



Interactive Online Community



Prepared by Quinte Computer Services Ltd. June 2005



Features of The Hive

You will be using one of the most comprehensive intranet packages available today. **The Hive** is an online interactive community and will be your one-stop information center where you will always be on top of the latest happenings in your company.

| Module | Features |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section(s) Home Pages | <ul style="list-style-type: none"> → Each Department in your organization can have their own private area in The Hive → Summary information presented of latest information that has been posted to The Hive for your Section or Department → Quick overview of what is scheduled for the next 7 days |
| Calendar | <ul style="list-style-type: none"> → Share Calendar information with other members and see member availability for appointments, meetings and events → Use powerful time tracking features and generate Summary Reports of Past and Future Events |
| Tasks | <ul style="list-style-type: none"> → Share Tasks with other users in the system → Use powerful time tracking features and generate Summary Reports of Past and Future Tasks |
| Knowledge Base | <ul style="list-style-type: none"> → Organizations can use the Knowledge Base internally for referring to frequently asked questions, product or item specifications, for support documents and for reference articles → The Knowledge Base can be used “externally” to support your organization’s customers so that they can retrieve information regarding your products, services or general information → Using simple reference codes, the Knowledge Base can be “plugged in” to your own organization’s web site |
| Contacts | <ul style="list-style-type: none"> → Supports Global and Personal Contacts → Interacts with the Newsletters and Promotions systems → Ability to Export or Import Contacts |
| Expenses | <ul style="list-style-type: none"> → A powerful application that allows users to complete Expense Reports → Keep track of expenses as they occur and save Drafts → Generate PDF Expense Reports |
| Newsletters | <ul style="list-style-type: none"> → Use Newsletter Templates to create your Newsletter → Create, manage and send Newsletters to customers and contacts → Send Newsletters in text, HTML or PDF format → Interacts with the Contact list to send out Newsletters to specific Recipient groups |



| Module | Features |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| News & Views | <ul style="list-style-type: none">→ Share News with other members in your Department or Section→ News stories can contain text along with images and hyperlinks |
| Document Library | <ul style="list-style-type: none">→ Enhance security by having documents stored in one central location→ Images, presentations, spreadsheets, word processing documents may be posted to the Library→ Assign Category Codes for each Library for quick selection of documents.→ Each Library can be individually secured to authorized access only |
| Discussion Forum | <ul style="list-style-type: none">→ An online Forum allows members to interact with each other→ Share helpful tips with other members |
| Administration | <ul style="list-style-type: none">→ Advanced security features for user access (time and day).→ Limit user access to Sections and Document Libraries |



Main Menu and Section Home Page

Members are presented with Summary Pages outlining the latest happenings in the company.

- **Short Intro Summary of Welcome Page**
- **News Links** – the most current 4 News & Views posted to **The Hive**
- **Document Library Links** Display the current 3 files that were posted to the **Document Library**
- **Discussion Forum Links** Display the current 7 **Topics** posted to the **Discussion Forum**
- **Coming Events Links** Current Month's Calendar and display of the next 7 days scheduled events
- **Upcoming Tasks Links** Display of the next 7 days assigned tasks
- **On Line Help** Available on every page of **The Hive**
- **In This Section** and **Tools** Shows the member which modules they have access to.

The screenshot shows a web interface for 'ABC Company'. At the top, there is a 'Global Navigation' dropdown. The main content area is titled 'Welcome Site Administrator' and includes a 'Welcome to The Hive' message. Below this are sections for 'News', 'Document Library', and 'Latest Discussions'. A central 'Coming Events' section features a calendar for October 2003 and a list of events with columns for Start Date, Start Time, and Subject. At the bottom, there is an 'Upcoming Tasks' section with columns for Due Date, Subject, and Done?. On the right side, a vertical sidebar contains a 'Section' menu with options like 'Main Menu', 'Section Home', 'Assign Users', and 'Rename Section'. Below the menu are sections for 'In This Section', 'Tools', and 'Actions'.

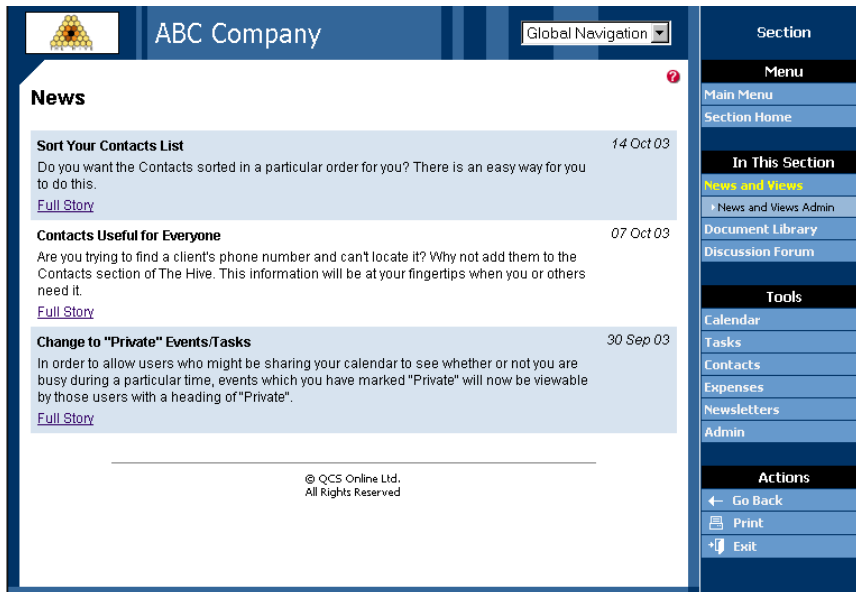
Section Page



News & Views

This **News** module is where information is posted for members to read, such as organizational structure updates, new product highlights, staffing news, new clients that are now part of your business, etc. News articles support text, images, captions and hyperlinks.

