

3. Getting started – becoming familiar with edDesk screens

3.1 OBJECTIVES

By the end of this chapter you should be:

- able to login to edDesk
- familiar with the left navigation pane
- aware of the most commonly used tabs in edDesk
- able to logout of edDesk.

3.2 EDDESK CONCEPTS

There are two basic components in edDesk. These are:

- **Articles:** this is where you create and edit content. You complete “article forms” then can later change the content in your forms; AND
- **Views:** Views let you control the way you display your content.

For example, in the Creating tab you can order your articles by author, issue or keyword. Under the Production tab you can look at articles that have layout instructions, requests for change or that are being sub-edited.

edDesk displays relevant menu items depending on the tab you are using. Each menu item has a brief description. This lets you quickly select the part of edDesk that you want to use. The menu items are repeated in the left navigation pane.

3.3 LOGGING IN TO EDDESK

1. Click on your **Lotus Notes** icon.
2. The following login form displays, with your user name and organisation.

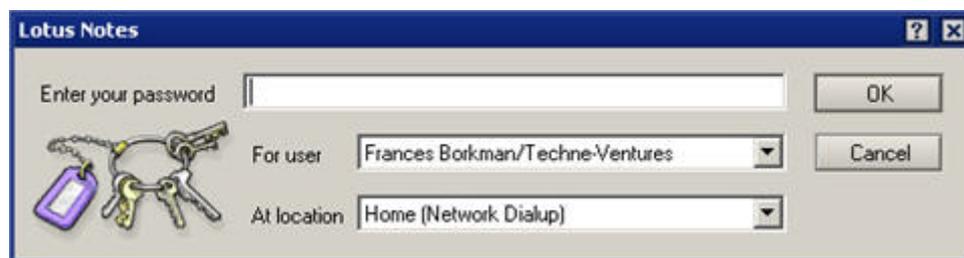


Figure 1: edDesk Lotus Notes login screen

3. Type your password.
4. Click on <OK>. The **Home** tab displays.

3.4 EDDESK TABS

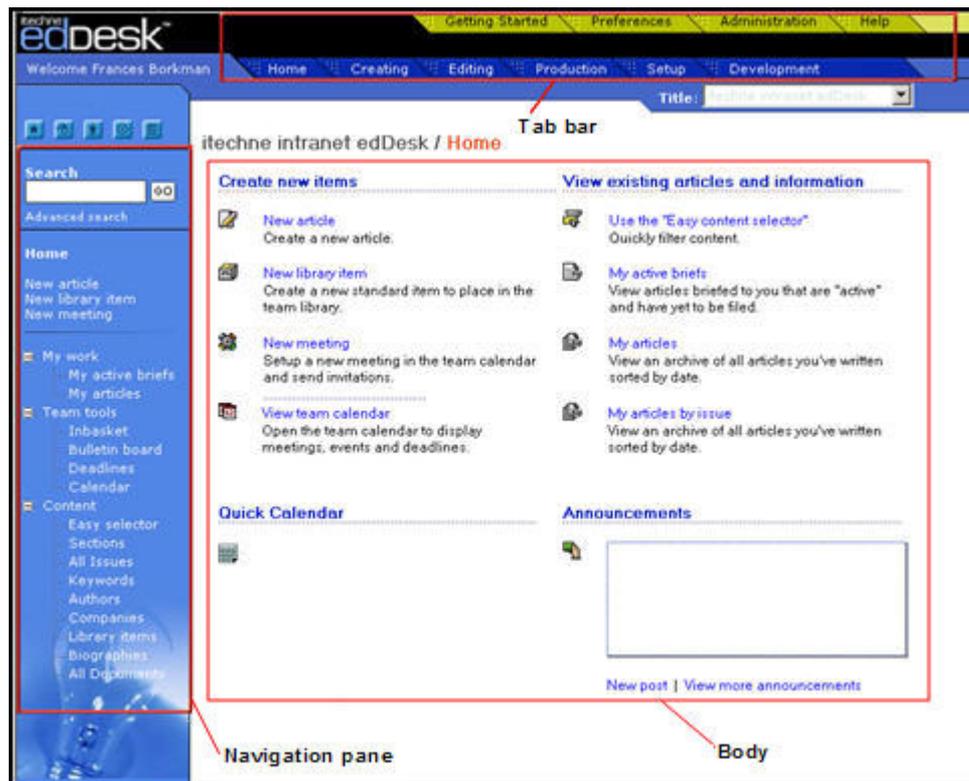


Figure 2: edDesk Home tab for the itechne Intranet

Each tab has three main components:

- navigation pane
- tab bar
- body

Navigation pane

Lets you access the various views of editorial content for your organisation. You can choose what you want to see, depending on pre-defined criteria, (known as Views). Late versions will let you Search for articles which meet your own criteria.

You also use this pane to create new articles, view your articles, and schedule meetings.

Tab bar

Provides a quick way to go to different areas of activity in edDesk.

For example, Editing tab provides the tools most commonly used by editors. Production tab groups together all the activities and information relating to production of the articles, with particular regard to illustration and layout requirements.

If you do not have access to a particular tab can see the Tab name, but you will not be able to select it.

Body The body is where the most commonly used features of that tab are listed.

i Navigation pane

The options you see in the navigation pane change as you move to different tabs in edDesk.

For example if you are in the Setup tab you see navigation options relevant for Setup, in the Creating tab you see options relevant for creating content.

There are standard collapsible menus available in each tab, meaning that no matter which tab you are using, you can still perform the most common functions.

The following options are available in each tab:

- New article
- New library item
- New meeting (uses the calendar feature – being upgraded)
- Team tools (some variations within the menu)
