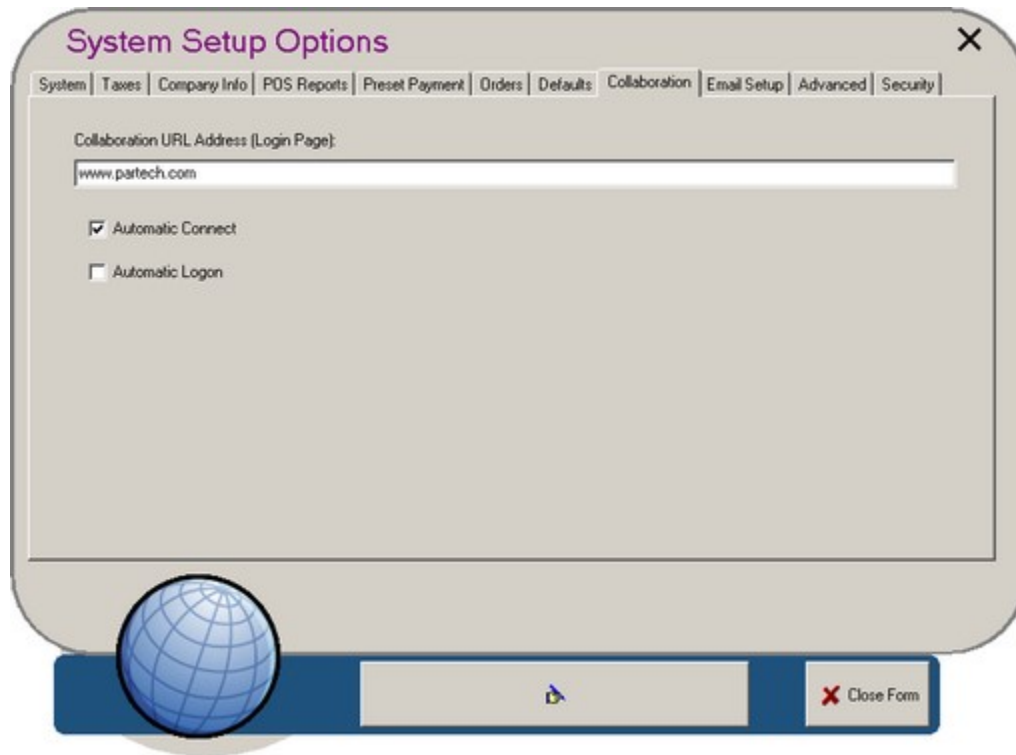


## Collaboration Tab

### Administrator / System Setup / Collaboration

The collaboration tab enables you to apply [intranet](#) functionality to your PixelPoint system.



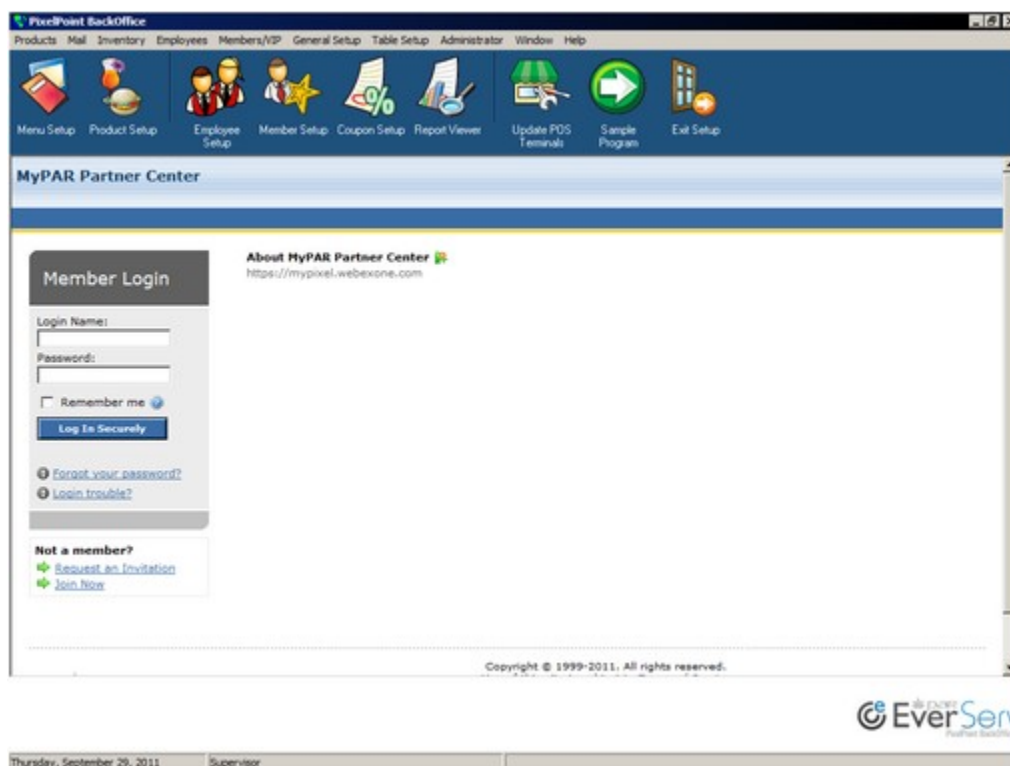
The screenshot shows a window titled "System Setup Options" with a close button (X) in the top right corner. Below the title bar is a tabbed interface with the following tabs: System, Taxes, Company Info, POS Reports, Preset Payment, Orders, Defaults, Collaboration (selected), Email Setup, Advanced, and Security. The main area of the dialog is for the "Collaboration" tab. It contains a label "Collaboration URL Address (Login Page):" followed by a text input field containing "www.partech.com". Below the input field are two checkboxes: "Automatic Connect" (checked) and "Automatic Logon" (unchecked). At the bottom of the dialog is a blue bar with a globe icon on the left, a small icon in the center, and a "Close Form" button with a red X icon on the right.

When set up, users can log into a corporate intranet site from within the BackOffice screen. From here, managers can manage and share schedules, documents and messages (among many other things), and so collaborate with each other on various tasks and projects.

#### To Set up an Intranet:

1. Enter the intranet URL. The address should be something like "clientname.website.com". You can enter the URL by copying and pasting from a web browser.
2. Check the 'Auto Connect' and 'Auto Logon' boxes if you want the intranet to open automatically when authorized users log on.
  - Checking only 'Auto Connect' connects users to the intranet site, but does not log them in.
  - Checking neither box means that users will have to both manually connect and log-in to the intranet site.
3. Go to the Advanced tab in Employee Setup ([See here](#)).
4. Open the records of employees you want to have access to the intranet.
5. Click the checkbox for 'Web Access'.

- Depending on the intranet service, you may have to ensure the record has an email address.
6. Select [Set Password] and apply one.
  7. Log out.
  8. Log back into BackOffice as one of the employees whose record you just updated, to ensure that the intranet has been configured properly. The setup screen may appear similar to the one shown below.



**Note:** If the server PC has Internet access, you can apply any web site URL to the collaboration field and browse from there. You will not have access, however, to browser functions like [Home], [Back] or an address field.

## Applying a Background Image

You can also set up a BackOffice wallpaper image by using the collaboration tab. Instead of having an intranet site as the 'Collaboration URL Address', you can simply refer to a local JPG file (for example, "C:\Image.jpg"). As with setting up an intranet, you need to edit employee records to enable 'Web Access'. In addition, on the Collaboration tab, 'Auto Connect' must be checked.