

Caldwell College Education Division

Live Text Student Manual:

Creating Visitor Passes

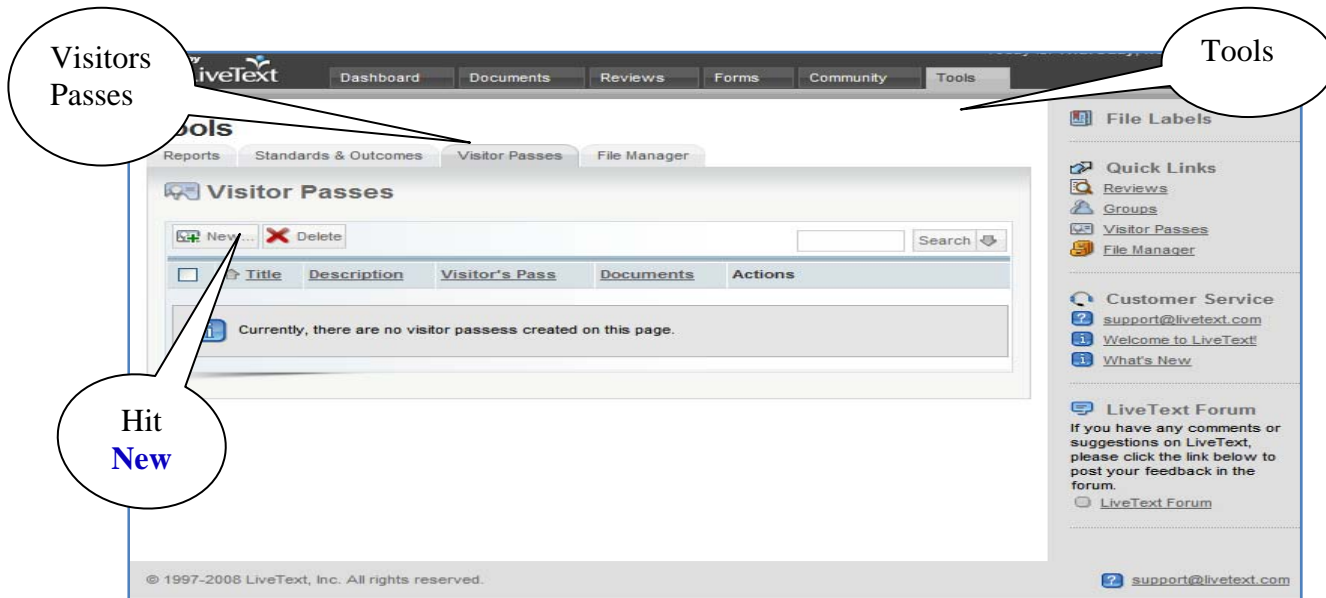
Caldwell College Office of Institutional Research & Assessment

