

## E-IWO WORKPLACE

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This section describes the e-IWO Workplace and how to gain access.

### NATIONAL WORKPLACE

An e-IWO Workplace has been established. This “Workplace” will allow any member of the workgroup to view documents regarding the e-IWO project, e.g., record layouts and conference call notes, very much like an electronic bulletin board.

Below are instructions on how to access the e-IWO Workplace, view e-IWO documents and information; and post questions, comments, or attachments in the e-IWO Workplace.

**Note:** Once in the e-IWO Workplace, click on the “Quick Reference Guide” button, which will provide additional information about how to view information, what functions the various “buttons” perform, etc.

### ACCESS THE WORKPLACE

The e-IWO Workplace can be accessed by clicking or keying the following url:  
[http://ocse2.acf.hhs.gov/WP\\_eiwo.nsf](http://ocse2.acf.hhs.gov/WP_eiwo.nsf).

### GENERIC READ-ONLY SIGN-ON

The e-IWO Workplace has a generic “read only” sign-on. This sign on will allow the user to view any documents or posts but it will not allow the user to post or edit documents.

- The User Id is “eiwo user” – please note this is a space between eiwo and user.
- The Password is “income”.

### EDIT/POST CAPABILITY SIGN-ON

If a user would like to join the “e-IWO Workplace” with the ability to post documents or has questions, please contact Bill Stuart at [william.k.stuart@lmco.com](mailto:william.k.stuart@lmco.com).

**Note:** You are strongly urged to change your password after you first sign in to the e-IWO Workplace. To do this, click on **Change Password** and follow the instructions.

### E-IWO WORKPLACE INSTRUCTION

Click on **Enter The Workplace**. Figure 7 displays the e-IWO Workplace screen.

Figure 7: e-IWO Workplace Screen



How to display contents of a Category:

Click on the ‘▶’ to display the contents of a Category. The topics for the Category selected will display under the Category. If the Category does not contain topics, no topics will display after the user selects the ‘▶’.

For example, when the user clicks on **Flat File Record Layouts** the user will see a list of all of the flat file records. When the user clicks any one of the layouts another screen titled “Main Topic” will appear with an icon for the flat file record layout selected. Click on the **record layout icon** to view the record layout.

How to review Responses:

To see if any Responses have been posted, click on the ‘▶’ that is next to the topic (under the Category). Click on any **Response** to view its contents. **Edit** and **Delete** buttons are present *only when the user that originally posted the Topic or Response is viewing the Topic or Response*.

If you have a question or would like to post a Topic:

1. Click on the desired **Category** or see directions for **Create Topic** button in VI below.
2. Click on the desired **Topic** – a screen will display with a **Create Response** button – click on the button.
3. Another screen, titled “Response” appears.
4. In the Response screen, there is a **Response Topic** button that will, by default, be filled with the Topic that was selected above. The user can change this to their topic.

For example, if the user clicks the **Flat File Record Layouts** category, and then clicks on the Topic titled **10/28/2005 9:21:14 PM Latest e-IWO Flat File Record Layouts**, a screen appears with three boxes – Edit, Delete and Create Response.

5. Click on **Create Response** and another screen appears with the Response Topic pre-filled with “10/28/2005 9:21:14 PM Latest e-IWO Flat File Record Layouts”.

If you had a specific comment, question or suggestion regarding the Acknowledgement Record, you could enter a brief description of your topic, type a message and append any attachments.

If the user wants ALL e-IWO workgroup members to receive the post, click on **Check this box to notify members of this posting**. Click **Submit** and the Topic is posted.

6. By clicking on **Create Topic**, the user can also post a specific comment, question or suggestion. In this case the Response Topic is NOT pre-filled. Select a Category, type the new Topic in the Response Topic, type the message and append any attachments.

If the user wants ALL e-IWO workgroup members to receive the post, click on **Check this box to notify members of this posting**. Left click **Submit** and the Topic is posted.

7. Clicking **Cancel** on the “Response” screen will cause the entry NOT to be posted and it will return the user to the default view.

## APPENDICES