- ⌘ Posting **News** to **The Hive** eliminates emails being sent to all employees.
- ⌘ Everything is centrally located on **The Hive** and easy to access.
- ⌘ Everyone can be up-to-date with the latest company news and happenings.



The screenshot shows a web application interface for 'ABC Company'. The top navigation bar includes the company logo, name, and a 'Global Navigation' dropdown. The main content area is titled 'News' and features three articles: 'Sort Your Contacts List' (dated 14 Oct 03), 'Contacts Useful for Everyone' (dated 07 Oct 03), and 'Change to "Private" Events/Tasks' (dated 30 Sep 03). Each article has a 'Full Story' link. A footer note reads '© QCS Online Ltd. All Rights Reserved'. On the right side, there is a vertical sidebar menu with sections: 'Section Menu' (Main Menu, Section Home), 'In This Section' (News and Views, News and Views Admin, Document Library, Discussion Forum), 'Tools' (Calendar, Tasks, Contacts, Expenses, Newsletters, Admin), and 'Actions' (Go Back, Print, Exit).

News and Views Summary Page



News & Views

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------|
|  | ABC Company | Global Navigation |
| On-Line Help Pages 28 Oct 2003 | | Section |
| <p>Every program in The Hive has on-line help available.</p> <p>There may be a blue box on the screen, providing you with a short summary of what the program is about.</p> <p>For more detailed instructions about using a program, click on the red question mark icon that is in the top corner of each page. You may read or print this page. In some instances there is also an area of Frequently Asked Questions as well.</p> <p style="text-align: center;">Story Added by Site Administrator</p> <hr/> <p style="text-align: center;">© QCS Online Ltd. All Rights Reserved</p> | | Menu |
| | | Main Menu |
| | | Section Home |
| | | In This Section |
| | | News and Views |
| | | News and Views Admin |
| | | Document Library |
| | | Discussion Forum |
| | | Tools |
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| | | Admin |
| | | Actions |
| | | Go Back |
| | | Print |
| | | Exit |

Sample News Story



Knowledge Base

The **Knowledge Base (KB)** system is an integral part of **The Hive**. Organizations can use the **KB** internally for referring to frequently asked questions, product or item specifications, for support documents and for reference articles.

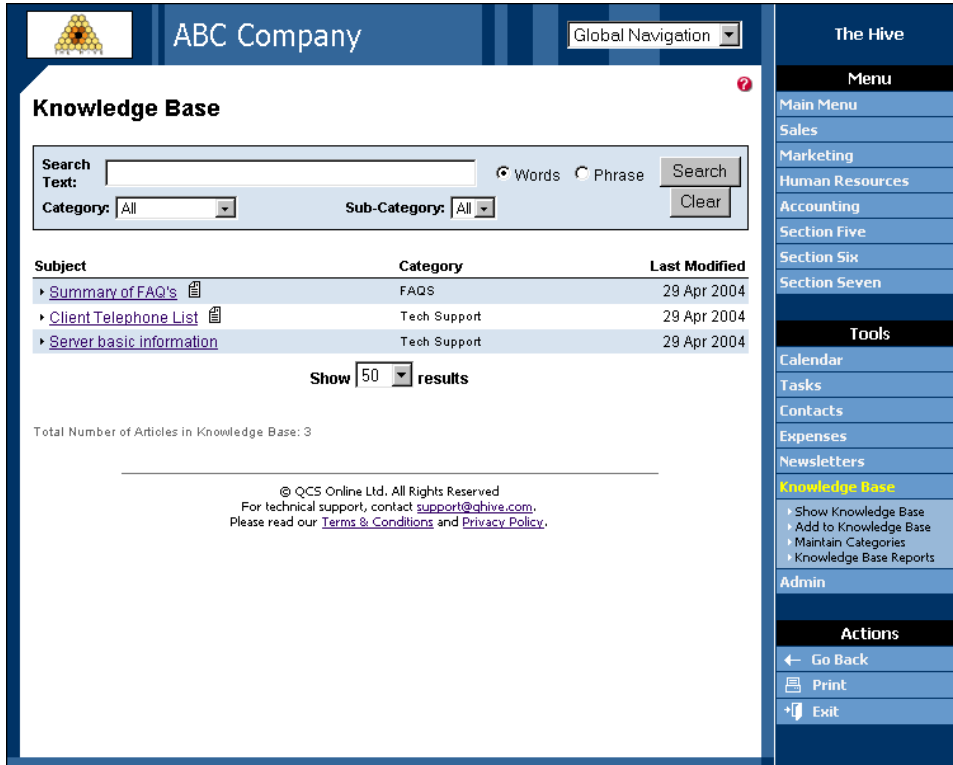
The **Knowledge Base** can also be used “externally” to support your organization’s customers so that they can retrieve information regarding your products, services or general information. Using simple reference codes, the **Knowledge Base** can be “plugged in” to your own organization’s web site. This allows your organization to provide a consistent look and feel, while offering your own customers and site visitors the ability to reference relevant articles.

