

[Noodle Glossary](#)



The **Navigation** is the side menu located to the left of your Noodle user interface. Here you are able to add content to your Noodle. Create and add a hierarchy of **Pages** and **Applications** in a way that suits your needs.

Use the **Navigation** to navigate throughout your Noodle by clicking on the **Pages**, **Applications** and folders that are listed.

When creating a **Page** or **Application**, you are able to name it and specify its location within the **Navigation**, allowing you to tailor your Noodle to your company.

Directly below the **Company Headlines** you will see an expandable menu item that shares the name of the User. This is a personal area for every User and is automatically created for Users once they are added to the Noodle and is your own set of personal applications that no other User has access to.

Refer to **My Page** for more information on this area.



What is a Page?

A **Page** can be defined and structured any way to suit your company. It acts as a classifier of information, which allows you to add other Pages and Applications to it. A Page can be built upon as a starting point, allowing you to add more Applications and Pages to it. A Page should be given a name that is clear so that all system members know its purpose, for example, Marketing Department or Windsor Plant Project.

Each Page is preloaded with a blank HTML page, called a **Headline Page**, which can be edited to provide an introduction to the Page. To access a headline, click on the Page within your **Navigation**. Post important news and information on this page to keep system members up to date.










A **Page** is stored within your Navigation and is a storage area for other Pages and Applications. This storage area is called **Page Contents**, and within this area you are able to delete, rename, cut, copy, paste and create other Pages and Applications within a Page. But this depends on the access rights you have been assigned at this Page's Headline page. If access rights have been applied to **Page Contents**, then your headline page access rights will apply to its Pages and Applications as well.

Switch between the Page Headline and Page Contents by clicking the link at the top-right of the Page.



What is a Portal?

By providing collaborative, personalized environments and adaptive workspaces, **Portals** allow you to better acquire, retain and display information, more effectively manage your Noodle, and empower your staff with instant access to critical information. **Portals** allow Users to organize information in an intuitive, coherent manner, by creating a modular, adaptable framework that brings in a snapshot of your Noodle content. **Portal's** improves information searching and navigation. A **Portal** can include:

-  - **Calendar Portlet** that shows a schedule of your events.
-  - **Database Portlet** that shows recent entries
-  - **Document Portlet** that shows your documents, pictures and other items.
-  - **Merged Calendar Portlet** that shows information from multiple calendars
-  - **Image Portlet** that displays a picture
-  - **Contact Portlet** which displays your contacts
-  - **Search Portlet** which allows you to search your Noodle for content
-  - **Announcement Portlet** keeping employees up to date with the latest information
-  - **Poll Portlet** which enables immediate and useful feedback from other Noodle users.

As you can see below, using **Portals** is a fantastic way to keep documents and information available to the employees that need it:

[Company Headlines](#) > [Department Page](#)

Department Page [[Administration](#)]

Department Page

Modified December 6, 2007

My Calendar

Displaying December 2, 2007 to December 8, 2007

< December 2007 >						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Friday, Dec 07

11:00AM ■ Meeting with Marketing Team

New IntraNet

Modified December 6, 2007

As you should all be aware of by now, a new version of the popular IntraNet software is currently being released. Check www.vialect.com for all information regarding new features and functions.

Christmas Party [View Results](#)

This Poll expires on December 23, 2007

Where Should the 2008 Christmas Party be held?

Bar

Hotel

Office

Restaurant

Search

Find items in this Page



What is an Application?

An **Application** is a tool that you can utilize to manage your information and information from a variety of sources, in numerous different ways. Many bundled applications are available and, once added to the system, can be placed at the highest level within the **Navigation**, which is the **Company Headlines** Page or within a Page. There is no need to create Pages in order to create Applications. Applications are designed to exist on their own and as many applications as necessary can be created.



Page - Use Pages to assist in the organization of your Noodle. Simply create Pages and structure them within your Noodle in a way that reflects your company - such as Sales, production, Human Resources etc, then add more Pages and applications to each department Page. The **Headline** portion can be used as a headline page for the department, informing department members of important news. You may also add rich HTML content to the Headline page that can link to external and internal documents important to those members.



