

OOC Ryver “How-To” Guide (Version 0)

How to utilize and get the most out of OOC’s Ryver platform



Why OOC Ryver?

The Ryver platform is a more effective communication platform than standard email. Like Slack or MS Teams, Ryver allows for team-focused communications to reside in a single location listed in chronological order. This enables any team member to receive the latest information or catch up on what has happened if they have been out of the loop for some time or started in a team late. The key functionality and reasons OOC is utilizing Ryver are:

- Ability to setup specific teams (subcommittees & workgroups)
- Ability to communicate and add attachments
- Ability to organize information by topic
- Ability to assign and track action items (through “tasks”)
- Functionality to allow team communication within a chat or topic
- Ability for members to catch up on activities in an efficient manner without pulling staff resources
- Reduce email traffic that becomes hard to keep up with and stay informed
- Ability for members to have access to subcommittee & workgroup information easily

General membership surveys have consistently ranked communications as a key focus area for OOC investment resources. While OOC conducts many topical meeting and activity-focused efforts, broad communication beyond those directly involved has been a challenge. The OOC Website has undergone a significant re-work since 2014. While the OOC Website has been successful in increasing access to information for membership, this adoption of the Ryver platform strives to increase that access to more information in an even more efficient manner.

This guide will outline the basic functionality and how you can navigate within the OOC Ryver platform to gain access to information and stay informed on the many things OOC is working for industry.

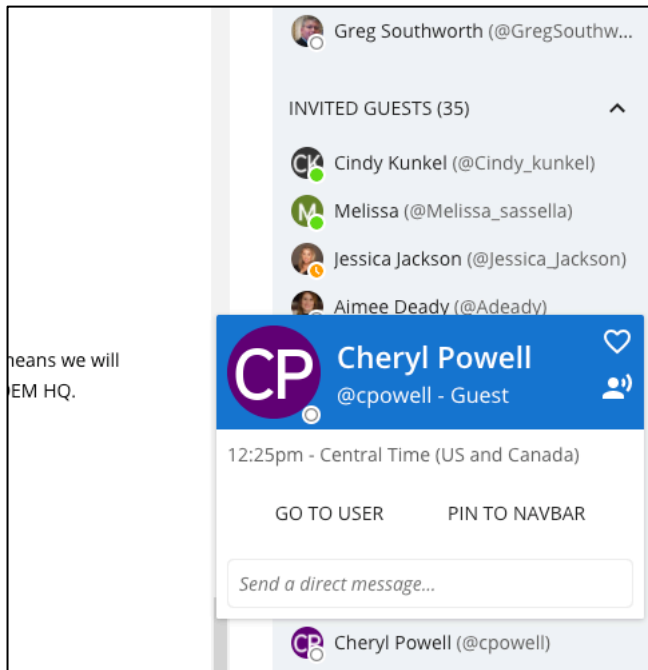
The Layout

The layout of the Ryver platform is similar to many email and other communication interfaces like MS Teams. The diagram below is the general layout and what each main area is for.

The screenshot shows the Ryver interface for the 'OOO Executive Subcommittee'. The left sidebar (1) contains navigation options like Search, Notifications, Task Stream, and Personal Tasks. Below this is the 'FORUMS' section and a 'TEAMS' list (2) including 'OOO Executive Subcommittee' and various subcommittees. The central chat area (3 & 4) displays messages from Evan Zimmerman, Lynne Hackedorn, and Foster Wade, along with attachments like '2019 OOC Field Day.pdf' and 'OOO ESC Member Sterling Visit September 2019 v0.docx'. The right panel (5) shows the 'Roster' with 'TEAM ADMINS (1)', 'JOINED ORG ADMINS (3)', and 'INVITED GUESTS (35)'.

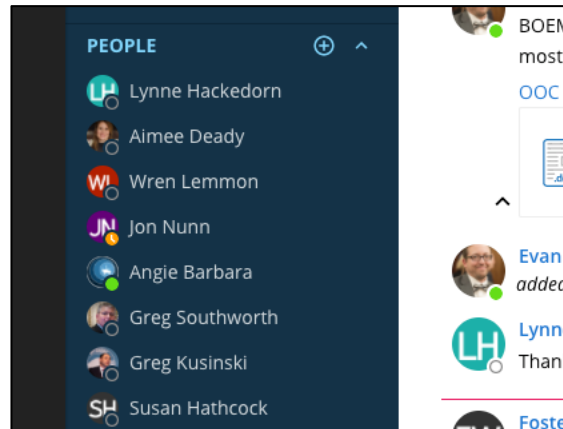
1. Personal window: This area will let you know if you have notifications, about task or action items, etc.
2. Teams: This area will display all of the teams (subcommittees & workgroups) you have been added to, by clicking on these, you can see the content update in the center area (3 & 4)

3. Team information: This area will have the main chain stream, Topic tab will show you setup topical information, Task tab will show you action items assigned
4. Information stream: This area will show you the information chronologically whether it is attachments or dialogue messages. Anything typed here will be visible to the whole team.
5. Team List: This area will show you who is on the selected team (2), all of the names with either letters or faces have setup their Ryver access.



