

Velkommen

Kjenn din Notes-klient



Starring

Hogne Bø Pettersen



Starring

Ansatt ved Brunvoll AS

i

Molde



Starring

Som

ICT Teaching Consultant



Starring

Jobbet i Brunvoll siden
mai 2011



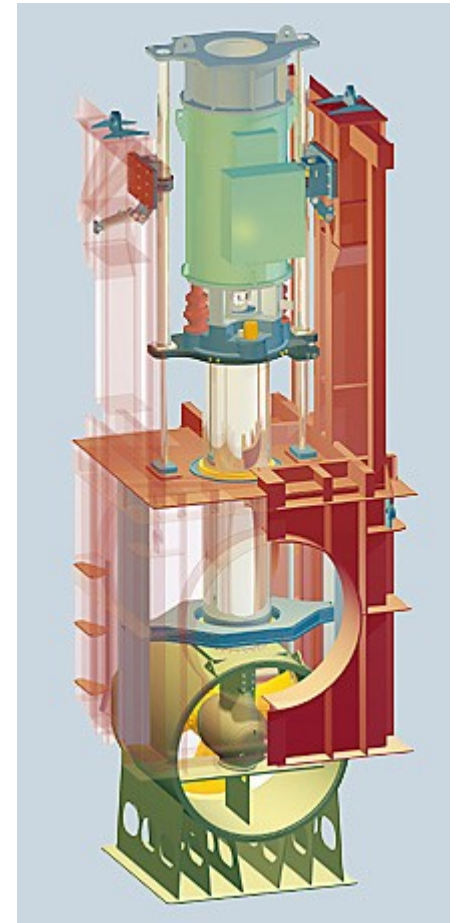
Starring

Jobbet med Notes/Domino
siden 1995



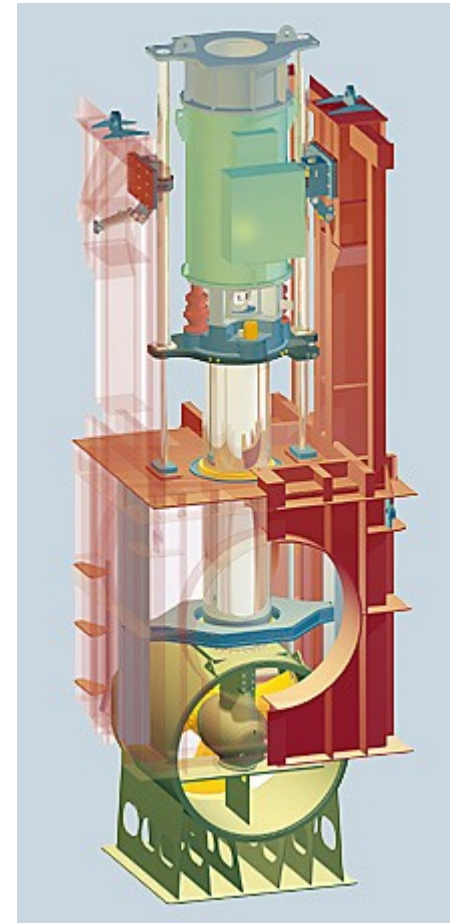
Brunvoll

300 ansatte



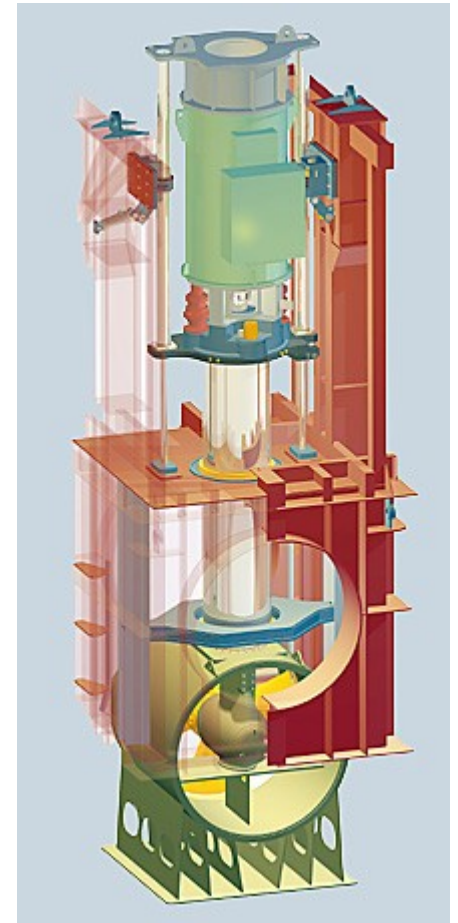
Brunvoll

Lager Thrustere til båter



Brunvoll

Bruker Notes, Sametime og IBM
Connections (bConnect)