- Content

Team tools

There are various tools available to members of a team. These include seeing those emails sent by team members, deadlines (approaching and past), bulletin board for interesting items and a calendar of team member commitments. The tools vary depending on which tab you have selected. For example, the tools in the Creating tab are different to the tools in the Production tab.

Content

This is where you can see specific content for your organisation, using pre-defined "views" and structures of content.

For example, you can view by Authors, Sections, Issues - depending on your requirements. You can also select to view All Documents.

ii **Tabs – an overview**

Think of tabs as part of the publishing process. For example, if you want to create articles you would use the Creating tab. If you were involved in the editing of articles you would use the Editing tab more than other tabs.

Each tab has options relevant to the publishing stage of which it is part.

Brief descriptions of each tab follow:

Home

Home is the first tab to display when you login to edDesk. The **Home** tab lets you quickly do the most fundamental operations in edDesk.

Tools available in the **Home** tab are:

- New article
- New library item
- New meeting – this feature is being upgraded
- View team calendar – this feature is being upgraded
- Easy content selector
- My active briefs – stories assigned to you
- My articles
- My article by issue

Creating

The **Creating** tab has many of the tools used by writers. This tab is also used to view the progress of new articles. Tools available in the **Creating** tab are:

- New article
- New library item
- New homepage (for web publishing)
- Story ideas – ideas for stories that have not yet been commissioned
- Active briefs – stories that have been commissioned but not yet filed
- Filed copy

Editing

The **Editing** tab has many of the tools used by editors. These include views for:

- Late running copy
- Active briefs
- Filed copy
- Ready for production

- Changes required - stories requiring rewrites or edits, and the status of those stories
- Unassigned copy - stories currently unassigned to an issue.

Production

The **Production** tab has many of the tools used in the final production of an article. This tab includes views for the following information:

- Subs work desk - articles being subbed
- Changes required
- Artist and illustration requirements
- Production directions
- Production schedules
- Deadline calendars.

Setup

The **setup** tab is for non technical administration of edDesk. Information entered in this tab becomes available to be used in articles. You can:

- create, view and edit sections
- create, view and edit subsections
- create volume and issue definitions
- create, view and edit geographical regions
- define production schedules
- create, view and edit keyword topics
- create, view and edit definition documents for a publication.