On the right-hand side of the screen, in item (5), you can click on one of the names and this window will pop up.

You can type a message in at the bottom if you wish to chat with an individual within Ryver. This feature works like a chat or messenger type app so what you type is not visible to the whole team.

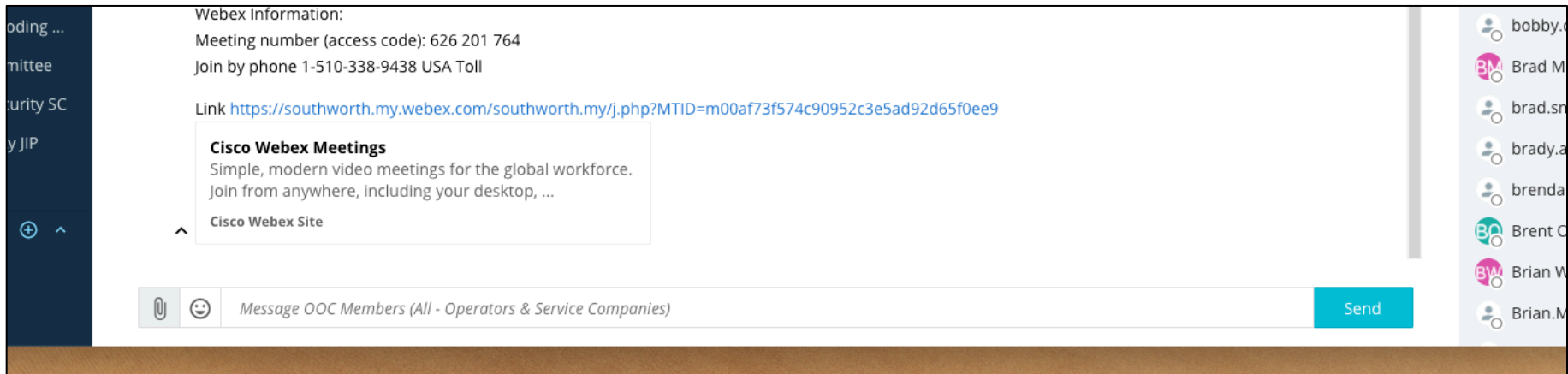


Once you have chatted with a team member, they will typically show up on the bottom of the left side of the screen under "people".

This is where you can see a history of chats you have had with different people from different teams.

How to Share Content

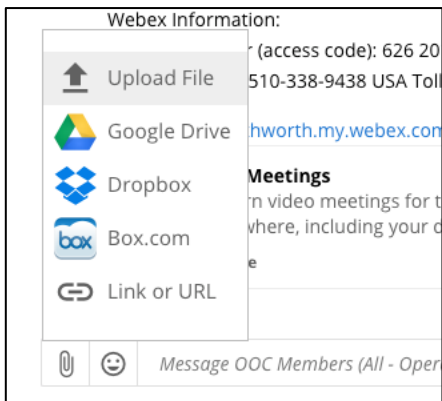
Ryver is fairly easy locate and download information and attachments, but you can also engage in the team by sharing content. This section explains how you can share content.



At the bottom of the screen, there is a text box where you can message the entire team.

You simply type your message and hit send.