Agenda



Notes er gøy

- Brukere må lære
 - Notes er lett å bruke
 - Få vite at Notes er et kraftig verktøy



Notes er gøy

- Administratorer må lære
 - Å gi brukerne policies som fungerer!
 - Lage ordentlige installasjonspakker



Notes er gøy

Brukergrensesnittet



Notes er gøy

The image shows a screenshot of the IBM Lotus Notes workspace interface. Red arrows point to various UI elements, which are labeled as follows:

- Menus:** Points to the top menu bar (File, Edit, View, Create, Actions, Tools, Window, Help).
- Window Tabs:** Points to the tabs at the top of the workspace.
- Toolbars:** Points to the toolbar below the window tabs.
- Search Bar:** Points to the search bar on the right side of the workspace.
- Side bar:** Points to the vertical sidebar on the right side of the workspace.
- Location:** Points to the location indicator at the bottom right of the workspace.
- Status bar:** Points to the status bar at the bottom of the workspace.
- Open or Search Button:** Points to a button in the bottom left corner of the workspace.

The workspace itself displays a grid of icons representing various documents and folders, such as "Post, kalender og kontakter", "Development", "Group Calendar", "Local stuff", "Logger", "InfoSuite", "Dokumentbase", "Applications", and "Education". A circular logo for "BRUNVOLL TRUSTED" is overlaid on the workspace.

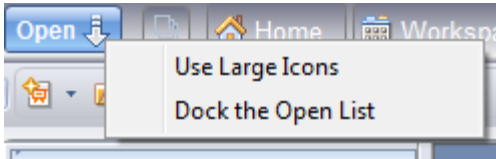
Notes er gøy

Open-button og Dock the Open List

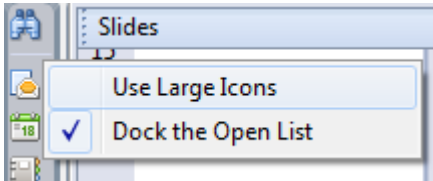


Notes er gøy

- Høyreklikk på Open knapp for Dock the Open List:



- Use Large Icons



Notes er gøy

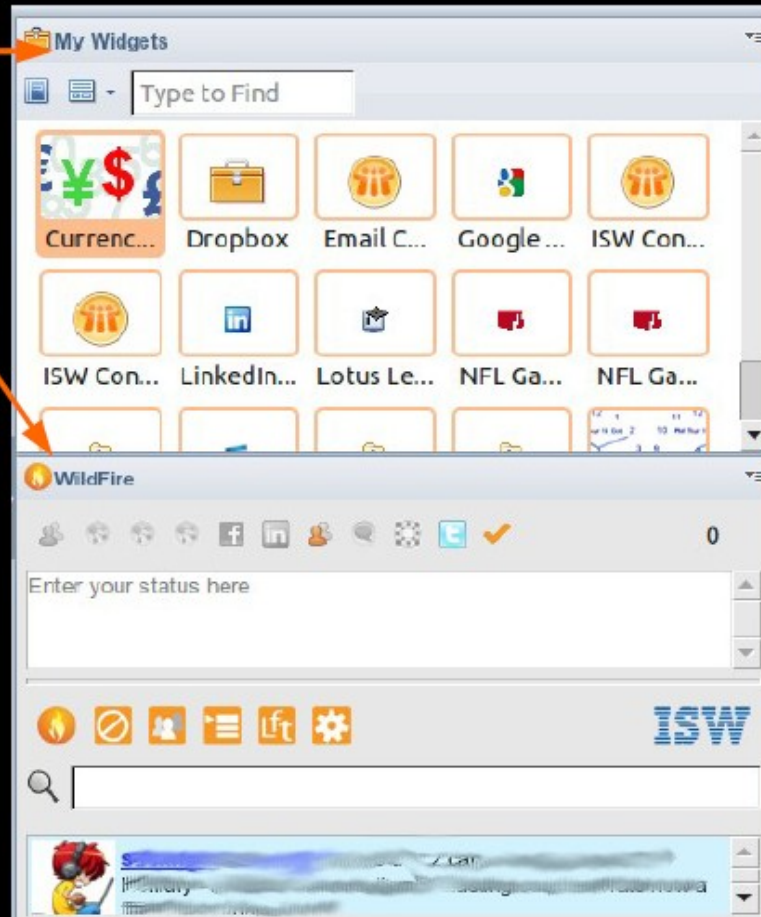
- Sidelinjepanel: Widgets og Plugins
 - Ctrl+4 (Open) Ctrl+3 (Dock) Ctrl+0 (Hide)



