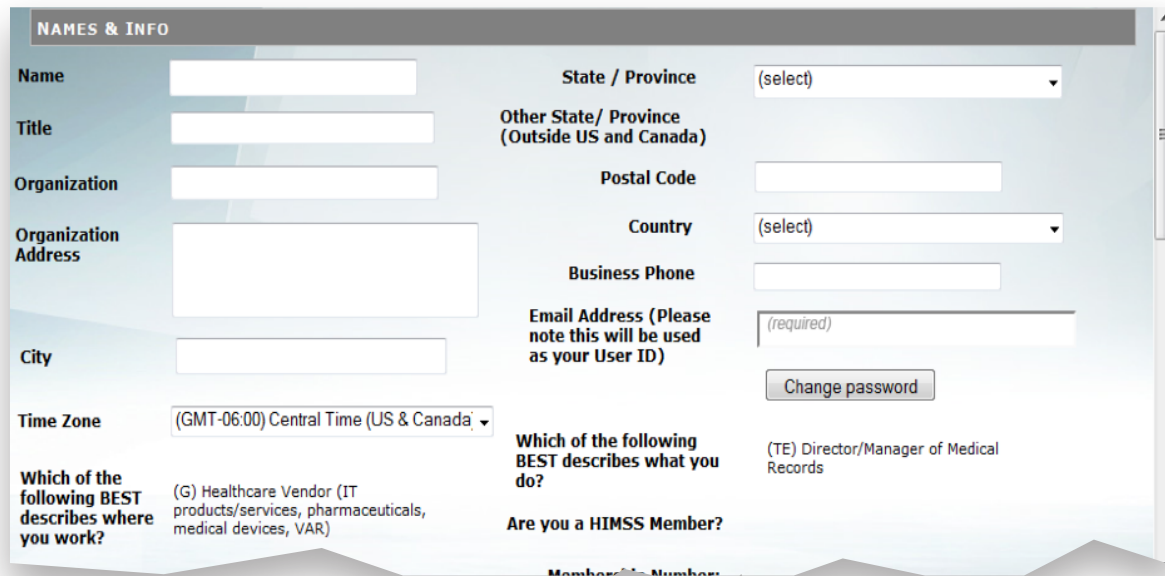




Attendee Guide

Event Profile

The first time you log into the event, your profile will be displayed. Filling out your profile completely and accurately will help you while networking in the event.



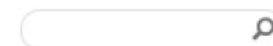
The screenshot shows a web form titled "NAMES & INFO" for creating an event profile. The form is organized into several sections with labels and input fields:

- Name:** A text input field.
- Title:** A text input field.
- Organization:** A text input field.
- Organization Address:** A large text input field.
- City:** A text input field.
- Time Zone:** A dropdown menu with "(GMT-06:00) Central Time (US & Canada)" selected.
- State / Province:** A dropdown menu with "(select)" as the option.
- Other State/ Province (Outside US and Canada):** A text input field.
- Postal Code:** A text input field.
- Country:** A dropdown menu with "(select)" as the option.
- Business Phone:** A text input field.
- Email Address (Please note this will be used as your User ID):** A text input field with a "(required)" label.
- Change password:** A button.
- Which of the following BEST describes where you work?:** A dropdown menu with "(G) Healthcare Vendor (IT products/services, pharmaceuticals, medical devices, VAR)" selected.
- Which of the following BEST describes what you do?:** A dropdown menu with "(TE) Director/Manager of Medical Records" selected.
- Are you a HIMSS Member?:** A dropdown menu with "Member" selected.
- Member Number:** A text input field.