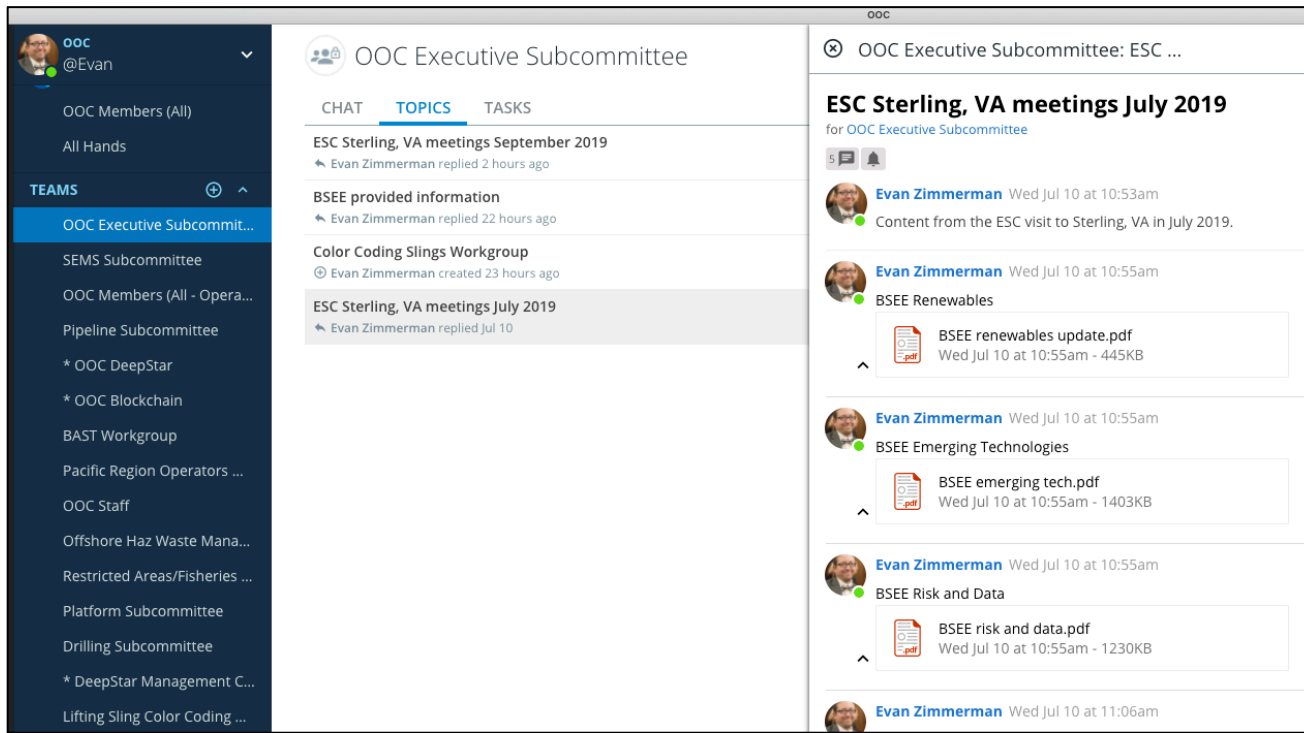
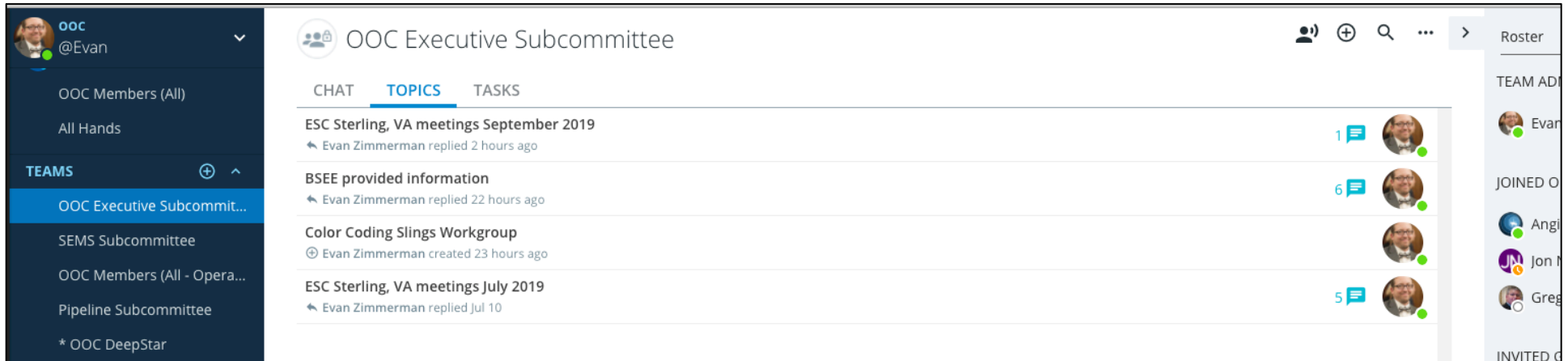
If you have an attachment you wish to share, then after or before you type your message, click the paperclip icon and upload your attachment.



Once you click the paperclip icon, you can upload from your computer, google drive, dropbox, box.com, or provide a link or web address.

Topics Tabs

The topics tab is where each team (subcommittee or workgroup) may choose to collect information for a specific topic.