Notes er gøy

'Shelf' Title

'Shelf' Menu



Click for menu

- Catalog
- Get Started...
- Configure a Widget from...
- Configure Content Type...
- Configure Recognizer...
- Configure Action...
- Import...
- Export...
- Manage Widgets, Content, and Recognizers
- Recognize All Content
- Show
- Open in New Window
- Hide Panel: My Widgets
- Minimize to Titlebar
- Minimize to Icon
- Restore
- Resize
- Sidebar Panels
- Sidebar

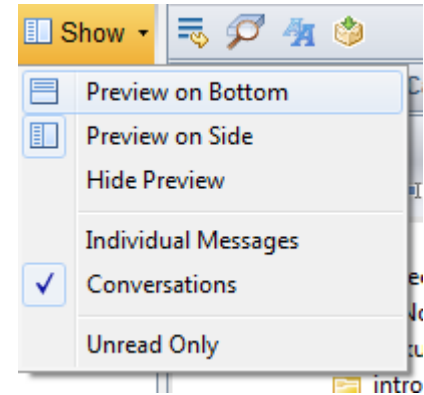
Notes er gøy

- Show
 - Preview
 - Conversations
 - Contacts



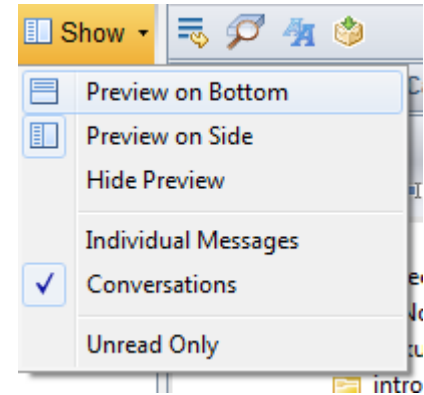
Notes er gøy

- Preview
 - Kan endres på og slås av
 - Leservennlig å ha til høyre



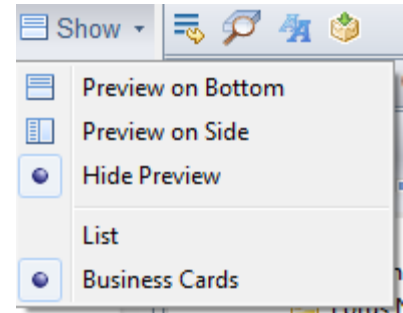
Notes er gøy

- Conversations
 - Lett å finne epost
 - Komplette historikk



Notes er gøy

- Contacts
 - Business Cards



Notes er gøy

- Open windows
 - List (CTRL + F8)
 - Show Thumbnails (SHIFT + CTRL + T)



Notes er gøy

- Shortcuts
 - CTRL + M (New Memo)
 - ESC (Close window)
 - All shortcuts: SHIFT + CTRL + L



Notes er gøy

- Shortcuts
 - Enter
 - Open document/Go to next document
 - Backspace
 - Previous document



Notes er gøy

- Shortcuts
 - F4
 - Next unread message
 - Insert
 - Mark a document as read/unread



Bookmarks

- Enkel tilgang
- Åpne vinduer automatisk
- Lage nye dokumenter
- Historikk
- Type to find



Bookmarks

- Bokmerker kan være
 - Notesapplikasjoner
 - Andre programmer
 - Web-sider
 - Snarveier og lenker



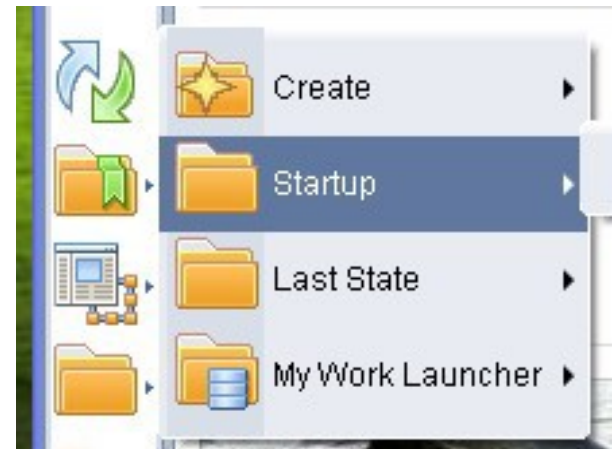
Bookmarks

- Lage bokmerker
 - Høyreklikk på vindu -> Create bookmark
 - Eller dra vinduet til Bookmarks



