«User»
«Email»

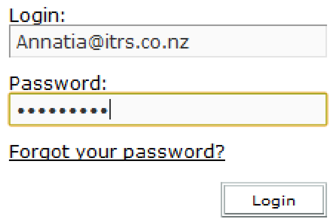
Administrator Guide
Meeting Rooms and Permissions

Adobe Central

Adobe Central is the Administrative Console for SAR-Net. Administration of the SAR-Net account can be done by either the SAR-NET Administrator or the Agency Administrator. Log in to Central to perform the following tasks:

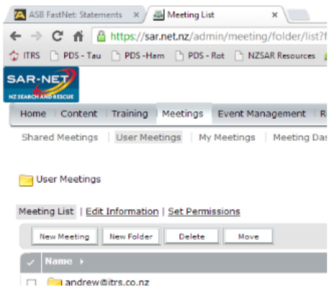
- Create New Meetings
- Set up Meeting Rooms
- Manage Meeting Content
- Create Usage Reports

Log in to Central



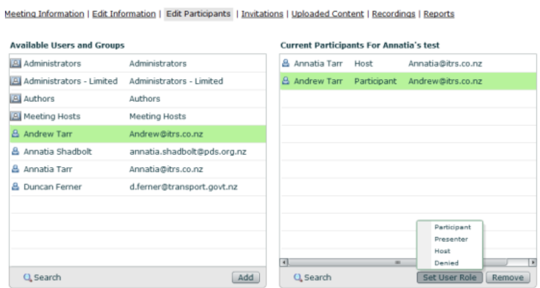
1. Navigate to **«Host_URL»** in your web browser
2. Log in with your user name **«Log_in»**
   And Password **«Password»**
3. Once authenticated, you are taken to the SAR- NET Central homepage

Create Meetings



1. Click the **Meetings** tab then select the User Meetings folder
2. Click to open your Meeting Host folder from the list
3. Click New Meeting to start the wizard
4. Enter a **Meeting Name** and an easy to remember custom url
   i.e. your meeting name
5. Optionally fill in the additional fields and click **Next**
6. Select the **Meeting Host** and click **Add** to add the Host
7. Select the Meeting Host from the participant list and click **Permissions**
8. **Select Host** as the permission level for the Meeting Host
9. **Click Next**
10. Do not send invitations
11. Click Finish
    Your meeting room has been created.

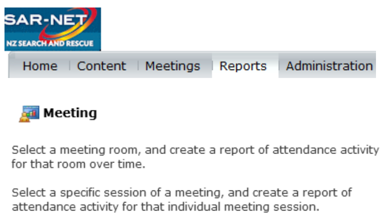
Manage User Permissions



1. Click the **Meetings** tab then select the User Meetings folder
2. Click to select the meeting room
3. Click **Edit Participants**
4. Select the user and click **Add** or **Remove** as required
5. Select the user in the Current Participants section
6. Click **Set User Role**
7. Select appropriate user permission level as required

Reporting

Usage reports can be generated on a meeting room or user basis.
Report fields can be set up and date range filters can be set as required prior to clicking Create Report.



1. Click the **Reports** tab
   a. Select **Meeting** for reports by meeting
   b. Select **System Usage** for reports by user
2. Select a **User** and **Room** to report on
3. Click **Next**
4. Click **Create Report**

Meeting Reports are downloadable in .csv format which displays in Excel or an equivalent application.
Save the downloaded report to your computer for manipulation and distribution.

Administrator Guide
Managing Meeting Content

Managing Content

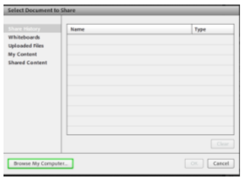
Files can be uploaded to SAR-NET through a meeting room. SAR-NET has two libraries: Content and Meetings. The Content library holds content that you use in meeting rooms. Content includes presentations, SWF files, image files, audio files, video files, and so on. The Meetings library holds content that has been uploaded through meeting rooms.

Uploaded content can then be filed within the online library, downloaded to your computer or removed from the system.

