



Getting Started

Internet Office powers your membership account with Southwest Florida Concierge and Guest Services Association. This guide to Internet Office will help get you up and running quickly and easily! Follow these Quick Start steps and learn to:

- Login to Member Account
- Create a New Contact
- Manage Contact Accounts
- Add Member News/Events



**One Powerful Solution.
One Software - Easy To Use.
IOS Brings IT All Together... In One Spot!**

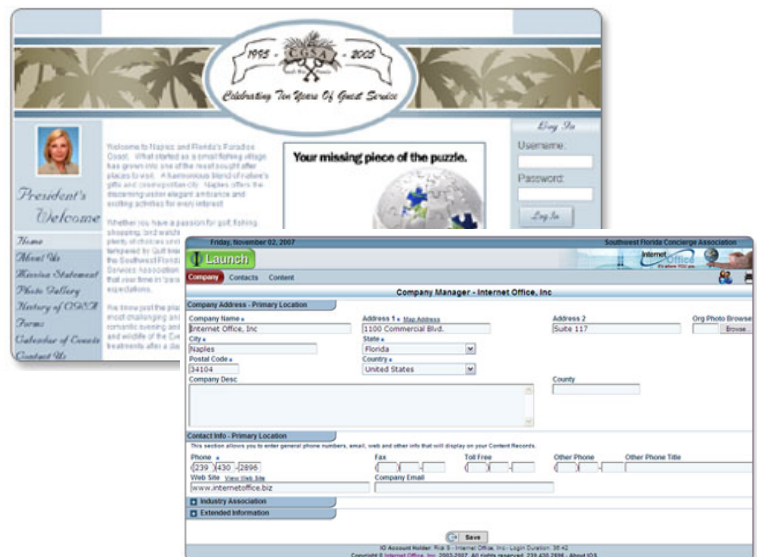
STEP 1 - Login

Go to www.southwestflconcierge.com to login to your member account with your unique login and password information.

To access your account:

- Enter Username
- Enter Password
- Click Log In button

Each time you login to your office, you will come into your company contact record. Navigate, edit and add records by using the navigation menu located at the top left of your screen.



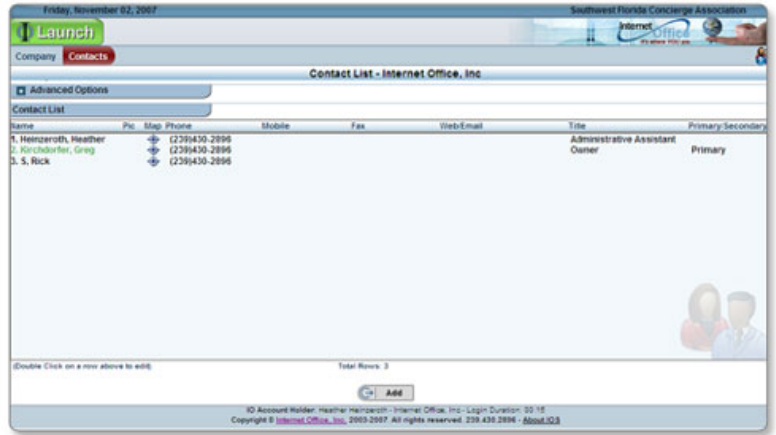
STEP 2 - Create a New Contact

Add new Contacts to your membership database anytime, anywhere.

How to do it:

- Click **Contacts** on the navigation menu
- Click the **Add** button at the bottom of the screen
- Enter all required information into the appropriate fields
- Click **'Add'**

To Edit contact records, double click the contact name, make changes and click Save at the bottom of the screen.



- **Important Notes** - To avoid Company record duplications, always add Contacts directly to the existing Company records. The more information you can enter about a Company or Contact, the more robust your database will be for you and your staff.

- **Quick Tip** - From the Contact Search screen, mouse over the company or contact record and a "bubble up" window will appear with pertinent contact information so you don't have to open the record to retrieve basic information.