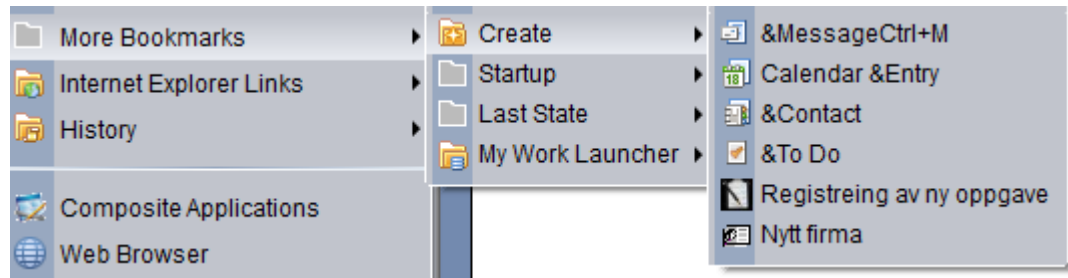
Bookmarks

- Legg bokmerke i Startup
 - Add bookmark
 - More Bookmarks folder
 - Startup folder



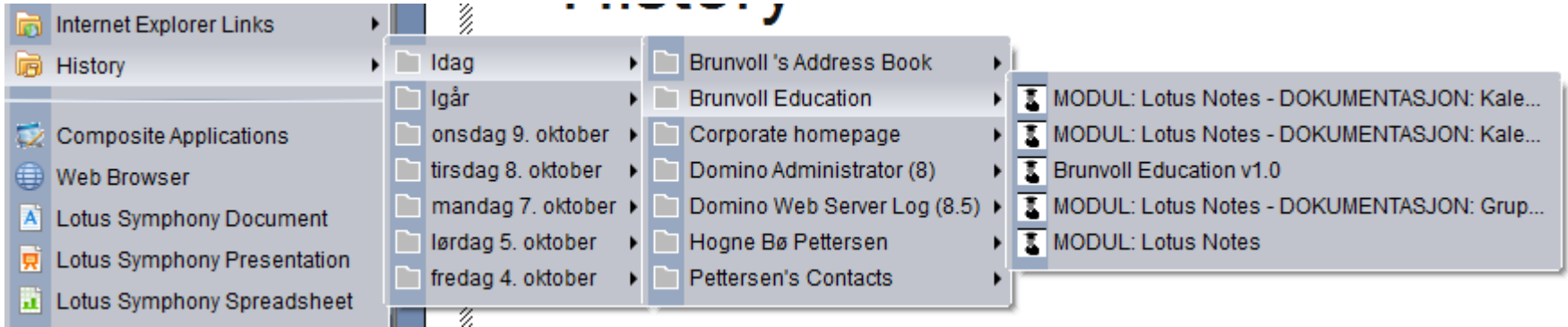
Bookmarks

- Bookmark i Create button
 - Alle blanke skjema i Notes kan legges her



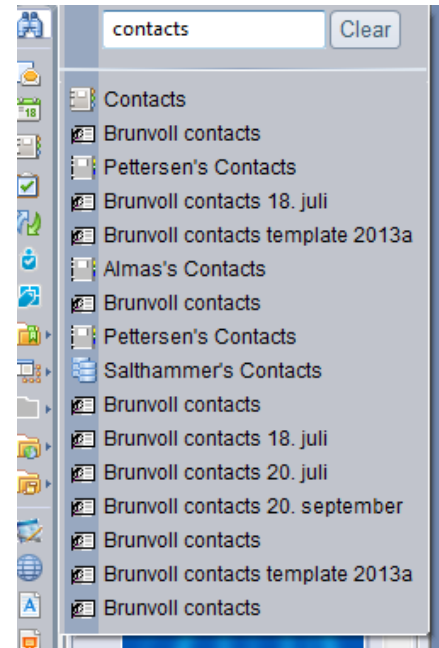
Bookmarks

- History



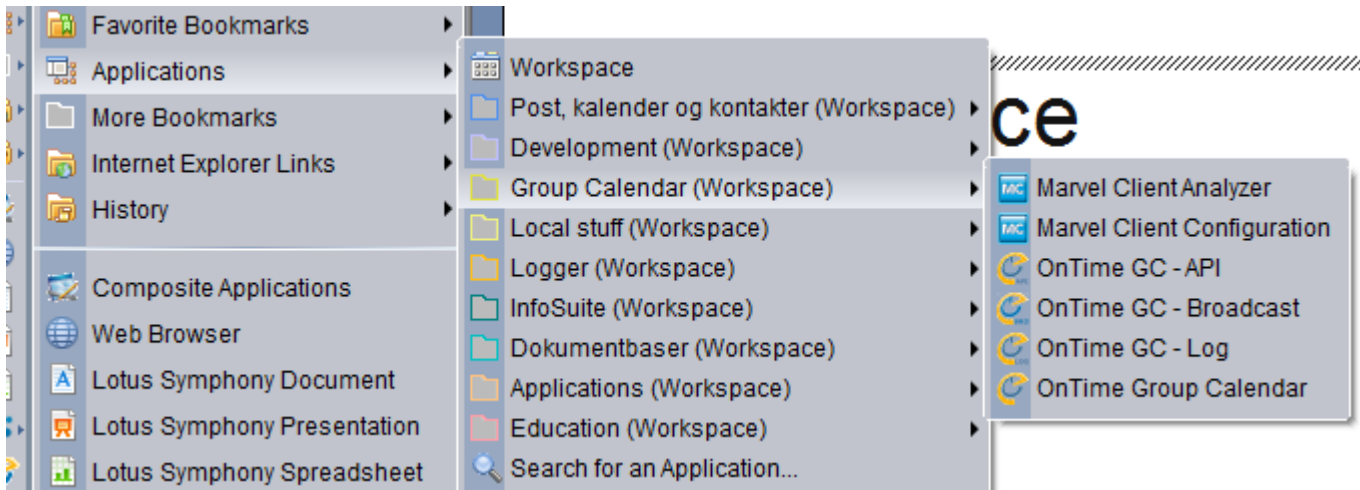
Bookmarks

- Type to find



Bookmarks

- Workspace



Search

- Search Toolbar
 - Gjør at du automatisk søker i All-viewet
 - Endrer automatisk scope
 - Legge til andre applikasjoner



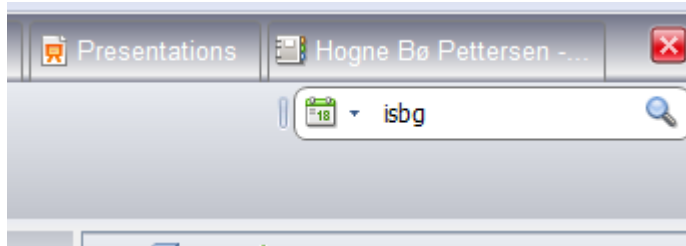