Features:

- ⌘ The **Hive’s Knowledge Base** can be plugged into many web sites for external viewing site visitors.
- ⌘ The **Knowledge Base** can be used to host articles that provide information with regards to solutions to situations, frequently asked questions and support notes.
- ⌘ The **Knowledge Base** supports the ability to store and reference **Key Words** associated with articles.
- ⌘ The **Knowledge Base** contains special “contact” features that enables users to send an e-mail to the original document creator for more information if necessary.
- ⌘ Supports **Category and/or Sub Categories**, providing powerful searches on specific **Category / Sub-Category codes or Key Words or Phrases**.
- ⌘ The **Knowledge Base** contains online reporting tools to track **Knowledge Base** at both the User and Article creator levels.



Knowledge Base



ABC Company Global Navigation

Knowledge Base

Search Text: Words Phrase
Category: Sub-Category:

| Subject | Category | Last Modified |
|------------------------------------------|--------------|---------------|
| Summary of FAQ's | FAQS | 29 Apr 2004 |
| Client Telephone List | Tech Support | 29 Apr 2004 |
| Server basic information | Tech Support | 29 Apr 2004 |

Show results

Total Number of Articles in Knowledge Base: 3

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The Hive

- Menu
 - Main Menu
 - Sales
 - Marketing
 - Human Resources
 - Accounting
 - Section Five
 - Section Six
 - Section Seven
- Tools
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 - Contacts
 - Expenses
 - Newsletters
 - Knowledge Base**
 - Show Knowledge Base
 - Add to Knowledge Base
 - Maintain Categories
 - Knowledge Base Reports
- Admin
- Actions
 - Go Back
 - Print
 - Exit

Sample Knowledge Base Summary Screen.



Document Library

Never lose a file again. Posting files in the **Document Library** retains them for reference at any time. The **central location** of documents **eliminates having to send many emails and attachments to users.**

- Each **Section** has its own **Document Library**. Each **Document Library** is made of up **10 file storage areas**.
- Each **Library** has its own **Category Codes**, making it easier to locate a group of files in the **Library** with a specific **Category**.
- Move a file from one **Library** to another within the same **Section**.
- Open up, print or download any file to your own PC.**
- Advanced user security secures each file storage area to authorized members.

| Item | Description | Download / File Information | Actions |
|------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------|
| | sales budget figures Sales | annual_sales1.xls 16 Apr 2004 , 10:01AM , 15K bytes By: Rob | |
| | Sales Reports This document contains samples and instruction for creating all of the Sales Reports on the system. | sales_reports.doc 15 Apr 2004 , 11:55AM , 201K bytes By: Rob | |
| | Product Reports This document contains information on how to create the Product Reports on the system. | product_reports.doc 15 Apr 2004 , 11:14AM , 139K bytes By: Rob | |
| | Order Reports Order Reports | order_reports.doc 16 Apr 2004 , 10:00AM , 122K bytes By: Rob | |
| | Inventory Reports This document contains instructions for Inventory Reporting System | inventory_reports_system.doc 27 Apr 2004 , 11:32AM , 291K bytes By: Rob | |

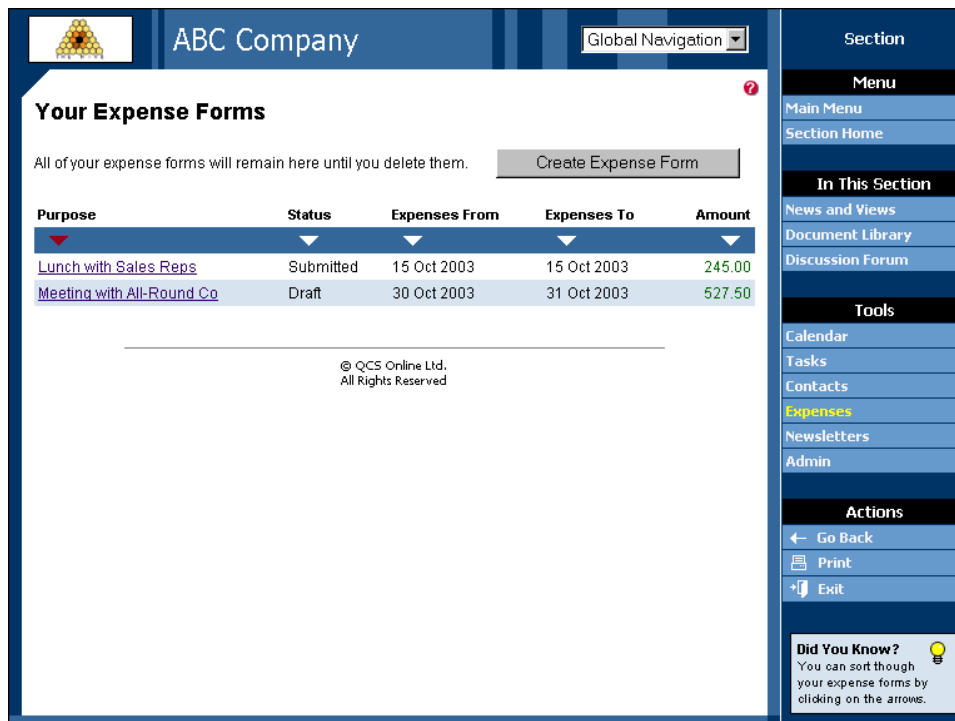
Document Library Screen



Expenses

You don't have to wait until the end of your trip etc., to do your Expense Report. Keep up-to-date with Expense entries while you are out of the office

- ⌘ Using the **Expense** module of **The Hive** allows you to enter your expenses at the end of each day, or as they occur and save Draft Expense Reports.
- ⌘ The system supports **Standard Expense** features plus **Exchange Rates**, detailed **Hotel** information as well as mileage calculations.
- ⌘ **Expenses** can be **printed directly** out of the system or **generated** as **PDF's** for email.



