
Getting Connected: Details About eRoom

To facilitate timely and convenient interaction among EPCglobal Subscribers involved in the Action Groups, EPCglobal utilizes *EPCLINKLIST Mail Archival System* and *eRoom*. For information regarding how to Opt-In to specific Working Groups, see the *Getting Involved* information in this section of the Kit.

Within 7 working days of submitting the signed Intellectual Property (IP) Policy and Working Group Opt-In Agreements, Subscribers will receive the following:

1. EPCLINKLIST Mail Archival System

Subscribers will receive a welcome message from the EPCLINKLIST system which includes login information as well as instructions for use. Every email message sent to the lists is archived and made available online. To view the latest messages from chairpersons to their corresponding Working Groups, login at <http://epclinklist.epcglobalinc.org> and click on the name of your Working Group.

The EPCLINKLIST system is used for:

- Communicating meeting and call information to Working Groups
- Announcing milestones accomplished
- Commenting informally on documents
- Answering questions relevant to the entire Working Group

To unsubscribe to a Working Group in the EPCLINKLIST, send a message to EPCglobal@EPCglobalinc.org with UNSUBSCRIBE in the subject line and include the name of the Working Group list.

2. eRoom Document Repository

Subscribers will receive an eRoom welcome message from the EPCglobal Community Manager with login information, which also provides you with access to the KnowledgeBase located on our website at www.EPCglobalUS.org

eRoom is a secure, web-based tool that enables groups of individuals to collaborate and vote within a central location. Each Action Group has its own eRoom with Working Group folders that are available to any active Subscriber who Opts-In to a particular Working Group.

In the Action Group and Working Group eRooms you will find:

- Meeting and call schedule information
- Meeting agendas, minutes, and presentations
- Draft working documents, use cases
- Surveys and voting capability

To login to the EPCglobal eRoom, go to <http://eroom.epcglobalinc.org>, input your assigned User Id and Password and click on the "Enter" key. Once you login, you will have access to all information pertaining to your specific Working Group(s). The left-hand navigation of the eRoom webpage provides a map, which displays all the items in your eRoom.

- Right-click the icon to the left of the eRoom's name to display a pop-up menu of commands that apply to the eRoom.
- Click on the name of the eRoom (at the top) to go to the front page of this section.
- Click an item's icon or its name to open the page, a shaded bar will highlight your location.

- Click to expand the navigation and reveal the items (except for calendars and databases).
- Click to collapse the navigation and hide the contents of items.

As you navigate through an eRoom, your location is shown across the top of the page (in the control bar) in a hierarchical order. Each level is a link, providing easy navigation directly to another location.

A command bar appears at the bottom of each item box. It contains eRoom commands, as well as tool buttons for changing your view of items. Use the commands to:

- **Create** - Opens the *Create* page so you can pick the type of item you want to create.
- **Add** - Opens the *Upload File* page so you can browse for the file you want to add.
- **Select All** - Selects the check box for every item in the item box.
- **Cut** - Marks an item for moving the name of the item you cut is grayed out in the item box and in the map until you paste the item elsewhere, either in your eRoom or in another eRoom in the same facility.
- **Copy** - Makes a copy of the selected item and puts it on the eRoom clipboard. You can then paste it elsewhere in your eRoom or in another eRoom in the same facility.
- **Copy Link** - Creates a link to the selected item and puts it on the eRoom clipboard. You can then paste the link elsewhere in your eRoom or in another eRoom in the same facility.
- **Paste** - Places in a new location in your eRoom items or links cut or copied from the same or different eRoom in your facility.
- **Mark Read** - Removes the unread mark () from next to the selected items. If you have no items selected, removes the unread mark from all items in the item box.
- **Mark Unread** - Places an unread mark () next to the item you select. If you have no items selected, places an unread mark next to all items in the item box.
- **Comment** - Allows you to make comments. Fill in the title and the body of your comment, and then click "OK". Your comment is added to the page under the "Comments" heading, and has an author's stamp with your name.
- **Take a Vote** - Opens *Create Poll* page so you can create a poll with one or many questions. You can also check the box next to the file you would like to cut, copy, paste, delete, etc., and click on the appropriate action.

eRoom will keep you updated on everything that is happening within your Working Group, and you can decide how often you want to be informed. When you first login to an eRoom, your notification option is defaulted to send you a nightly summary of all activities in the eRoom. To edit your notification options within each item, right-click on the folder icon you would like to change and select "Notification." Choose your preferences, then click the "OK" button at the top. If you want to receive emails as soon as each change happens in all items or not receive any emails regarding the eRoom, right-click on the map icon next to your Working Group name and select "Notification". Choose your preferences, then click the "OK" button at the top.

For general questions about the components of eRoom, please refer to the comprehensive *Help Section* of eRoom by clicking on the icon in the upper right corner of your eRoom window.

Key Contact:

If have questions about the *EPCLINKLIST* or *eRoom*, please contact the EPCglobal Community Manager, Kelly Rhoades, by email at KRhoades@EPCglobalUS.org or by phone at +1.609.620.4631.