Search

- Search Toolbar
 - Søker automatisk i All



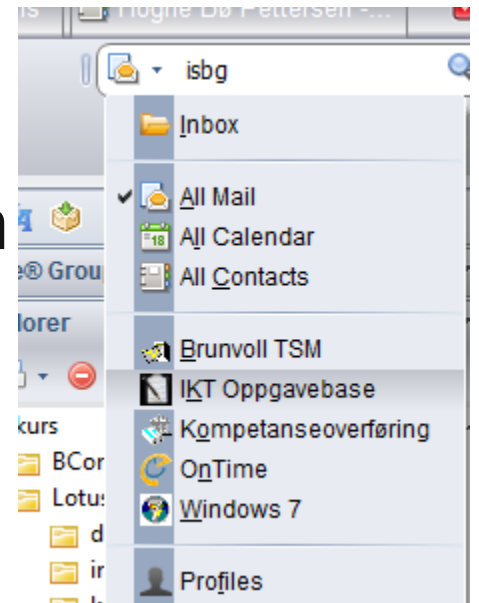
Search

- Search Toolbar
 - Skifter automatisk scope



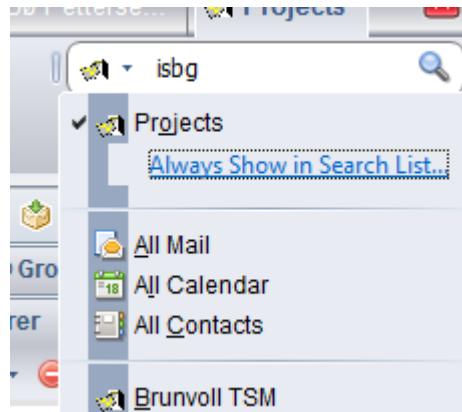
Search

- Search Toolbar
 - Kan søke i annen notesapplikasjon



Search

- Search Toolbar
 - Enkelt å legge inn flere baser i scope



Search

- Quick Search
- Find
- Full-Text Search



Search

- Quick Search
 - Sorter på kolonne
 - Begynne å skrive
 - Notes finner



Search

- Find
 - CTRL + F
 - Trenger ingen sortering
 - Enter for å søke. Enter for neste treff
 - Søker kun i kolonner i viewet