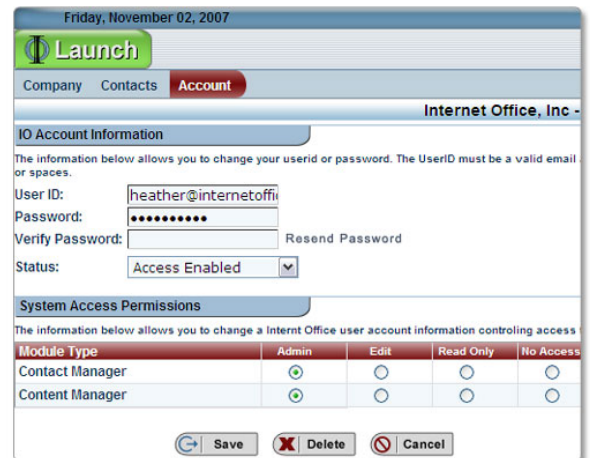


Step 3- Managing Contact Accounts

You can add new membership logins to any contact record.

How to do it:

- Double Click on the contact you wish to give access
- Click **Account** on the navigation menu
- **Add User Id**- this is the contacts' email address
- **Add Password**- this should be alpha-numeric
- Click the **Edit** radio buttons under 'system access permissions'- this will allow your members limited access and capabilities
- Click **Save** to save the information
- Click **Resend Password**- this will notify the contact via email of their login information

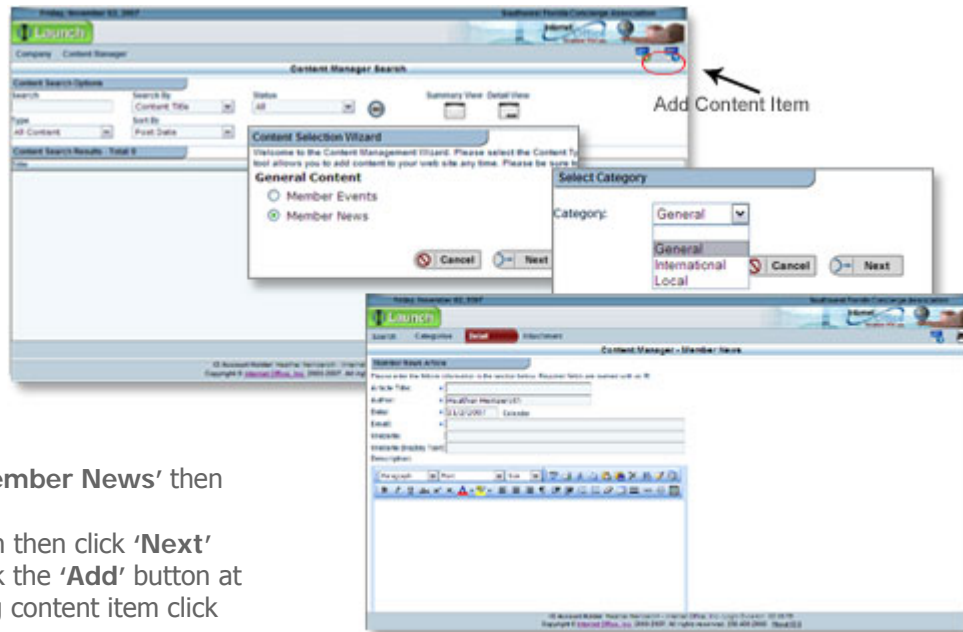


STEP 4 – Adding Member News

Post your news in just a few clicks.

How to do it:

- **Navigate** to the Content Section from the menu
- **Click the 'Add A Content Item'** Icon found in the upper right corner of the screen
- **Click** either 'Member Events' or 'Member News' then click 'Next'
- **Select** a category from the drop-down then click 'Next'
- **Enter Required** Information and click the 'Add' button at the bottom of the screen. If Editing an existing content item click 'Save' .



Note: If your News item has an attachment, such as a photo or pdf file, click the attachment item on the top navigation menu and you can browse your computer or network for the file. Remember to always click save when changing or adding new data.

Get to IT! with Internet Office!

This guide introduces you to Internet Office and just a few of the feature-rich applications that make IO such an outstanding tool for your business. Please visit www.internetoffice.biz to learn the many ways IO could help **your** company be more productive, collaborative and effective.

