



BNI Connect[®] Training

Accessing Documents

Version 1.0 – 11/30/2011

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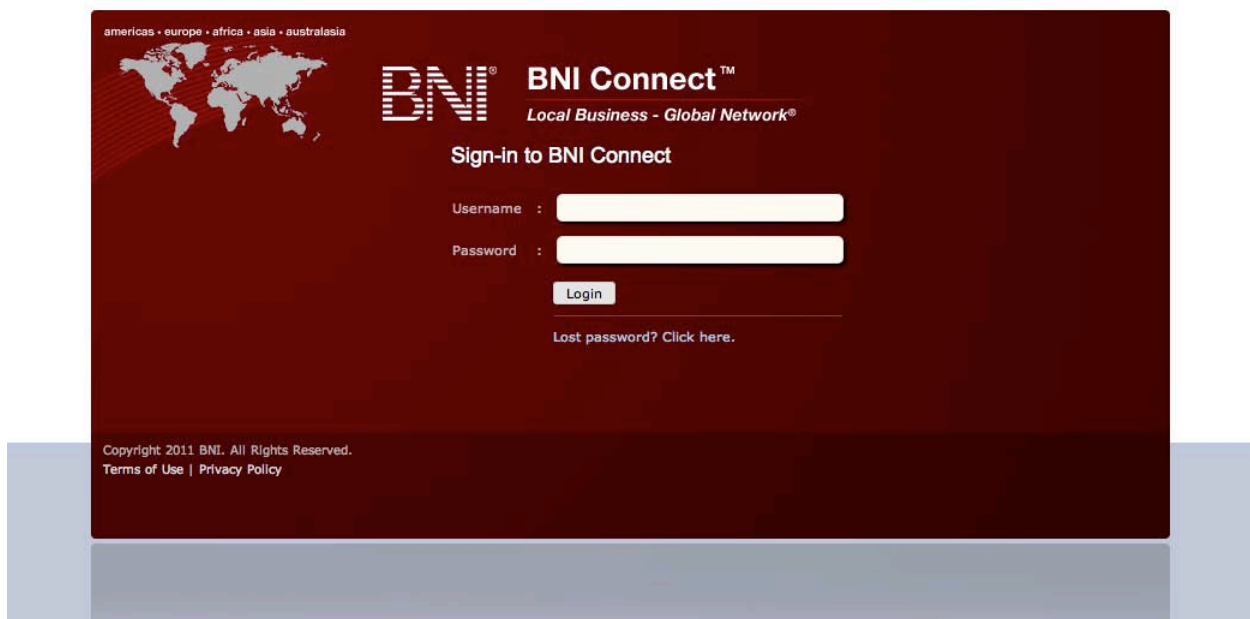
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Overview

BNI Connect® has a wealth of information for its users, which includes a document repository. This document will walk users through accessing those documents.