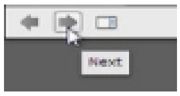
Upload Content

1. In Central, select either of the following:
    a. Click the Meetings Tab and Select the Meeting Host
    b. Click the Meeting Room to open the room

Share a presentation in a share pod



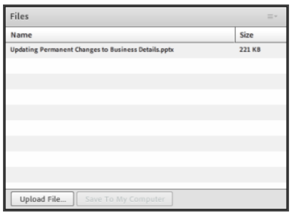
1. Click the right arrow beside **Share My Screen**
2. Select **Share Document**
3. Click **Browse My Computer**
4. Locate your presentation and click **Open**
   The file is automatically uploaded and converted.
   Use the Next and Previous controls to navigate through your presentation.



Display the meeting agenda in a share pod

- Print or save the meeting agenda to pdf and save to your computer
- Follow the steps for share a presentation

Upload files for your attendees to download and save on their computer



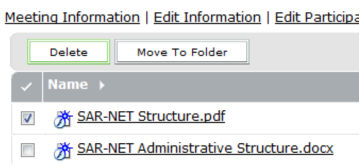
1. Click **Upload File** In the Files pod
2. Click **Browse My Computer**
3. Locate your file and click **Open**
   The file is automatically uploaded and converted for sharing

Meeting minutes ready to go in a notes pod

1. Type the headings from your agenda in a notes pod
2. Display the pod on the layout you are using in the meeting so the minutes can be written during the session
   The text can be formatted and saved to your computer at the end of the meeting
2. Click **Browse** to locate the file, click to select the file and then click **Open**
3. Enter a title for the new content file
4. Optionally enter a custom url and information about the new content
5. Click **Save**
   The file is uploaded to the server and appears in the content folder.

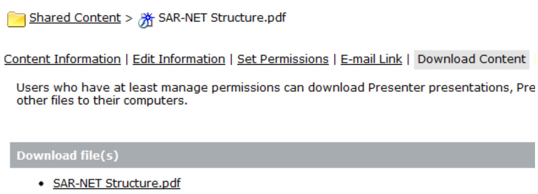
Remove Content

1. Click the **Content** tab or **Meetings** tab depending on how the file was uploaded
2. Navigate to the file that you want to remove
3. Click the tick box to select the file for removal
4. Click **Delete**
5. Click **Delete** again to confirm



Download Content

1. Click the **Meetings** tab and locate the meeting room
2. Navigate to the file that you want to download
3. Move the file to the shared content folder if it is in Meetings
4. Click to select the file from Shared Content
5. Click the **Download Content** link on the navigation bar



SAR-Net Support

There is a range of support options available to you to enhance your experience with SAR-Net. Please refer to your quick help guides to get started and discuss your experience with other SAR-Net users, your administrator or the SAR-Net Administrator. There is comprehensive help online provided by Adobe and an easy to follow Help function within the meeting room which provides step by step guides on everything Adobe Connect.

Adobe Support

Adobe has a comprehensive support library online and within the meeting rooms.

Visit http://www.adobe.com/support/connect/gettingstarted/index.html link here for a list of links to Adobe's support library.

Some useful links are below for your quick reference.

For video tutorial about using the screen sharing features:

http://tv.adobe.com/watch/learn-adobe-connect-8/sharing-screens-and-applications/

For step by step help, Adobe provides downloadable quick help guides.

https://seminars.adobeconnect.com/_a227210/vqs-hosts/

Click the Help button in your meeting room for a comprehensive library of easy to follow step by step help for Adobe Connect.

SAR-Net Support Contact Details

SAR-Net Support
«Agency» Administrator
«Administrator»
E: «Admin_Email»
P: «Admin_Phone» or **M:** «Admin_Mob»

Technical Support and Alternative Contact
I.T. Rescue Solutions Ltd
Andrew Tarr
E: Andrew@itrs.co.nz
P: 07 544 5040 or **M:** 021 412 502

SAR-Net Account and Meeting Support
SAR-NET Administrator
Annatia Tarr
E: Annatia@itrs.co.nz
P: 07 544 5040 or **M:** 021 988 855

SAR-Net Management
NZSAR Secretariat
Duncan Ferner
E: d.ferner@transport.govt.nz
P: 04 439 9045 or **M:** 021 249 0463