Search

- Full-Text
 - I got the power!
 - Søker ikke bare i view men inne i dokumentene, **inkludert vedlegg!**
 - View -> Search This view



Preferences

- La brukerne ta kontroll
 - De vet best hvordan de jobber effektivt
 - (Innenfor rimelighetens grenser)
 - (Hint: Policies)



Preferences

- Calendar and To do
- Mail
- Fonts and colors
- Spell check
- Windows and Themes



Widgets

- Bruk Notes som et kontrollpanel
- Spar tid
- Bruk Widget-katalog



Widgets

- File -> Preferences -> Widgets
 - (Men dette styrer du med policy, sant?)



Widgets

- Widget-katalog
 - Drag and drop



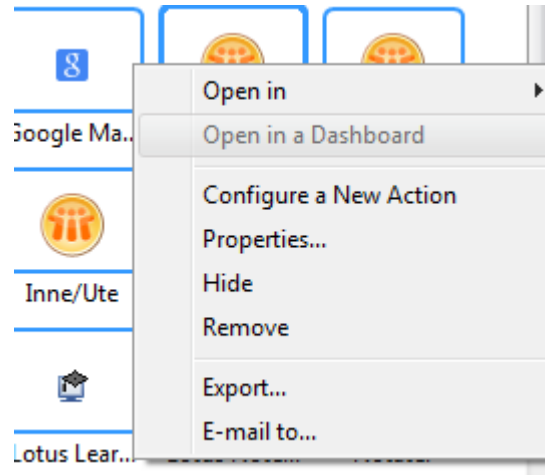
Widgets

- Notesview som widget
- Google Gadgets
- Wired actions
 - Google Map Search
- Web-sider



Widgets

- My Widgets



Plugins

- Utvid funksjonaliteten i Notes
- Åpne Notes mer mot omverden



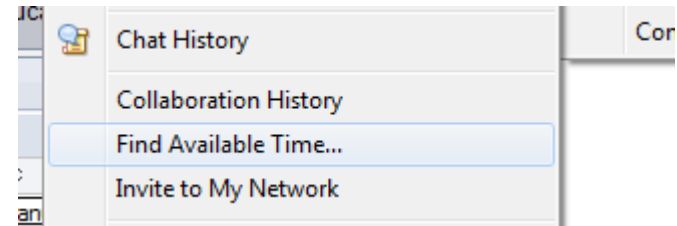
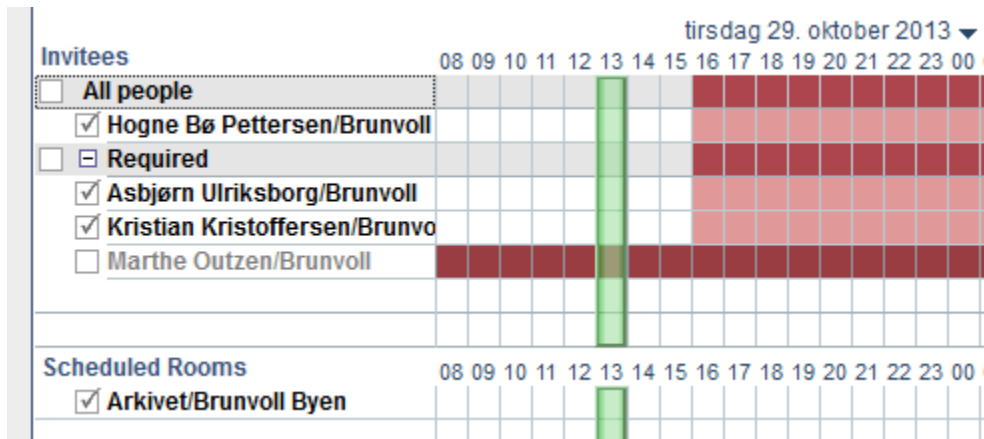
Plugins

- Installer disse ved hjelp av Widget-katalog!
 - Kan også installeres via drag and drop
 - Usikkert!



