

Quick Start Guide

Check your Requirements

QNETVirtual.com's software is accessed via the Internet with a modern web browser and does not require plug-ins or additional software. QNETVirtual.com works on any operating system that will run a web browser supported by QNETVirtual.com.

Supported Web Browsers

- Microsoft Internet Explorer 4.0 and Newer
- Netscape Navigator 4.0 and Newer

NOTE: QNETVirtual.com uses cookies. Users must have cookies turned "ON" to logon to QNETVirtual.com or use any other services.

Set up your Workgroup

When you first begin to use QNETVirtual.com you will need to familiarize yourself with the administration functions provided. To enter the Site Administration screen, choose "**Main**" from the "**Administration**" menu. Only members of the "**Administrators**" role can fully access the Administration functionality. The administration screen is broken down into three main categories, "**General Admin**", "**Setup Admin**", and "**Data Admin**".

General Admin contains links to "**My Information**", "**User Administration**", "**News**", "**Account Statistics**", and "**Role Administration**".

1. "**User Administration**" is where Administrators can add new users, delete users, and change other users passwords. This should be one of the first things you do when setting up your workgroup.
2. The "**My Information**" link is where the user can update their own personal information such as email address, and phone numbers.
3. The "**News**" application is where Administrators can post news items to the Dashboard for all users to see.
4. Account Statistics will give a summary of users and document usage.

Setup Admin is where changes can be made to the site, such as changing required fields in the Action Items, Issues, and RFI applications.

Data Admin contains links to all data within the site that is used within lists.

The following bits of data can be changed:

The Status, Category, and Priority of the Action Item, Issues, and RFI applications.

The Categories and types of equipment can also be change here. Companies to be used in the user admin and team list.

Add Your Projects

Project Management is an application to help your workgroup plan and coordinate different activities within your workgroup. This application will help you put together a plan of action to obtain your goals. You can assign people as resources to projects. You can organize tasks that are associated with projects. The task list even functions as a scheduler (where you can see the immediate dates impact of changing any task). You can view and print a Gantt chart of your project.

Creating a Project

1. Enter the Project List by choosing "**Projects**" form the "**Projects**" menu.
2. Choose "**New**" from the button bar.
3. Fill out all the data as needed.
4. If you are not a member of the "**Administrators**" role, be sure to add yourself as a project manager or project lead to ensure you will be secured to edit the project once you create it.
5. Choose "**Save**" from the button bar.

Contacting QNETVirtual.com

You can contact QNETVirtual.com via phone, email, or postal mail. Below is a list of QNETVirtual.com's contact information

Main email address: Support@qnetvirtual.com

Corporate Headquarters:
QNET Services
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Other email addresses:

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Support@qnetvirtual.com
Billing@qnetvirtual.com

Contact our sales department.
Give us some feedback.
For technical support or customer service.
For cancellations and billing questions.