Folder - The Noodle Document Manager application allows you to store, access, view, modify and manage a wide spectrum of information generated within your company. All file types; text files, HTML files, audio, and video can be stored and managed. Create numerous versions of a document to aid in the creative process as well as to aid in achieving a final product. Add attachments to documents, notes and even send e-mail notifications to system members regarding new document versions uploaded to the Noodle.



Calendar - Manage your schedule and keep track of your appointments and tasks by utilizing the Noodle **Calendar** application. Not only can you keep track of your appointments but you can also merge your Calendar with other Calendars that exist within the Noodle to stay in-tune with your associate's schedules. Sync your Calendar with Outlook® and your Palm™ Pilot device. Notify system members through e-mail that a new event or appointment has been posted or coming up. Allow system members access to Calendar applications by assigning Users Access Rights, which allows them to Read, Post, and/or Modify the calendar information. Categorize your daily Events; add file attachments, notes or reminders to them even create Events occurring in other time zones.



Contacts is the application that will assist you in storing and organizing your customer and associate contact information while remaining completely mobile. Plan, track, group and automate your customer management in order to make the most of your leads. Noodle Contact Manager will always keep you up to date; simply sync it with your Outlook® and Palm_ Pilot. You can also attach important files and notes to your contacts if necessary. Allow system members access to Contact Manager applications by assigning Users Access Rights, which allows them to Read, Post, and/or Modify the contact information.



Photo Album - An easy to use graphic file storage area, which allows you to preview and organize your jpeg and gif images within one location. Arrange your images in a fashion that is suitable for you, as you may create more than one Image Manager application. You may also quickly browse your Image Manager by viewing high quality image thumbnails at a glance or you may even view the image full size.



Links - **Links** allows you to create and store important Web links in a central location for quick and easy access by you or others. There is no need to log out of your Noodle to surf the web, simply add the link to your Links Manager so as to remain in your Noodle site.



Email - Since most companies and organizations already have a well-established email system that they have grown accustomed to, the Noodle E-mail client application has an interface that allows all Users to access their own established **POP3** and **IMAP** accounts rather than requiring the creation of a new separate e-mail address. Access all your mail in one centralized location. You may create more than one e-mail application if necessary.



Discussion Forum - The **Discussion Forum** application is a centralized location to easily store and collect ideas, opinions, and suggestions within your Company on important work issues and projects. A private electronic message center where you are able to locate threads of discussions easily by using keyword searches to locate postings - search the author's name, article title or main text. The posting date, time, and author are listed for your quick reference. You may even create a filter to locate past threads and replies to a particular topic.



Database - Helps you design and implement your own custom Web Forms. It is a way to useful for collecting, organizing and sorting information from Users, assimilate the collected information and generate **Reports** based on the data contained in Form Entries. It has a built in Search function allows users to search for data in Form fields. Allows for the designing of custom Titles for Form Entries for quick reference, upload Notes and Attachments. Also supports Routing and Approvals.



External Applications

Noodle enables you to access other rentable web-based applications from this central location or frequently visited Web sites without even logging out of your Noodle, e.g. Supplier or Client Web sites. Simply add the external application to your **Page** or, if you have been given access, to the **Company Headlines** folder of your Noodle. You are then able to access the External Application from your **Navigation** at any time. Once you access the external application, you are able to return to your Noodle at any time by clicking on a toolbar function.



What is System Tools?

The **System Tools** is a special Section of Noodle. It is the Control Center that allows System Administrators to:

- o Add or Remove Users
- o Create Groups
- o Define Important System Wide Settings
- o Turn Applications On or Off
- o View Valuable System Statistics about Noodle Usage
- o Create Memos to be delivered on schedule

System Settings – The System Administrator as well as other system members who have been given access are able to control a number of system wide administrator tasks from this location. The **System Settings** application is one of the applications located within the **System Tools** section. The system settings include:

- o **Time Out period:** set the amount of time in seconds an Noodle site can remain idle before logging a User out.
- o **Minimum Password Length:** set the minimum number of characters a User is able to adjust their password to.
- o **Maximum File Size Upload:** set the maximum size of files that Users are able to upload to the Noodle.
- o **Company Login Logo:** upload the image that is visible on the Company Login page. The image should be sized to 180 x 70 pixels, and be in gif or jpeg format to appear correctly.
- o **Company Toolbar Logo:** upload the image visible on the top toolbar. Make sure the image is sized to 80 x 26 pixels, and is in gif or jpeg format to appear correctly.
- o **SMTP server:** Enter your SMTP mail server, short for **Simple Mail Transfer Protocol**, a protocol for sending e-mail messages between servers. Entering your SMTP server allows you to use the Noodle E-mail Notification System as well as the ability to invite Users through email once they are added to the system.
- o **Feedback Link:** set the e-mail address that Users can send their comments or suggestions to, for example info@vialect.com.
- o **Additional Message when Inviting a User:** enter a standard message, greeting or information that you would always like to see on the Invite a User email by entering your text within the text field.
- o **Pick the Color for your Noodle:** set the color scheme for your Noodle. If the trial version is being used, the Noodle will be visible in the default color only, which is gray.

People – Make use of the **People** section to manage your employee information as well as control who is added to the Noodle. A clear UI layout allows you to find and process Users and their information quickly and easily. This application is designed for the System Administrator or another User who has been entrusted with the responsibility of maintaining and managing this application. The User Administration is one of the applications located within the **System Tools** section.

Groups – This application allows you to arrange your system members into groups that suit your organization. This convenience allows you the ability to assign whole groups Access Rights within Applications or Sections, as well as the ability to send out mail to these Groups. This application is designed for the System Administrator or another User who has been entrusted with the responsibility of maintaining and managing the Group Administration application. When you first access the Group Administration application, two groups are automatically created for you: **All Users** and **Admin Users**. The Regular Users group may be used to add all Users of the Noodle whereas Users who are to have system-wide Administrator privileges should be added to the Admin Users group. The Admin Users group has pre-assigned system - wide administrator access rights. The Group Administration is one of the applications located within the **System Tools** section.

Application Administration – This application allows the System Administrator or another User who has been entrusted with the responsibility of maintaining and managing this application, to turn applications on or off within the Noodle. If an application is turned off, Users from that point on are unable to create that Application; however, those applications that already exist will remain untouched. The Application Administration is one of the applications located within the **System Tools** section.

Statistics – a range of numerical data compiled and gathered by the system to assist in comprehending the frequency of the Noodle use. The System Statistics page is designed to enhance the quality of decisions made by the System Administrator, or another User who is entrusted with this responsibility, that regards the Noodle and the way it is implemented within the organization. This application measures, the number of logins per day, application usage, number of logins for each user total, total storage space occupied between Shared folders and Home Folders.

Memo Manager - The **Memo System** allows Administrators to send out recurring email messages to other Users of the Noodle. It is an Administrative tool located in the **System Tools** Section. Can be set up as a recurring **Memo** on a daily, weekly, monthly or yearly basis or as a one time **Memo**. It does not have to reference a particular Item as in the Notification System.



Deleted Items Bin

The **Deleted Items Bin** is your personal area that allows you to store the items you delete. It saves your deleted items in a safe place until you are positive you want to delete them. From the **Deleted Items** bin you may restore items to their original area or delete them permanently. You can also empty your **Deleted Items** Bin, which permanently removes all items listed. You will only see items deleted by other Users, if you had at least the **Read** access right to the item before it was deleted.



IntraEditor™

The IntraEditor™ is a dynamic integrated HTML editor that allows Users the ability to create documents with the assistance of various features and without the knowledge of HTML. The IntraEditor™ functions as though it were a word processor, which allows the User to create and edit HTML documents. Users are able to insert images, create hyperlinks to documents, as well as other Web sites. Users have the ability to manipulate font and font sizes, create tables and modify font colors and styles. Create new documents by copying and pasting HTML documents that include images and rich text formatting into the IntraEditor™ to produce your own HTML document. Use the IntraEditor™ to compose e-mail messages, create Discussion Forum threads and replies, and create Notes, Documents and Department Home Pages.



