file. You can view version history and restore back to older versions.

Select the file you wish to view Version History for and then click on Version History in the Documents Menu. A pop up window will appear with all available versions.

### To View Older Version

No. ↓	Modified	Modified By
4.0	01.11.2011 17:27	Konsulent Bouvet
3.0	01.11.2011 17:27	Konsulent Bouvet

Click on the desired version to view it.

### To Restore Older Version

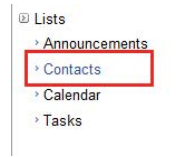
Hover the mouse over the version you wish to restore and you should notice a downward arrow to the right of the version date. Click the arrow and then click *Restore*, as highlighted below.

4.0	01.11.2011 17:27	Ko
3.0	01.11.2011 17:27	Ko
2.0	01.11.2011 17:27	Ko



## How to use Contact lists

Using contact lists is a great way to share project contact information between project team members.



### How to Open Items Menu

Click on *Items* on the menu bar in the upper left corner to show the Items menu.



### How to Open List Menu

Click on *List* on the menu bar in the upper left corner to show the List menu.



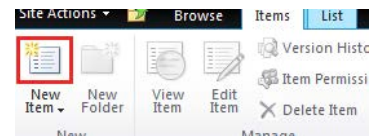
### How to Select Contact

Move your mouse over the file you want to check out and then click the checkbox to select the contact.

<input checked="" type="checkbox"/>	Last Name	First Name	Company	Business Phone	Home Phone	E-mail Address
<input checked="" type="checkbox"/>	TestContact	Test	Testcompany	1234	5678	xx@test.ntnu.no

### Create New Contact

Open Items menu and click on *New Item*. A pop up window will then appear asking you for the new contact's information. Fill in the appropriate information and click *Save*.

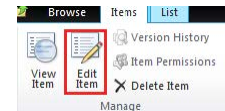


### View Contact Information

Click on the contact's last name and a pop up window will show the contact information.

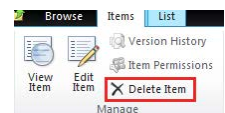
### Edit Contact

Select the contact you wish to edit and click on *Edit Item* in the Items Menu. There is also an *Edit Item* option when you are viewing the contact information.



### Delete Contact

Select the contact you wish to delete and click on *Delete Item* in Items Menu.



### Connect to Outlook

You can use the contact list in Outlook. To do this, open List menu and then click on *Connect to Outlook* to make it available in Outlook.

**Note:** You may see an Internet browser security message saying something similar to "Do you want to allow this website to open a program on your computer?" Click Allow to grant SharePoint the rights to connect the contact list to Outlook.

Click 'Yes' when Outlook asks you if you want to connect with the list.

You should now have the contact list *Contacts – Other Contacts* in Outlook. Please note that you should run Outlook 2010 as some features do not work with Outlook 2007.