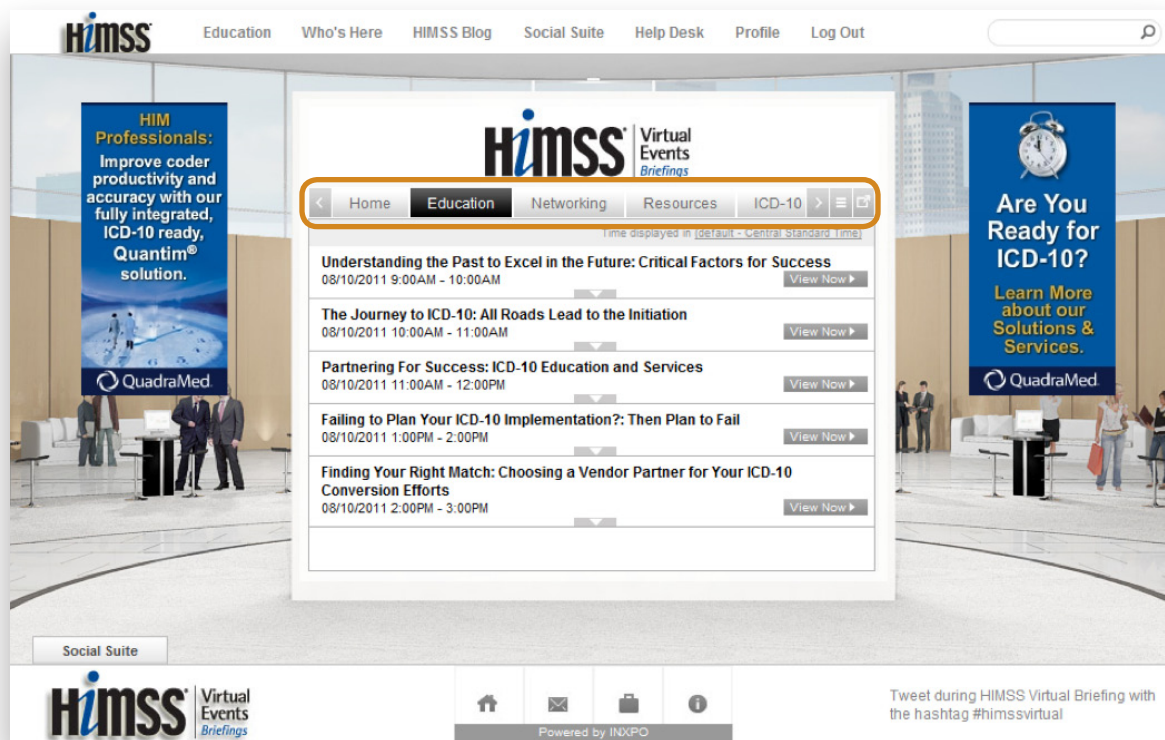
Your profile contains your personal bio and message. Filling out this information allows others in the event to determine if you are a good fit for networking/business opportunities.

When setting up your profile, you can choose an image to represent you during the event. You may select from an extensive list of stock images, or you can upload your own photo.

You can edit your profile at any time by clicking "Profile" on the toolbar at the top of the screen.

[Education](#)[Who's Here](#)[HIMSS Blog](#)[Social Suite](#)[Help Desk](#)[Profile](#)[Log Out](#)