ABC Company Global Navigation

Your Expense Forms

All of your expense forms will remain here until you delete them. [Create Expense Form](#)

| Purpose | Status | Expenses From | Expenses To | Amount |
|-------------------------------------------|-----------|---------------|-------------|--------|
| Lunch with Sales Reps | Submitted | 15 Oct 2003 | 15 Oct 2003 | 245.00 |
| Meeting with All-Round Co | Draft | 30 Oct 2003 | 31 Oct 2003 | 527.50 |

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Section

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Did You Know?
You can sort through your expense forms by clicking on the arrows.

Summary List of Expense Forms




ABC Company
Global Navigation ▾

Expense Form

Purpose: Status:

Expenses From: Expenses To:

Amount Allotted in Advance: Exit Save Delete Done

Payee:

Description:

Date:

Type:

Amount:

Exchange:

Add Expense

| Date | Type | Payee/Distance | Description | Amount |
|--------------------------|--------------|----------------------|-----------------------------------------------------|--------|
| 30 Oct 03 | Breakfast | Toronto Colony Hotel | | 10.00 |
| 30 Oct 03 | Lunch | Toronto Colony Hotel | | 50.00 |
| 30 Oct 03 | Dinner | Toronto Colony Hotel | Took client to dinner | 75.00 |
| 30 Oct 03 | Lodging/Room | Toronto Colony Hotel | Accommodations | 200.00 |
| 30 Oct 03 | Mileage/Gas | My Vehicle | Drive to Toronto and return -- 350kms @ 0.35 per km | 122.50 |
| 31 Oct 03 | Lunch | Toronto Colony Hotel | Took client to Lunch | 60.00 |
| 31 Oct 03 | Breakfast | Toronto Colony Hotel | | 10.00 |
| Total | | | | 527.50 |
| Less Cash Advance | | | | 0.00 |
| Amount Due Me | | | | 527.50 |

Exit Save Delete Done

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← Go Back

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Did You Know?

You can change the status of your form whenever you wish.

Sample Expense Form

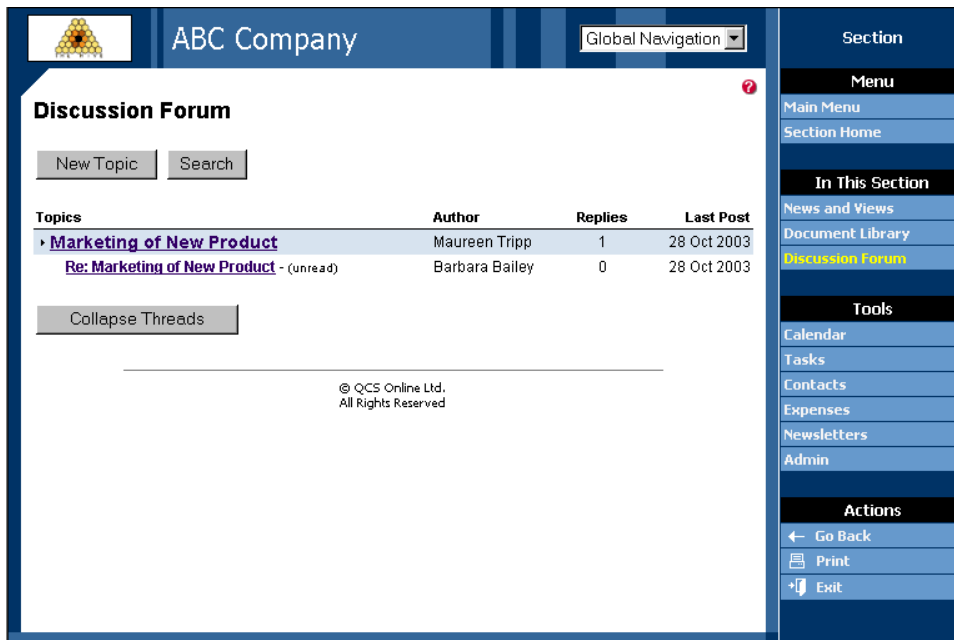


Discussion Forum

Do you want input from other members?

The Discussion Forum allows users to communicate freely and anonymously.

- ⌘ Post your view on the **Discussion Forum**.
- ⌘ The **Discussion Forum** is a great way to 'brainstorm' with others, swap suggestions, helpful hints etc. for other members of your team.



The screenshot shows the 'Discussion Forum' interface for 'ABC Company'. At the top, there is a header with the company logo, name, and a 'Global Navigation' dropdown. Below the header, the 'Discussion Forum' section includes a 'New Topic' button and a search box. A table lists topics with columns for 'Topics', 'Author', 'Replies', and 'Last Post'. The first topic is 'Marketing of New Product' by Maureen Tripp, with 1 reply and a last post on 28 Oct 2003. A second topic, 'Re: Marketing of New Product - (unread)', is by Barbara Bailey with 0 replies and a last post on 28 Oct 2003. A 'Collapse Threads' button is located below the table. At the bottom of the main content area, there is a copyright notice: '© QCS Online Ltd. All Rights Reserved'. On the right side, a vertical sidebar contains a 'Section Menu' with links for 'Main Menu', 'Section Home', 'In This Section' (with sub-links for 'News and Views', 'Document Library', and 'Discussion Forum'), 'Tools' (with sub-links for 'Calendar', 'Tasks', 'Contacts', 'Expenses', 'Newsletters', and 'Admin'), and 'Actions' (with sub-links for 'Go Back', 'Print', and 'Exit').