Find available time

- Både i møteinnkalling og fra epost



Gruppekalender

- Lag egne teams

IKT-drift

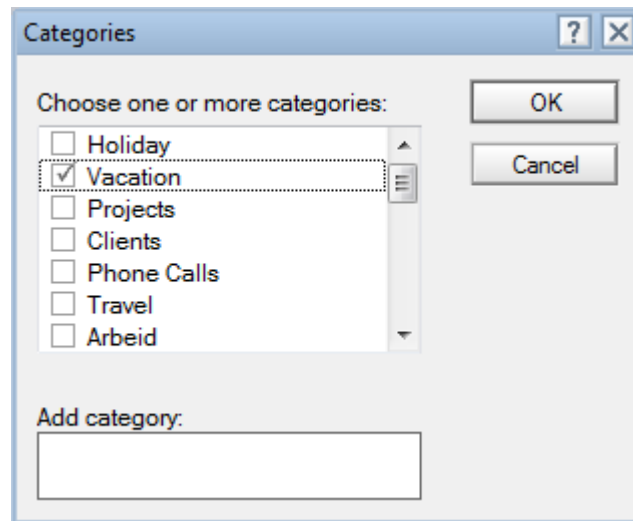
mandag 14. oktober 2013 ▼ tirsda

	09	10	11	12	13	14	15	16	09	10	11
Asbjørn Ulriksborg/Brunvoll	■	■						■			
Gunnar Almås/Brunvoll								■			
Hogne Bø Pettersen/Brunvoll	■	■	■	■	■	■	■	■			
Kristian Eriksen/Brunvoll								■			
Kristian Kristoffersen/Brunvoll								■			
Magnar Voll/Brunvoll				■				■			
Rolf Nilsen/Brunvoll	■	■	■	■	■	■	■	■	■	■	■
Stian Tømte/Brunvoll	■							■			

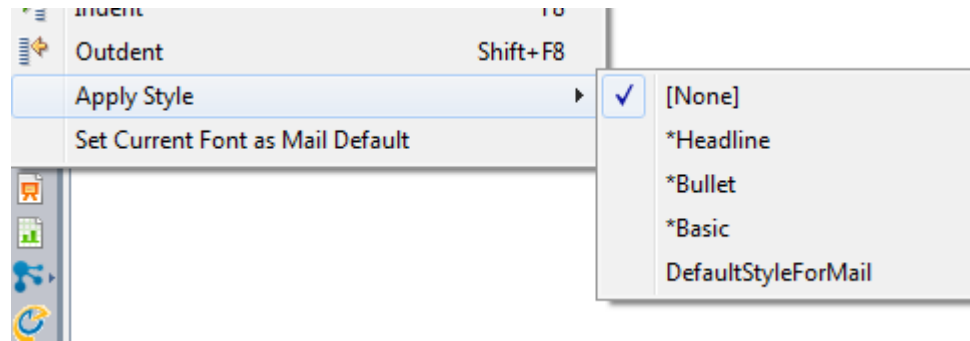


Fravær og Out of Office

- Velg Holiday eller Vacation som kategori



Standard epost-font



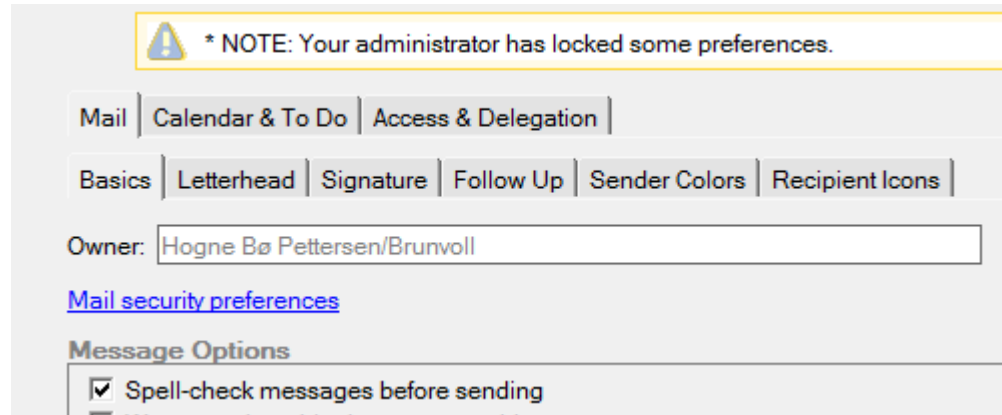
Stavekontroll

- Generell: File -> Preferences -> Spell Check
- Egne for File -> Preferences -> Sametime og File -> Preferences -> Symphony