Virtual Briefing Home

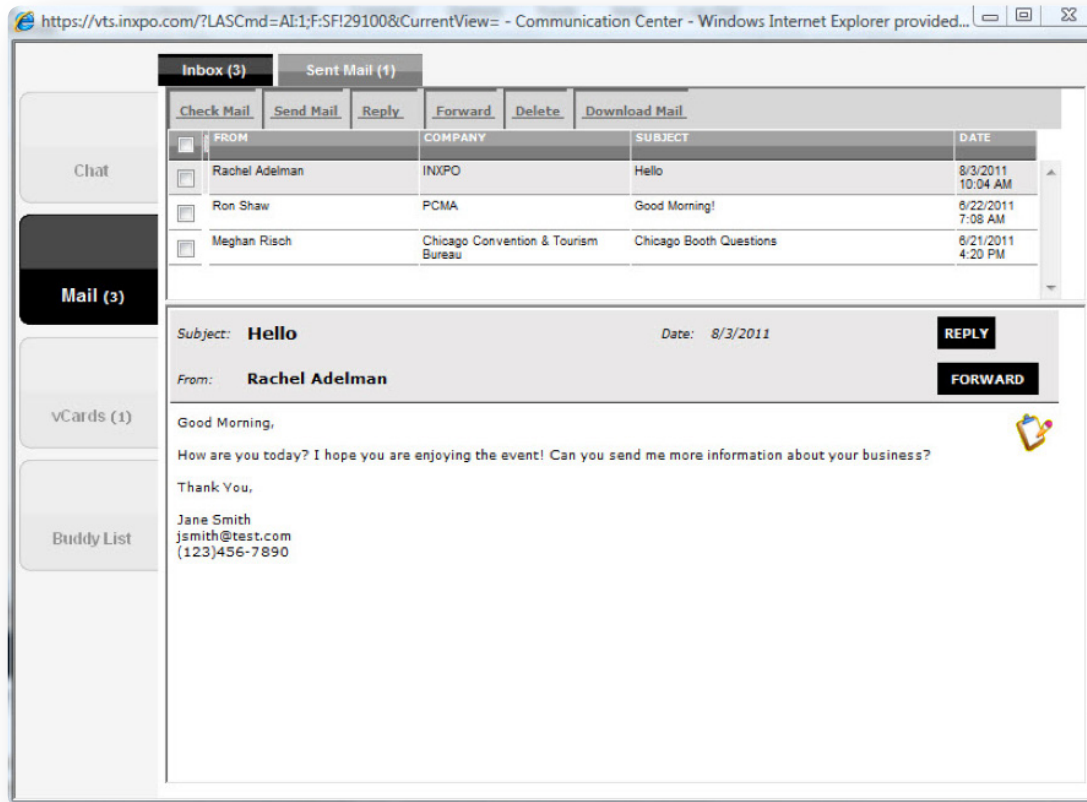


After logging into the event you will be taken to the Briefing Center. From here you have several different navigation options. These options range from a welcome image, educational sessions, resources, networking chat, resources, and the ICD-10 PlayBook.

You can always return to the home page by clicking "Education" on the toolbar at the top of the screen.



Communication Center



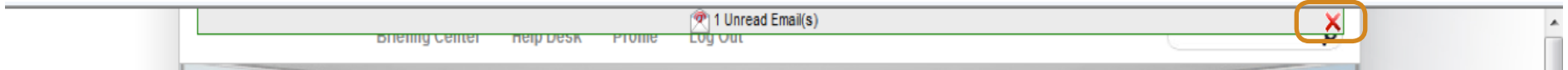
There are three types of private communication: Chat, Email or Vcard. To initiate communication with other event participants you can click the "communicate" icon at the bottom of your screen. It will open your Communication Center. Here you can view received Vcards and Email as well as view previous chat sessions. By clicking "New" next to any of the chat types you can send a VCard, send an Email or start a live chat. You can also start communication directly from the "Who's Here" space.

You can access the Communication Center by clicking on the **Envelope icon** on the toolbar on the bottom of your screen.

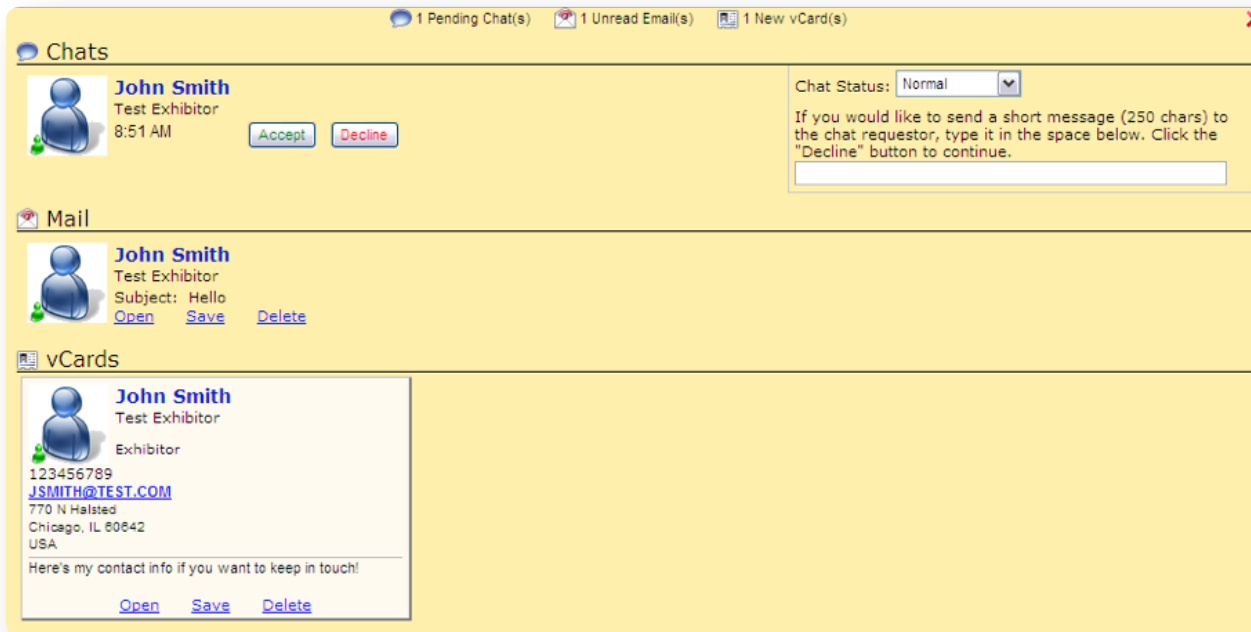


Communication Notification

If you receive a Vcard, Chat request, or in-event Email, you will be notified via a communication window that appears above the event toolbar. Scroll over this area to maximize the notification window and click on the **red X** when you want to dismiss the message.