01.07.2009

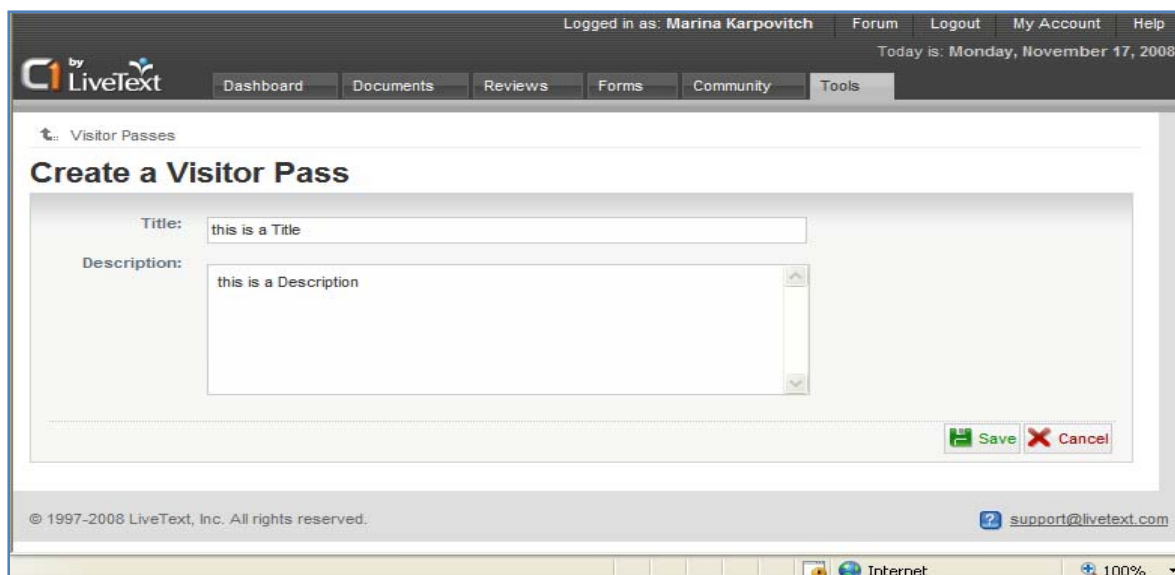
Creating Live Text Visitor Passes

Tools Tab of the Initial Login Screen allows you to create **Visitors Passes**. **Visitors Passes** allow people you've given it to see your portfolios, assignments, etc. You may use them to give to the potential employers, recruiters, etc.

To create one, simply click on the **Visitors Pass** Tab of the **Tools** Option and hit **New** button.



On the next screen give a **Title** and **Description** to the Visitors Pass and hit **Save** button.



The **number** of the **Visitors Pass** will be shown to the right of the name of the Pass. Give this number to your visitor.

The screenshot shows the LiveText interface with the user logged in as Marina Karpovitch. The 'Tools' section is active, and the 'Visitor Passes' tab is selected. A table lists two visitor passes. A callout bubble points to the 'Visitor's Pass' column of the second row, containing the value '376F850F'.

<input type="checkbox"/>	Title	Description	Visitor's Pass	Documents	Actions
<input type="checkbox"/>	this is a Title	this is a Description	EBE5692B	0	Edit Documents Visits
<input type="checkbox"/>	Visitor Pass 1		376F850F	0	Edit Documents Visits

Give this number to Visitor

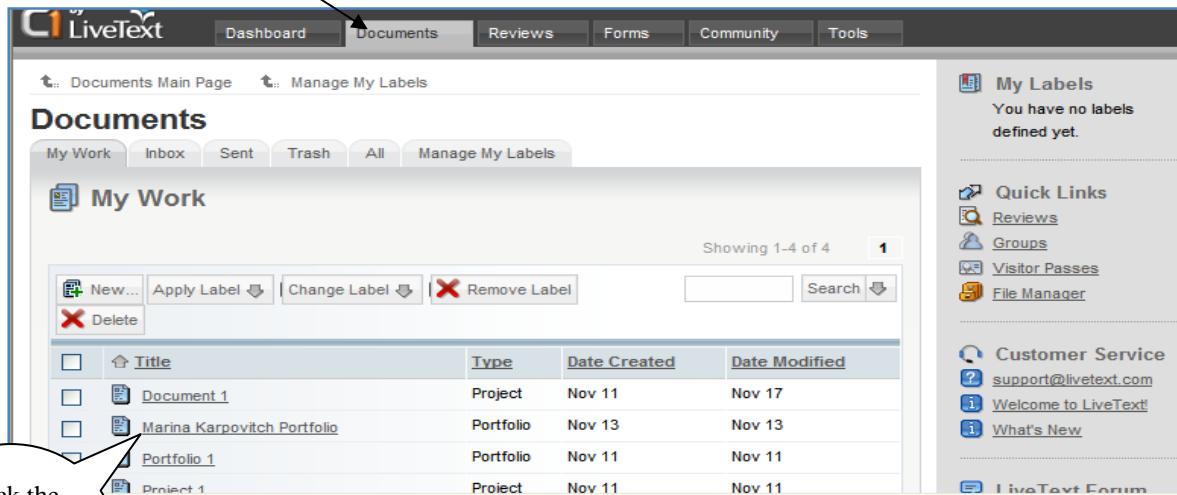
Instruct the visitor to go to www.LiveText.com website and enter the Visitor Pass number in the Visitor Pass area:

The screenshot shows the LiveText website interface. At the top, there is a navigation menu with links for Services, Purchasing, News & Events, Testimonials, Support, and Company. The LiveText logo is prominently displayed on the left. On the right side, there is a 'LiveText Member' login section with fields for Username and Password, and a 'Login' button. Below this is a 'Customer Service' section with links for 'Forgot Username/Password', 'Register Account', 'Technical Support', and 'Buy Online'. A 'Visitor Pass Area' is highlighted with a callout bubble that says 'Type Visitor Pass number here', and it includes a text input field and a 'Visitor Login' button. The main content area on the left is titled 'For Students' and includes a sub-menu with 'For Students', 'For Faculty', and 'For Administrators'. Below this, there is a section titled 'Collaborate, Create, Succeed' with a paragraph of text and a link for 'LiveText's new generation C1 at a Glance:'. At the bottom right, there is contact information for LiveText Inc., including the corporate office address and phone numbers.