Discussion Forum Main Page



The Calendar

Didn't receive that email advising you about that meeting or seminar? Don't miss meetings, seminars, etc. that have been scheduled!

Use The Hive's Calendar! This will keep you, and members with whom you share your **Calendar**, on the same page.

Calendar Features:

- Share your **Calendar** with other users. Great for Admin Assistants, Managers, etc. Events can be added to your **Calendar** while you are out of the office. Check your **Calendar** from wherever you are to see what has been added!
- Want to schedule a meeting for your team? The Hive's **Calendar** lets you check members' availability before setting up the Event.
- Post **Events**, share a document that is attached to the **Event**. Review **Event Summaries** to see what is coming up in the next month.
- Create **Online Event Summary Reports**, Export to spreadsheets, and PDF files.

ABC Company Global Navigation

Events Reporting Event Display: Event List View Tasks For: Site Administrator

Events From: 28 Sep 2003 Label: All
Events To: 27 Nov 2003 Category: All

Search For: Search In: Subject Desc. Location Search Reset

| Start Date | Start Time | End Date | End Time | Subject |
|------------|------------|-----------|----------|----------------------------|
| 28 Oct 03 | 09:00AM | 28 Oct 03 | 11:00PM | Weekly Sales Meeting |
| 30 Oct 03 | All Day | | | Meeting with All-Round Co. |
| 31 Oct 03 | All Day | | | Meeting with All-Round Co. |
| 03 Nov 03 | 09:00AM | 03 Nov 03 | 12:00PM | Monthly Sales Meeting |
| 04 Nov 03 | 09:00AM | 04 Nov 03 | 11:00PM | Weekly Sales Meeting |
| 06 Nov 03 | 03:00PM | 06 Nov 03 | 04:00PM | Dr.'s appointment |
| 11 Nov 03 | 09:00AM | 11 Nov 03 | 11:00PM | Weekly Sales Meeting |
| 13 Nov 03 | 10:00AM | 13 Nov 03 | 12:00PM | Sampson Co. |
| 17 Nov 03 | All Day | | | Sales Conference |
| 18 Nov 03 | All Day | | | Sales Conference |
| 18 Nov 03 | 09:00AM | 18 Nov 03 | 11:00PM | Weekly Sales Meeting |
| 19 Nov 03 | All Day | | | Sales Conference |
| 20 Nov 03 | All Day | | | Sales Conference |
| 25 Nov 03 | 09:00AM | 25 Nov 03 | 11:00PM | Weekly Sales Meeting |

Delete

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Section

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Section Home

In This Section

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Document Library
Discussion Forum

Tools

Calendar

- Calendar Snapshot
- Add/Show Event
- Show Year
- Show Month
- Show Day
- Events Reporting
- Share Calendar
- Export Calendar
- Erase Calendar

Tasks

Contacts

Expenses

Newsletters

Admin

Actions

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Did You Know?
You can narrow your list of events by choosing a specific label.

Event Summary List



Calendar SnapShot Features

Click on the **Calendar** module, and you will see the **Calendar Snapshot**. This screen gives you a summary information about upcoming **Events** and **Tasks**. Each of these Summary areas are available as options under the **Calendar Module**.

⌘ View and/or Edit another Member's Calendar

If a member has given you permission to **View** and **Edit** their calendar, you may Add Events to their Calendar, as well as Add Tasks to that member's Calendar. A great feature to allow assistants or organizers to manage other people's schedules.

⌘ Upcoming Events

This is a Summary List for the upcoming 7 days of Events that are scheduled.

⌘ Upcoming Tasks

This is a Summary List for the upcoming 7 days of Tasks that coming due.

ABC Company Global Navigation

Welcome to Your Calendar!

Time Zone: GMT-05:00 U.S./Canada Eastern

View Calendar For: Site Administrator

Upcoming Events

| Start Date | Start Time | Subject |
|------------|------------|----------------------------|
| 28 Oct 03 | 09:00AM | Weekly Sales Meeting |
| 30 Oct 03 | All Day | Meeting with All-Round Co. |
| 31 Oct 03 | All Day | Meeting with All-Round Co. |
| 03 Nov 03 | 09:00AM | Monthly Sales Meeting |
| 04 Nov 03 | 09:00AM | Weekly Sales Meeting |

Upcoming Tasks

| Due Date | Subject | Done? |
|------------------------------------|------------------------------------|-------|
| <input type="checkbox"/> 29 Oct 03 | Prepare for meeting with All-Round | No |
| <input type="checkbox"/> 03 Nov 03 | Prepare for Monthly Sales Meeting | No |

Buttons: Delete, Mark Done, New Task

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Did You Know?
This screen shows you the events and tasks for the next seven days.

