CMS 327: eCalendar Lab Quick Steps

*If you encounter error messages when following the instructions below, please log out of Webtop and follow the **Remote Desktop instructions** in the <u>Appendix</u> below.

1. Using Internet Explorer, log into https://cms.mcgill.ca/webtop with your standard McGill username (firstname.lastname@mcgill.ca) and password.

Login	
	Webtop 6.7
Login Name:	
Password:	
Repository:	CMS_ADMIN 🔻
	Remember my credentials
[+] More Opt	ions
?	Login
 NOTICE: IE proupdate If you see an I to update Java older Java vers announcement SCHEDULED M Occurs on the 9pm to 6am. D slow or unavail 	Ampts to update Java - DO NOT nternet Explorer message prompting , click "Run this time" to keep the sion enabled. See the <u>full</u> for details. AINTENANCE: third Wednesday of each month, from juring this period, the system may be lable at times. The <u>monthly</u>

2. Click on the *Inbox* to view your topics.

CMS_ADMIN : Andrew Dias	File Edit View Tools							
- Work Queue Monitor - Sinbox - Saved Searches	Inbox (CMS_ADMIN) <u>I am available</u> Get next task automatically I am available							
My Files Categories Administration My Home Cabinet Cabinets Add Repository	!!! ! @	<u>Subject</u> Test Topic 2 - Edit	Task Name Edit	Date Received Due Date	Status III► Acquired			

3. Double-click on an Inbox item to see the task details.

Search Q							
CMS_ADMIN : Andrew Dias	File Edit View Tools						
Work Queue Monitor Inbox Saved Searches	Inbox (CMS_ADMIN) Lam available Get next task automatically						
— 📩 My Files	Subject Task Name Date Received Due Date Status						
Categories Categories Categories Categories My Home Cabinet Cabinets Add Repository	Test Topic 2 - Edit Edit 1/12/10 7:42 PM Acquired						

- 4. In the task details screen (1) Right-click on the filename and (2) click Edit.
 - Note: If you double-click on the file, it will be open in read-only mode and will not be editable.

File Edit	View Tools								
Info Comme	nts Progress	Process Variables							
Test Topic 2 - Edit Description: Law eCalendar Topic Workflow 2010-01-12 From: dmadmin Received: 1/12/10 7:42 PM Workflow Instructions: 2									
Requirements : none	Instructions : Review, make char double click on this	ges and write comments if r topic in your INBOX and cli	Edit Open (Read Only) Check Out Subscribe Subscribe Others Email as Link	J are finished making changes, you must ver for further review.					
Namo	Format	Modified	Export Add Relationship		Actions				
Manie	XMI	riodined	Quickflow		Actions				
TestTopic	2.xml Document	1/7/10 10:26 AM	Properties						
1			Add to Clipboard Add to Favorites						
1			Delete						
1.			Turn On Read Notification Turn On Change Notification						
			View Lifecycle Virtual Documents	SK Finish Suspend Reassign Unassign	Close				

- 5. Review the file in *XMAX*, making any necessary updates. Track Changes should be "ON", meaning your revisions will be visible to other reviewers before being finalized by Enrolment Services. Remember to Save often!
- 6. When you're finished making changes, click (1) File > Save and then (2) File > Check In.

File	Edit	View	Insert	Tools	Table	Help				
Close	e			_ 🕰	8	+ +	🛃 topic		~	BI
Save	•	-	- 1	Hat	ions	Polic	ies Conce	ernina Ur	niversitv	Withd
Cheo Docu	tk In ┥ umentu	m Prope	erties	icer	ning U	nivers	sity Withdrawa	al: Deadline	es for Unive	ersity Witl
Find		Ċ.			- —					
Navi	gate /prolo				J⊟re	vised/>	 <<u>/critdate</u> 	sj (<u>-</u> metadata	a> 🗀 keyword	<u>is</u> >< <u>/keyv</u>

7. In the following "Check in" screen, add a quick note of changes made (if any) in the **Description** field for our records, and then click **OK** at the bottom right.

Save as :	1.1 (minor version)	
Version label:	2.0 (major version)	1
Description:	JM: Corrections made to faculty listings	
Format:	XML Document	

McGill eCalendar: www.mcgill.ca/study

You may repeat steps 3–7 as many times as necessary. Once all revisions have been made for a topic, double-click on the task item in your *Inbox* to open the task details, and then click **Forward** or **Finish** <u>Note</u>: Ensure that there is no key icon next to the filename (i.e., the file is not "locked") before clicking on
 Forward or **Finish**. If you see a key icon there, the file needs to be Checked In (right-click > Check In).

File	Edit	View	Tools						
Info	Comm	ents	Progress						
Requi	Regulations Concerning University Withdrawal: D - Edit Description: Regulations Concerning University Withdrawal: D - gi_deadlines_for_university_withdrawal_test.xml - Law eCalendar Topic Workflow From: dmadmin Received: 10/29/09 3:34 PM WorkFlow Instructions: Requirements: Instructions: None Review, make changes and write comments if necessary, save and CHECK-IN. Or double click on this topic in your INBOX and click FINISH to send the topic to an								
					Attachments	Add			
	<u>Name</u>		<u>Format</u>	Modified	Q				
<	🔊 gi_deadli	ines_for.	XML Document	10/29/09 3:28	PM		~		
					Previous	ext Finish Clo	se		

Appendix

Remote Desktop Instructions - For users experiencing issues with XMAX

- A. In Windows, click the Start button on the lower left corner of your screen.
- B. Click Remote Desktop Connection.

If it's not there, search for **Remote** in the search bar at the bottom. **Remote Desktop Connection** should be one of the results. Click it.

- C. In the "Remote Desktop Connection" window that appears, type **rd1.campus.mcgill.ca** in the "Computer" field.
- D. Click Connect.
- E. In the "Windows Security" window that appears, enter your McGill email password (the same one that you use to login to Webtop) in the "Password" field.
- F. Click OK.
- G. The Remote Desktop Screen appears. Click OK.
- H. If you're asked to run an application/software, click **Run**. If you're asked if you trust a site/application, click **Yes**.
- I. Double-click the Webtop icon, login, and edit/forward your topics following <u>steps 1–8</u> above. Log out of Webtop when you're done.
- J. To end the Remote Desktop Connection, click the **X** button on the bar at the top of your screen, or **Log Out**.

Complete information available at http://www.mcgill.ca/es/ecalendar-project/ecalendar-procedures