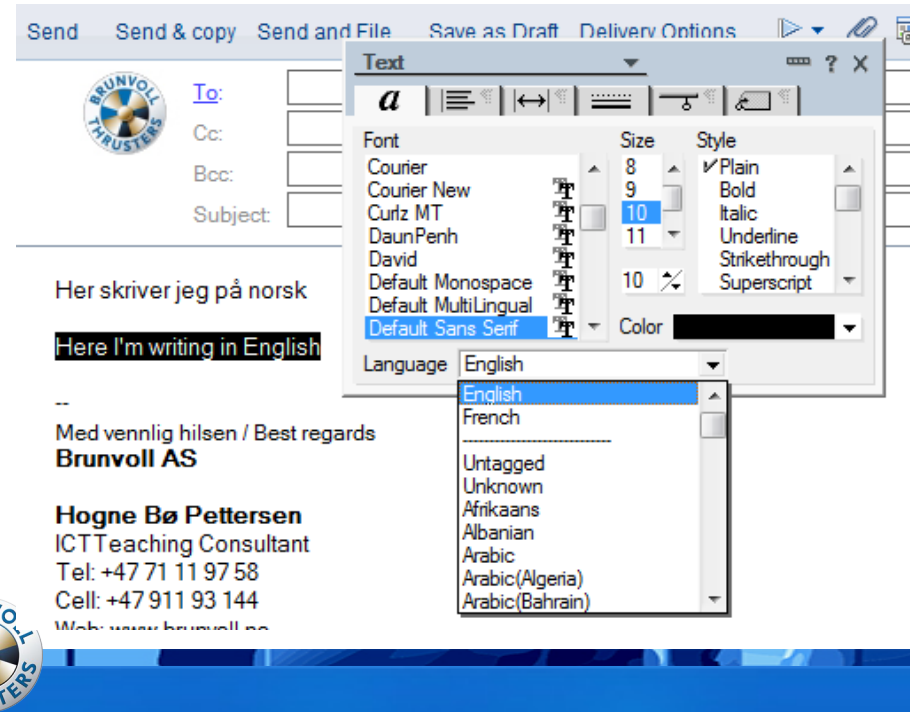
Stavekontroll

- Epost: File -> Preferences -> Mail -> Mail -> Basics



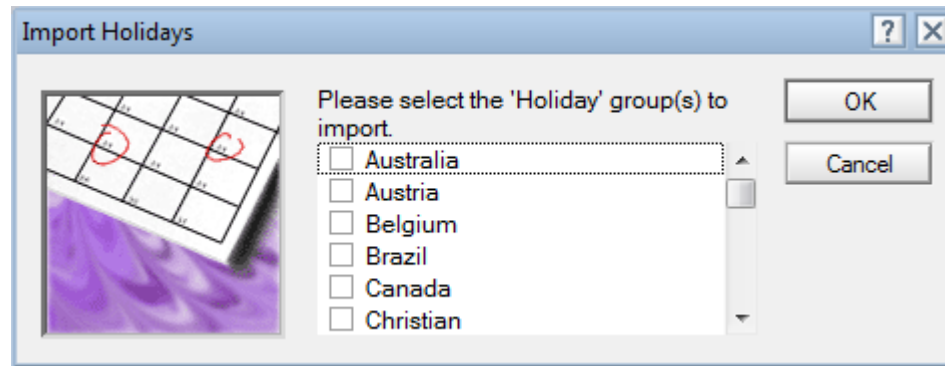
Stavekontroll

- Stavekontrollere flere språk samtidig



Helligdager

- Importere ferier og helligdager for hele verden
 - Under More-knappen i kalender



Legge til andre kalendre

- Annen brukers Notes-kalender
- Google-kalender
- ICS-feeds



Feeds

- Følge nettaviser
- Følge blogger
- Følge IBM Connections



Copy as Table

- Notes har virkelig kraftige verktøy for kopiering og liming
 - Copy as Table kopierer fra views, med feltnavn
 - Husk også på Paste Special



**Alt dette i ett og samme
verktøy!**



NOTES er FANTASTISK!



Hogne kan nås på:
hogne.b.pettersen@brunvoll.
no
about.me/hbpettersen



Spørsmål?