Calendar Snapshot Screen

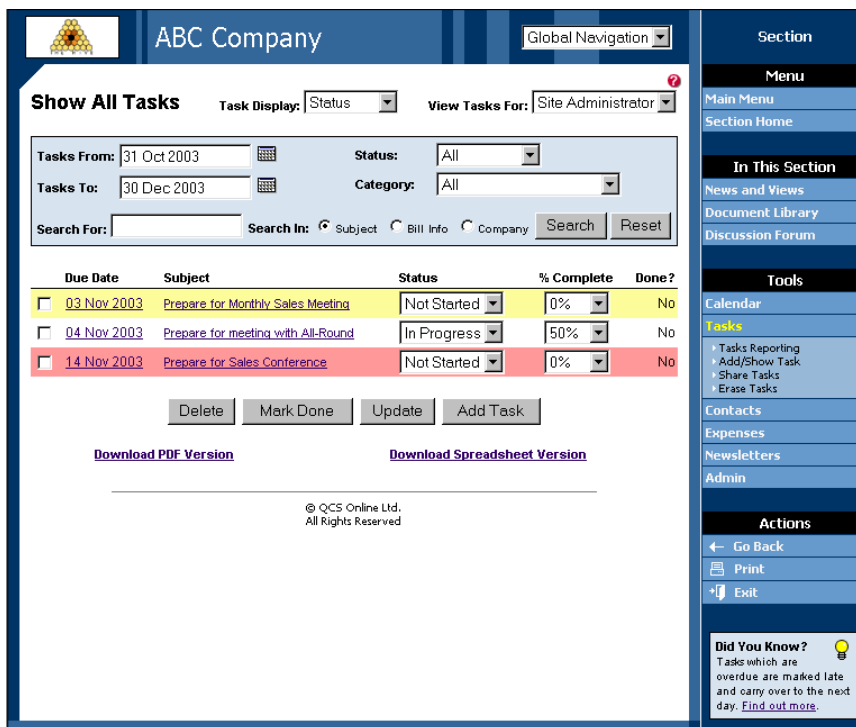


Tasks

The Task module is where you can keep track of your “To Do’s” and update the progress of a Task. Check out and update the progress of each Task that you have on your list.

- **Features of Tasks**

- ⊞ Quickly Review Status of Tasks.
- ⊞ Create **Reports** from **Tasks** based on specific selection criteria.
- ⊞ Download a PDF or Spreadsheet version of your Tasks to your PC.
- ⊞ **Share Tasks** with other members.
- ⊞ Import **Tasks**.
- ⊞ Erase **Tasks**.



ABC Company Global Navigation

Show All Tasks Task Display: Status View Tasks For: Site Administrator

Tasks From: 31 Oct 2003 Status: All
Tasks To: 30 Dec 2003 Category: All

Search For: Search In: Subject Bill Info Company Search Reset

| Due Date | Subject | Status | % Complete | Done? |
|--------------------------------------|------------------------------------|-------------|------------|-------|
| <input type="checkbox"/> 03 Nov 2003 | Prepare for Monthly Sales Meeting | Not Started | 0% | No |
| <input type="checkbox"/> 04 Nov 2003 | Prepare for meeting with All-Round | In Progress | 50% | No |
| <input type="checkbox"/> 14 Nov 2003 | Prepare for Sales Conference | Not Started | 0% | No |

Delete Mark Done Update Add Task

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Section

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Actions

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Did You Know? 
Tasks which are overdue are marked late and carry over to the next day. [Find out more.](#)

Future Tasks Screen

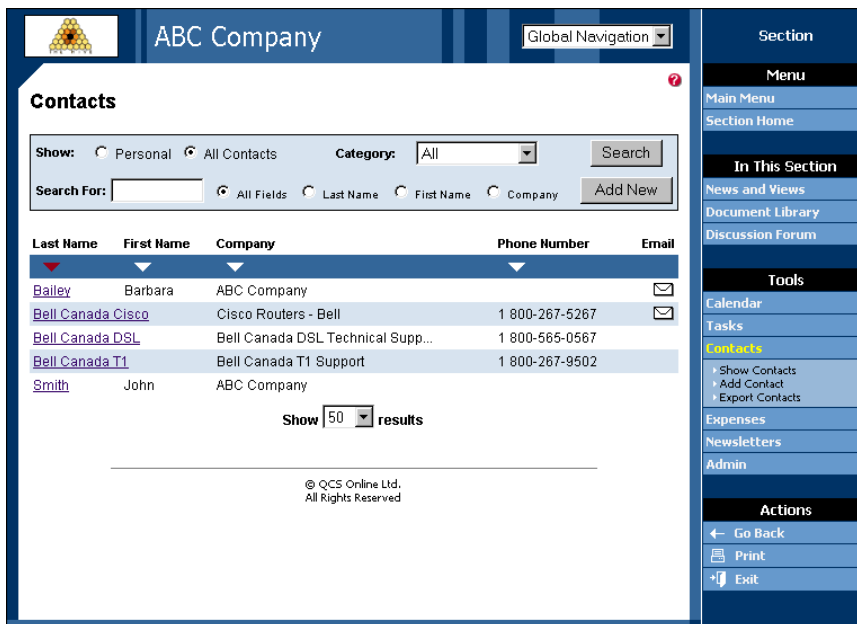


Contacts

The **Contacts** module contains the list of people that you are regularly in contact with. **Contacts** may be **Global**, meaning everyone sees this list, or **Personal**, meaning they are your own private names that only you see on your **Contact List**.

- **Features of Contacts**

- ⌘ Create your own custom **Contact** list using specific search criteria.
- ⌘ Able to send emails to **Contacts** from **The Hive**.
- ⌘ **Contact** List interacts with the Newsletters and the Promotions modules to set up Recipient Groups.
- ⌘ Import **Contacts**.
- ⌘ Export **Contacts**.



