itechne

edDesk (Lotus Notes)
User Guide

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Disclaimer

This is a client beta of the *edDesk (Lotus Notes) User Guide*. You are part of the review and feedback cycle for this user guide and your input is greatly appreciated.

Please be aware of the following:

- If you find any errors, please email: fborkman@itechne.com

- There is mention of advanced / specialised courses being available. They are not available yet, but will be coming soon.

- This first edition does not have an index. There will be an index in future editions. The Table of Contents is comprehensive.

- Owing to some developmental issues there is no information on using the Calendar features. However, as soon as the Calendar has been upgraded a chapter on its functionality will be reinstated in this user guide.

Thank you.

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User Education Director
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Acknowledgements

References

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White, J.D. (undated) *How to use the itechne edDesk*, itechne

White, J (Joanne) for explaining the procedures involved in editing articles for print media.

Revision History

Date of Revision	Revision by:	Revision summary
September 2005	Frances Borkman	First draft submitted for initial editing. Some parts incomplete due to the need to fix bugs and do some system enhancements.
June 2006	Frances Borkman	Hidden text comments added to features that do not function correctly. Hidden for client printouts but able to be viewed for itechne review.
6 October 2006	Frances Borkman	Draft presented to other staff at meeting. Requested feedback, error corrections, system enhancements in response to hidden comments.
November 2006	Frances Borkman	Removed chapter about Calendar due to non-functioning elements. Chapter to be reinstated when problems with the calendar are fixed. Converted non-core components to appendices.
April 2007	Frances Borkman	Final draft submitted with new inclusions on Editing homepages and Using Webforms.