E-mail Notification System

Let system members know when new items have been added to the Noodle by implementing the Noodle Email Notification system. Inform system members of new documents, calendar events, as well as new postings to the Company Headlines page.



Search Engine

The **Search** is a very functional tool, as it allows you to quickly locate information anywhere within the Noodle. You are able to search for Documents, Files, Users, Contacts, Bulletin Board Topics, Web Links, Email messages, Images as well as Calendar Events. This powerful search engine seeks out keywords and description words entered when the item was uploaded or created; it even searches for text within the document.



What is My Settings?

Configure your personal Noodle information from your **My Settings** section, located within your **My Section** folder. Here, you are able to modify your personal details, including your **username** and **password** information, default **E-mail address**, default **Time Zone**, the ability to select an **Editor style**, select your **Preferred Home Page**, as well as add Calendar, E-mail, and Bulletin Board applications to your **What's New** page.



What is Company Headlines?

The **Company Headlines** page is where the System Administrator is able to post important news and information regarding your company that all members can see. As the default "home page" for your company's Noodle, you can use this page to provide general news and items of interest for system members, such as, welcoming new staff or announcing upcoming company events. Use the IntraEditor™ to create your Company Headlines page, which allows you to upload images, create web and document links, format text and add tables, as well as so much more. You are also able to notify System Members of updates to the Company Headlines page through the IntraEditor™ E-mail notification system.

The Company Headlines page is an HTML page that is viewable by all System Members and accessible by clicking on the **Company Headlines** title located at the very top of the **Navigation**. Posting company headline information should be done by the System Administrator, or by another User who has been assigned the appropriate access rights, which are Read, Post, and Modify. If you have been given the appropriate access rights at the Company Headline page, the **Edit** button will be visible in the right corner of the HTML document window of the **Company Headlines** page. You are also able to change Company Headlines to a more customized title, for example, "**Your Company Name**" **Headlines**. If you do change the name, remember that the Noodle Help Guide will always refer to this headline page as the **Company Headlines** page or section.

If you do not have a **Preferred Home Page** selected, the **Company Headlines** page becomes your default home page, which will appear as soon as you login to the Noodle. If you would like to set your **Preferred Home Page** to another page within the Noodle, you may do so within the **My Settings** - area. An Administrator may set a User's home page within the **User Administration** application.

Adding Pages and Applications

Add **Pages** and **Applications** to your Noodle **Navigation** in a manner that suits your organization. The Pages and Applications you create will manage and store your organization's important data, as well as determine the way the Noodle is used.

Make sure the organization of the Noodle has been well planned out. Begin by adding Pages and Applications to the **Company Headlines Page** or **Root** of your Noodle and then build on those Pages by adding more Pages and Applications. The end result is a hierarchy of Pages and Applications, similar to a file directory structure.

There is no need to add **Pages** in order to add **Applications**; an Application is designed to exist on its own at the **Root**. A **Page** may also exist on its own at the **Root**, but its main function is to act as a storage container for other Pages and Applications. A Page can be built upon and used as a starting point, allowing you to add more Applications and Pages to it.

An Example of how Pages and Applications can be added to your Noodle:

Company Headlines Page or Root

- Page
 - Application
 - Application
 - Application
 - Page
 - Application
- Page
 - Application
 - Application
- Application
- Application
- Page
 - Application
 - Page
 - Application
 - Application
 - Page

To save **Pages** and **Applications** to the **Company Headlines** Page, use the Add button above the Navigation. Once **Applications** and **Pages** are saved to the **Company Headlines** Page or Root directory of your Noodle, you may build from there, adding more Pages and Applications to either the Company Headlines Page (Root) or to another Page. The end result is a hierarchy of Pages and Applications similar to a directory file structure. One significant difference between Pages and Applications is, a Page can be saved to the Company Headlines Page or below another Page, where it can be built upon, allowing you to add more Pages and Applications to it. Whereas, an Application cannot be added to another Application, it can be added to the Company Headlines Page, where it will exist on its own, or below another Page. The Company Headlines Page is the main section or storage area for all Pages and Applications that are created within the Navigation.