The screenshot displays the 'Contacts' module interface. At the top, there's a header for 'ABC Company' and a 'Global Navigation' dropdown. Below this, the 'Contacts' section has a search filter with 'Show: Personal' selected and 'All Contacts' as an option. A 'Category' dropdown is set to 'All'. A search bar is present with an 'Add New' button. Below the search bar is a table with columns: Last Name, First Name, Company, Phone Number, and Email. The table lists several contacts, including Barbara from ABC Company and John from ABC Company. At the bottom of the table, it says 'Show 50 results'. The sidebar on the right contains a 'Section Menu' with options like 'Main Menu', 'Section Home', 'In This Section', 'News and Views', 'Document Library', 'Discussion Forum', 'Tools', 'Calendar', 'Tasks', 'Contacts' (highlighted), 'Expenses', 'Newsletters', 'Admin', and 'Actions' (with 'Go Back', 'Print', and 'Exit' sub-options).

Sample Contacts Summary List



Newsletters

Create **Newsletters** to send to clients and keep them up to date on Company Events, Seminars, Sales Promotions, etc. Save costly mailing expenses, return of newsletters due to incorrect addresses, etc.

- **Features of Newsletters**

- ⌘ Choose from the **Newsletter Templates** to create your **Newsletter**.
- ⌘ Text and images and url's can be included **Newsletters**.
- ⌘ Able to have more than one story as part of the **Newsletter**.
- ⌘ **View** the **Newsletter** before distributing it.
- ⌘ **Create** your own **Recipient Group** from the **Contacts** to send the **Newsletter** to.

ABC Company Global Navigation

Choose a Newsletter Template

You can use one of the templates below as a starting point for your Newsletter. Add or delete stories and images from these templates as you see fit.

- Three Stories**
A simple template containing three stories without sidebars or images.
- Three Stories With an Image**
The image in this template is associated with the first main story.
- Two Stories With a Sidebar**
A sidebar is a smaller story which appears on the right side of the page in a shaded box.
- Sidebar With an Image**
The image in this template is associated with the sidebar story.

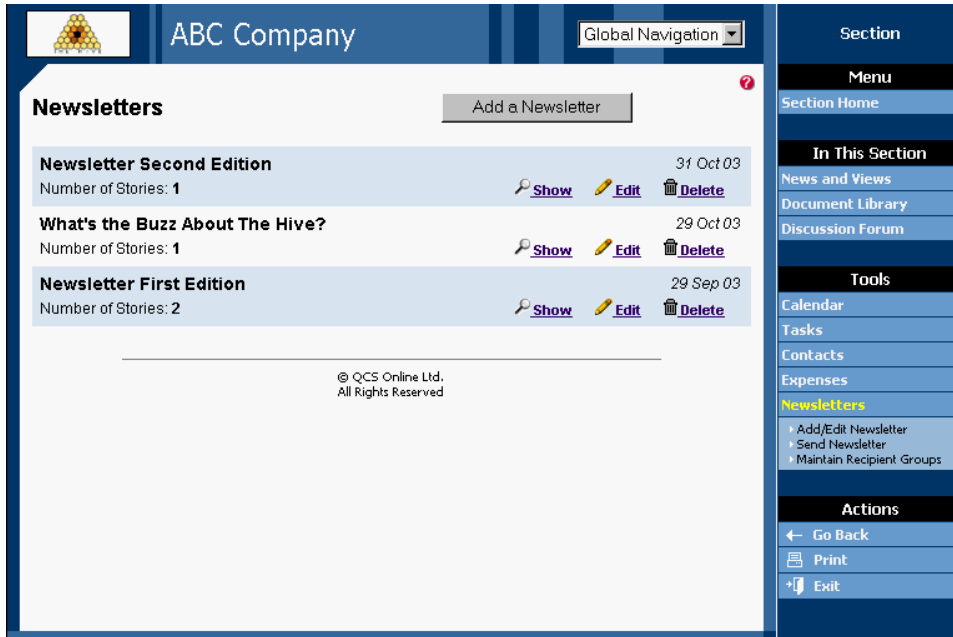
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Section Menu
Main Menu
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Expenses
Newsletters
Newsletter Templates
Add/Edit Newsletter
Send Newsletter
Maintain Recipient Groups
Assign Users
Admin
Actions
Go Back
Print
Exit

Newsletter Templates available for easy creation of Newsletters



Newsletters



ABC Company Global Navigation

Newsletters

Add a Newsletter

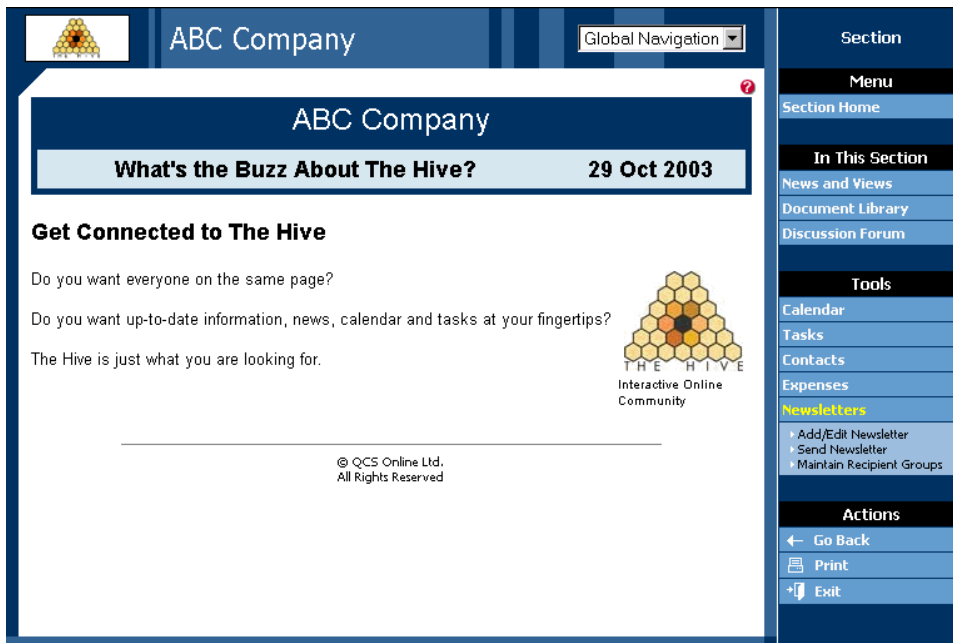
| Newsletter Title | Number of Stories | Date | Actions |
|---------------------------------|-------------------|-----------|------------------|
| Newsletter Second Edition | 1 | 31 Oct 03 | Show Edit Delete |
| What's the Buzz About The Hive? | 1 | 29 Oct 03 | Show Edit Delete |
| Newsletter First Edition | 2 | 29 Sep 03 | Show Edit Delete |