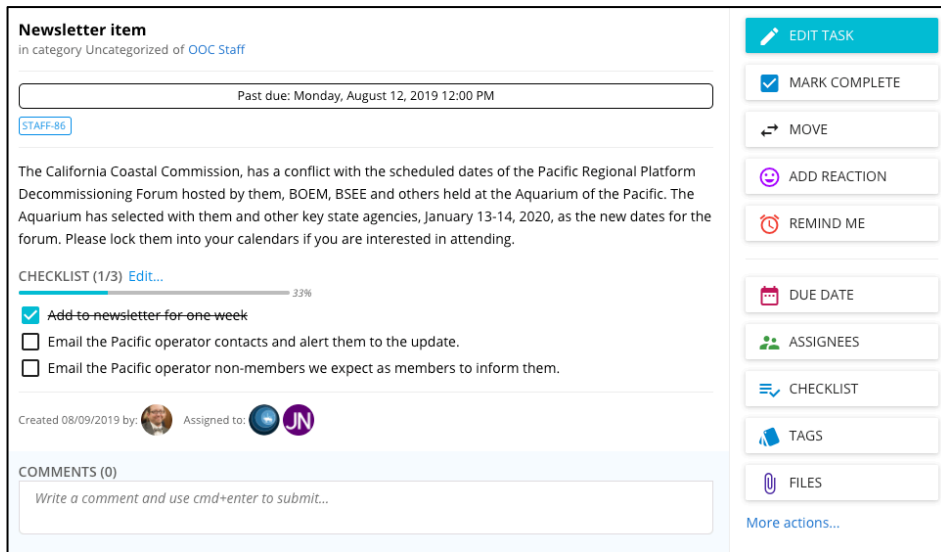
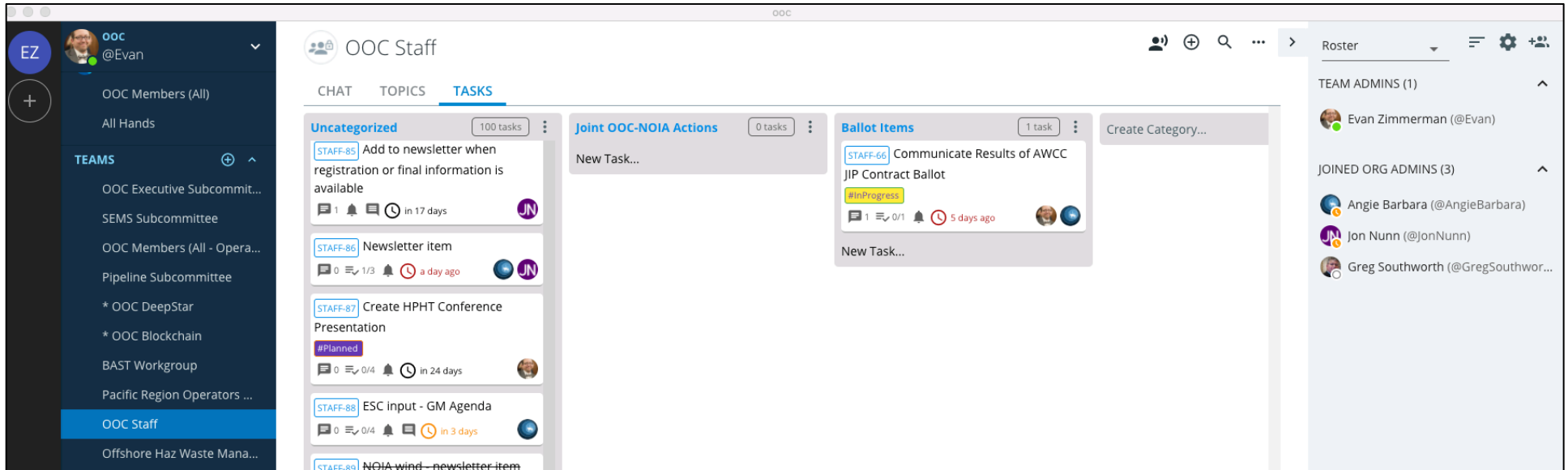
Once you click on the topics tab of a team, you will see the topics (if any) that have been created within that team.

Once you click on any one of the topics, you will see the new window on the right that contains the information for that topic. At this point, that window acts like the chat window and you can message or share information with the entire team within that topic area.

You will have to click on the “x” at the top left of the specific topic window to make it go away and then you will see the normal layout again.

Tasks Tabs

The tasks feature in Ryver is one of the most used features for the OOC staff to keep up with the many different OOC activities and associated action items the staff has to support those activities.



Once you click on the Tasks tab within a team, you will see the tasks created (if any).

If you click on a task, a new window will pop up that gives you information for the task such as:

- Task detail
- Who assigned the task to who
- If there are steps, what the steps are
- Due date
- Completion status

The task feature is linked and searchable in the personal window (1) area explained at the beginning. This is how the staff can keep up to date on what tasks or action items they have to do.