Note: If you do not respond (accept, decline, open, save, delete) to the communication items, the window will continue to reappear.



Chat Request – If you receive a chat request you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

Email – You have the option to open, save, or delete any new unread Emails.

Vcard – The notification window will display the user's contact information. You have the option to open, save, or delete the Vcard.

Social Media Suite

With the Social Media Suite, users can connect, collaborate and engage with others through the Twitter all within one environment (or event feature). The Social Media Suite can be found by clicking on the Social Suite Tab on your screen.



To use the Social Media Suite users can simply click on the icon of the desired Social Media network to engage.

Using the Twitter Component, users can Tweet from within the virtual environment and review what others are Tweeting with the same hashtag.

Join to Chat

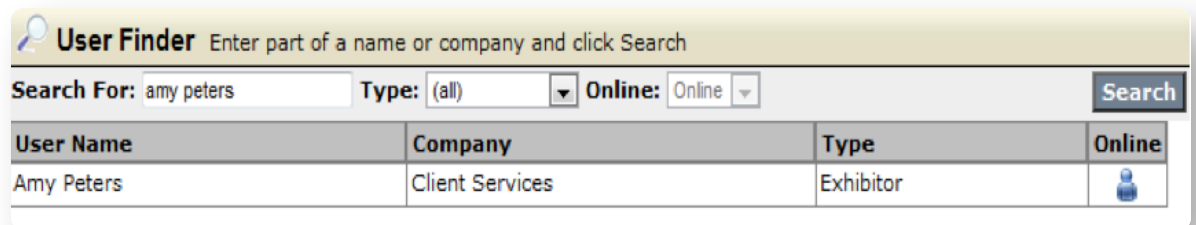


If you are involved in a private chat with an attendee or an exhibitor, you can "invite" others to join your chat.

Click on the "invite" button in the chat box.

Find the person you want to invite by typing their name in the user finder.

Click on the user's name to invite them into your discussion.



When they accept, you are having a group chat with those you invited to your conversation.

Search

You can use the search feature to find people within the event. To launch the search feature, click on the **magnifying glass** on the toolbar at the top of the screen.

EXECUTIVE BRIEFING Briefing Center Help Desk Profile Contact Us Log Out

Search

Enter keywords to search on. Exact phrases should be entered enclosed in double quotes ("Web Browser"). To exclude words and phrases from search results, precede the words and phrases with a minus sign (Web -Browser).

Search For [History](#)

Find In Attendees: Exhibitor Staff: Online Status:

☒ Documents/Links ☒ Presentations/Webcasts

Minimum Rating Results Per Page 20

START SEARCH

In the "Search For" field, type your search criteria. You can perform a global search by leaving the boxes checked, or you can narrow you limit your search to people or documents/links. *(Example: if you check the "people" box, you will specifically search for only people in the event.)*

When you search for people, users that are online are denoted by a blue icon. You can begin communications with them by clicking their name.

Show Search Results [New Search](#)

Items Matching Search Criteria - Page 1 of 1 (8 Entries Found)

Show Search Results [New Search](#)

Name	Company	Type	Online
Ben	Sun	System User	
Earl Dumm	Sun	System User	
Erich	Sun	System User	

You can perform a Search by clicking in the **"Search field"** on the toolbar at the top of the screen.

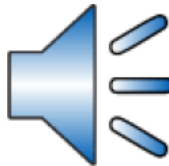
Sounds of the Event

The event uses audio to notify you when certain events occur. This is especially helpful if you are logged into the event but are working in another application.



Communication Received

You will hear this sound when you receive a new Email, chat request or VCard. Click on the icon at the left to play the sound.



Chat Accepted

When someone responds to a chat request that you initiated, you will hear this sound. Click on the icon at the left to play the sound.

Event Support

Contact Us

Email: vcsupport@himss.org

For support during the event, click "[Help Desk](#)" on the toolbar at the top of the screen.

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