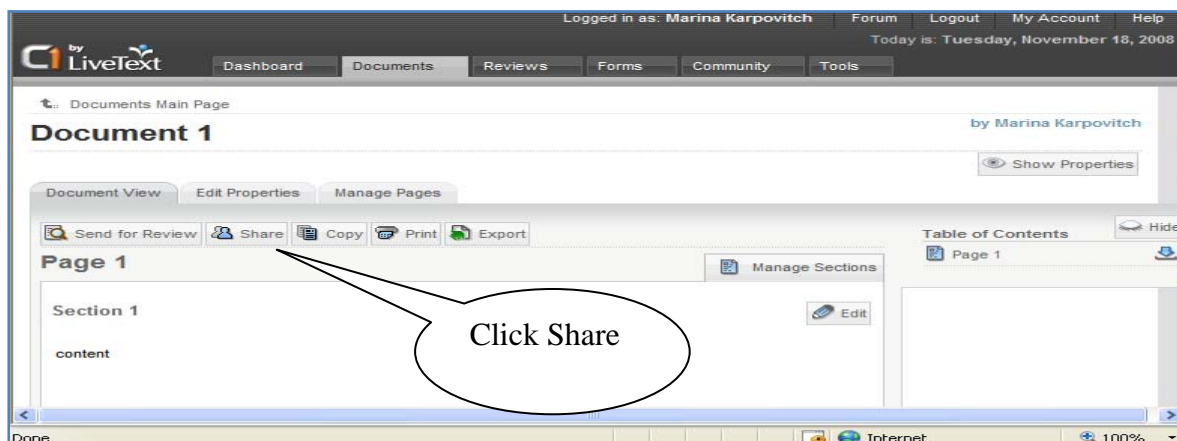
Adding Documents to a Visitor Pass

To Add Live Text Document in a Visitor's Pass List, do the following:

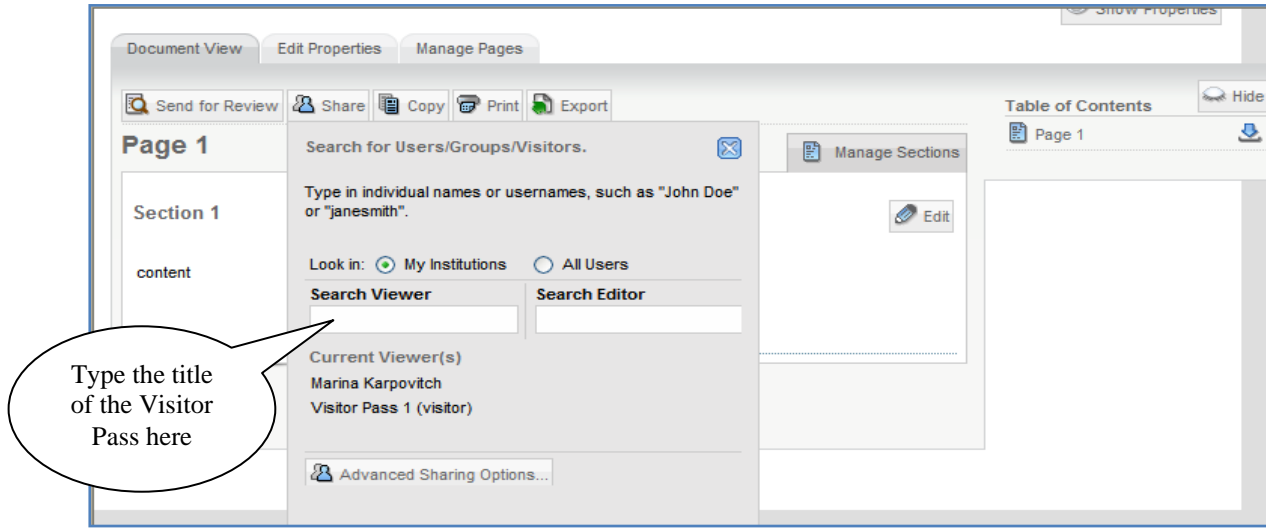
1. Go to **Documents** tab. Click on the Title of the document to be added:



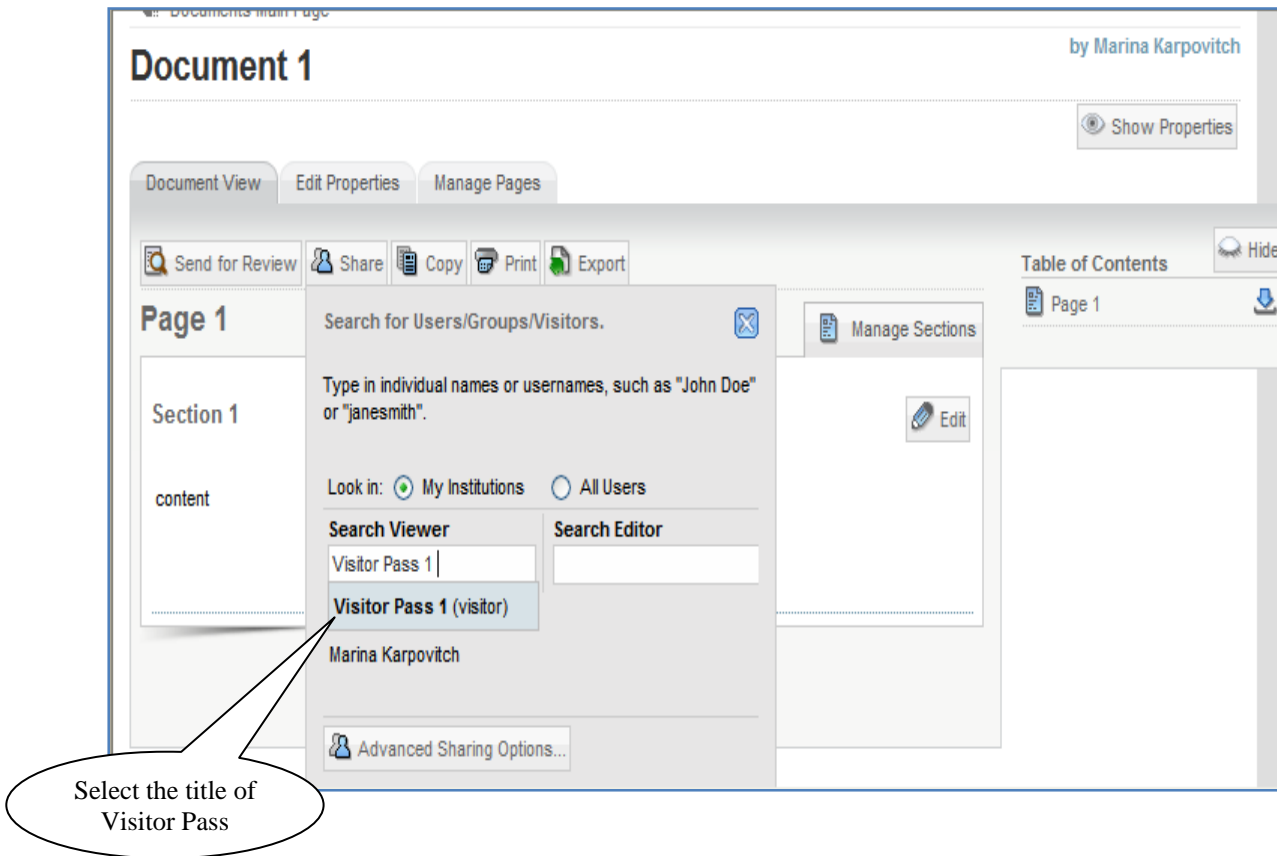
2. Click **Share** button.



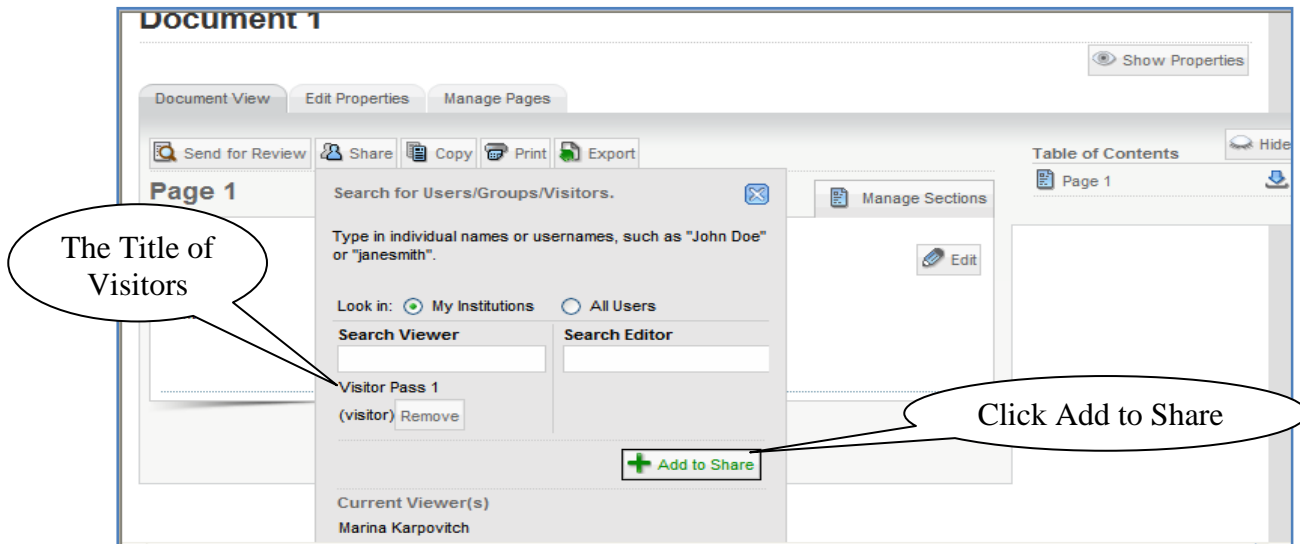
3. Type the title (not the number) of the Visitors pass in the **Search Viewer** textbox:



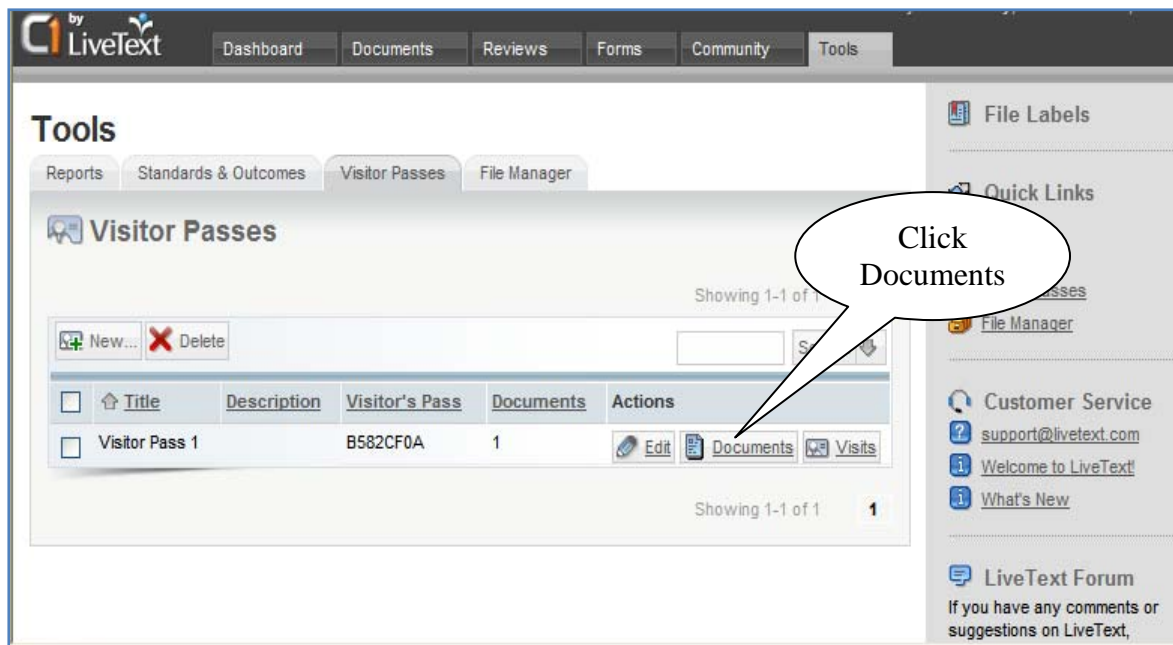
4. Select the found Title of the **Visitor Pass**:



5. The Title of the **Visitors Pass** will show up under the **Search Viewer** textbox. Click **Add to Share** button now:



6. To view the list of Documents in the Visitors Pass, go back to **Tools** Tab and **Visitors Passes** Tab within it. Click the **Documents** button shown in Actions area:



7. You may want to keep track of the visits using the **Visits** button:

The screenshot shows the LiveText interface with the 'Tools' menu open. The 'Visitor Passes' sub-menu is active, displaying a table of visitor passes. A callout bubble labeled 'Visits button' points to the 'Visits' button in the 'Actions' column of the table.

<input type="checkbox"/>	Title	Description	Visitor's Pass	Documents	Actions
<input type="checkbox"/>	this is a Title	this is a Description	EBE5692B	0	Edit Documents Visits
<input type="checkbox"/>	Visitor Pass 1		376F850F	0	Edit Documents Visits