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 - Send Newsletter
 - Maintain Recipient Groups
- Actions
 - Go Back
 - Print
 - Exit

Sample of Newsletters Summary List




ABC Company Global Navigation

ABC Company

What's the Buzz About The Hive? 29 Oct 2003

Get Connected to The Hive

Do you want everyone on the same page?
Do you want up-to-date information, news, calendar and tasks at your fingertips?
The Hive is just what you are looking for.


Interactive Online Community

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Section

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 - Send Newsletter
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Sample of a Newsletter

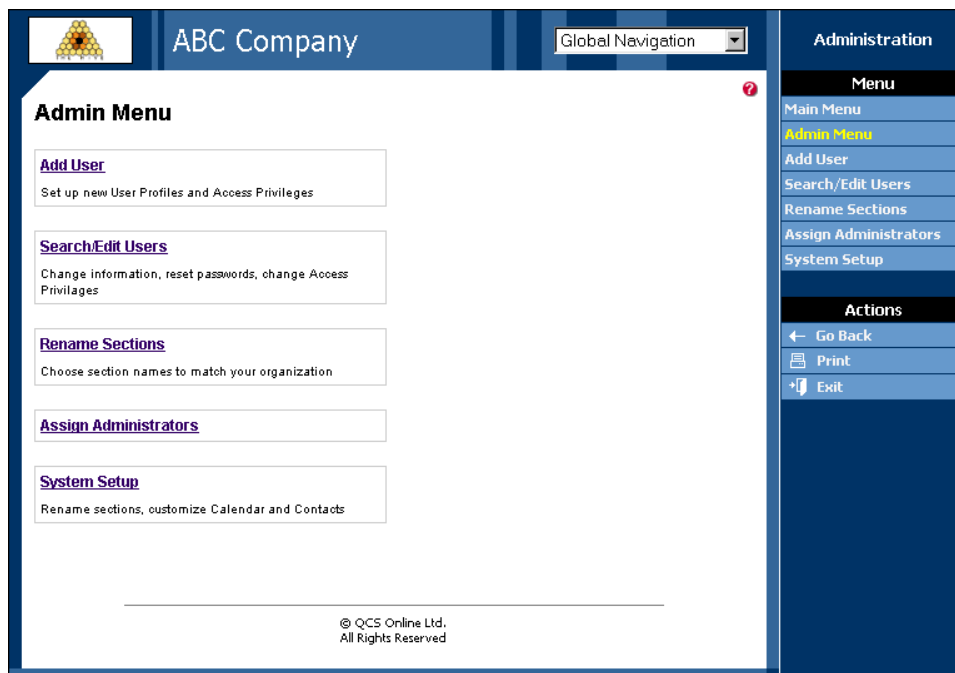


Admin Module

Only members with Administration privileges have access to this area.

• Features of Admin Module

- ⌘ Add / Edit Users.
- ⌘ Set up Document Library access for Users.
- ⌘ Make changes to Welcome Page.
- ⌘ Rename Sections to be meaningful to your company structure.
- ⌘ Customization of Calendar Categories and Labels and Contact Categories.



Admin Menu Screen



Features Available When Setting Up New Users:

Only Members with Superuser privileges have access to this area.
The **User Profile** contains the basic information for the User which is:

- ⊞ Login Name
- ⊞ Password
- ⊞ Email
- ⊞ Time Zone
- ⊞ Which Daylight Savings rule that applies to the User.
- ⊞ Add to Contacts? Check this box to automatically add the member to the Contacts List.

The **Choose Section Access** for the User defines the **Access Level** for each Section of The Hive. The User may have the following Access choices from each Section drop down box:

- **Administrator of a Section:** Perform administrative functions in the Section.
- **Yes:** The User has access to the Section.
- **No:** The User does not have access to the Section.

The **Advanced Security** section determines the days and times that members may have access to The Hive.

| Section | Access |
|---------------|--------|
| Section One | Admin |
| Section Two | Yes |
| Section Three | No |
| Section Four | No |
| Section Five | No |
| Section Six | No |
| Section Seven | No |

| User Can Access on These Days: | | | | | | | User Can Access at These Times (Eastern Time): | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------------------|-----------|--------------------------|--------------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Starting At | Ending At | or | 24 Hours |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 12am | 12am | <input type="checkbox"/> | <input type="checkbox"/> |

Maintain User Screen