Start by logging in to BNI Connect® at <http://bniconnect.com>

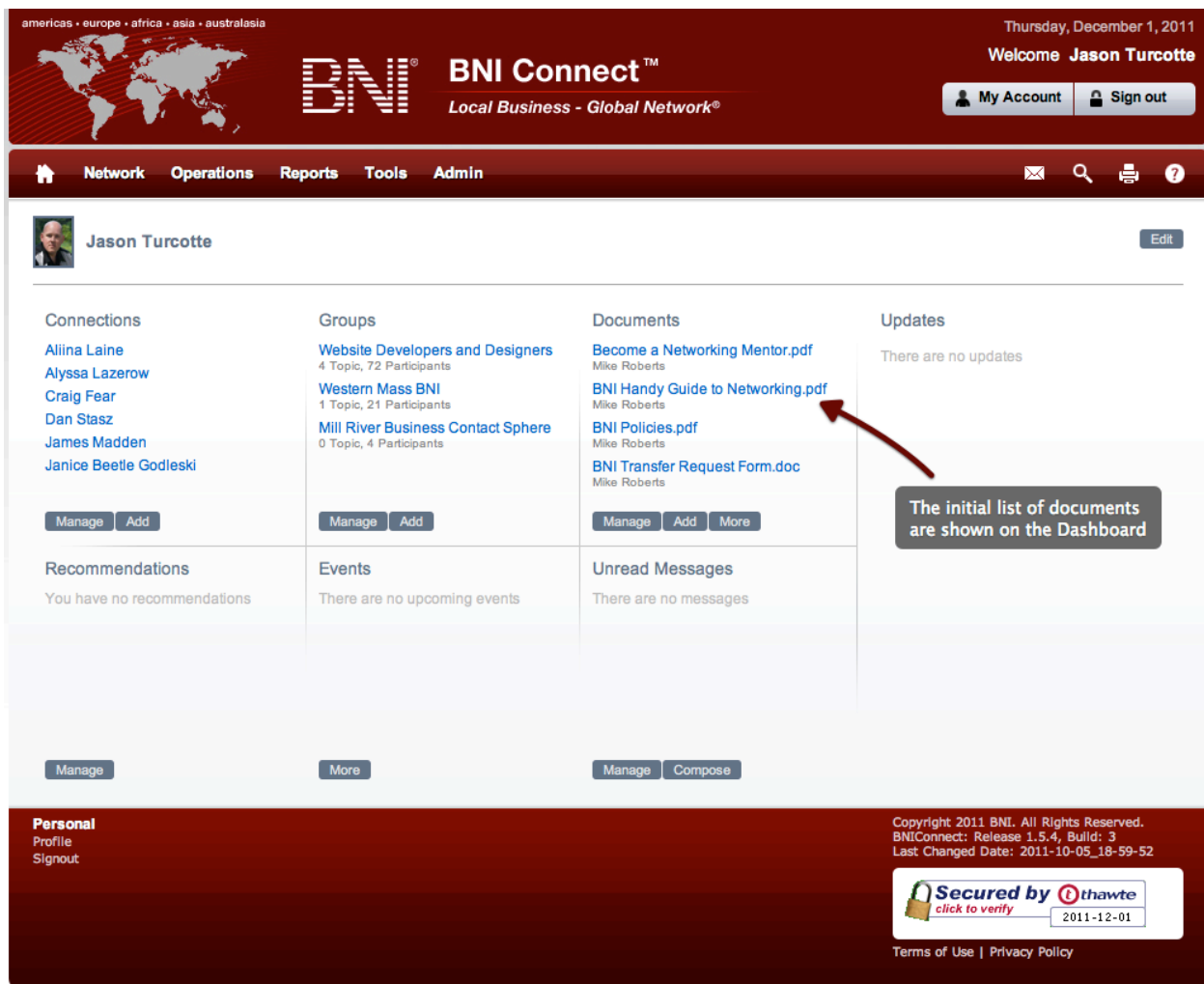


Log in to BNI Connect® using the username and password created when initially joining the website.

Once logged into the website, the “Dashboard” will appear. This screen will be the start or jumping off point for most of the functions in BNI Connect®.

Accessing Documents

Once at the Dashboard, there is a section reserved that displays a short list of documents, as shown below.



The screenshot displays the BNI Connect dashboard for user Jason Turcotte. The top navigation bar includes links for 'americas', 'europe', 'africa', 'asia', and 'australasia', along with the date 'Thursday, December 1, 2011' and a welcome message 'Welcome Jason Turcotte'. A 'My Account' and 'Sign out' button are also present. The main navigation menu includes 'Network', 'Operations', 'Reports', 'Tools', and 'Admin'. The dashboard content is organized into several sections: 'Connections' (listing Aliina Laine, Alyssa Lazerow, Craig Fear, Dan Stasz, James Madden, and Janice Beete Godleski), 'Groups' (listing Website Developers and Designers, Western Mass BNI, and Mill River Business Contact Sphere), 'Documents' (listing Become a Networking Mentor.pdf, BNI Handy Guide to Networking.pdf, BNI Policies.pdf, and BNI Transfer Request Form.doc), and 'Updates' (stating 'There are no updates'). A red arrow points to the 'BNI Handy Guide to Networking.pdf' document, with a callout box stating 'The initial list of documents are shown on the Dashboard'. Other sections include 'Recommendations' (no recommendations), 'Events' (no upcoming events), and 'Unread Messages' (no messages). The footer contains 'Personal' links (Profile, Signout), copyright information (Copyright 2011 BNI. All Rights Reserved. BNIConnect: Release 1.5.4, Build: 3. Last Changed Date: 2011-10-05_18-59-52), a 'Secured by thawte' logo, and links for 'Terms of Use' and 'Privacy Policy'.

Additional Document Access

Under the initial list of documents is a button labeled 'More'. When that button is clicked, the user is brought to a screen that displays all available documents.

The screenshot displays the 'View Document List' interface. At the top, there is a navigation bar with 'Network', 'Operations', 'Reports', 'Tools', and 'Admin'. The main content area features a table with the following columns: Document Type, Title, Description, and Owner. The table lists 10 documents, including 'Become a Networking Mentor', 'BNI Handy Guide to Networking', 'BNI Policies', 'BNI Transfer Request Form', 'Contact Sphere Planning Sheet', 'Customer Worksheet', 'Dance Card Planner', and 'Gains Worksheet'. A 'Back' button is located at the top right of the table. A 'Show 10 entries' dropdown is at the top left. A search bar is at the top right. A 'Personal' sidebar is on the left. A 'Navigation' callout points to the 'Next' and 'Last' buttons. A 'Count of total documents' callout points to the 'Showing 1 to 10 of 28 entries' text.

Document Type	Title	Description	Owner
PDF	Become a Networking Mentor	Become a Networking Mentor	Mike Roberts
PDF	BNI Handy Guide to Networking	BNI Handy Guide to Networking	Mike Roberts
PDF	BNI Policies	BNI Policies	Mike Roberts
DOC	BNI Transfer Request Form	BNI Transfer Request Form	Mike Roberts
PDF	Contact Sphere Planning Sheet	Contact Sphere Planning Sheet	Mike Roberts
DOC	Contact Sphere Planning Sheet	Contact Sphere Planning Sheet	Mike Roberts
PDF	Customer Worksheet	Customer Worksheet	Mike Roberts
DOC	Customer Worksheet	Customer Worksheet	Mike Roberts
DOC	Dance Card Planner	Dance Card Planner	Mike Roberts
DOC	Gains Worksheet	Gains Worksheet	Mike Roberts

The first column indicates what type of document is listed and the second column displays the title of the document. The third column displays a brief description of the document. The fourth column shows the name of the owner of the document, or the person who uploaded that document into the system.

To view a document, simply click on the title of the document in the second column.

Near the bottom of the screen is displayed the total number of documents and on the right, links to move forward and backwards through the available list.

Conclusion

By having a central document repository available to users, a Region can feel confident that they have all their Chapters and Members accessing the same resources.