



InfoNet Website

User Guide

Version 2.0

October 2010

1. General Information

InfoNet is the provider of an integrated solution to disseminate and display unclassified, non-sensitive information throughout the Pentagon Reservation, remote locations within the 4th Estate and Department of Defense locations from one centralized Washington Headquarters Services (WHS) location.

The InfoNet team has implemented an InfoNet website, by which all users must have a user account to submit and access ad requests. The website is a self-service tool that allows customers to create and manage user accounts, create and approve ad requests, and view ad request status.

2. About This Guide

This User Guide contains features and step-by-step instructions on how to use the InfoNet Website. The User Guide enables you to:

- Create and Manage a User Account
- Login to the InfoNet Website
- Submit Requests
- View Status of Requests
- Approve or Disapprove Ads
- Renew Ads
- Use the Ad Finder
- Logout of the InfoNet Website

3. InfoNet Helpdesk

If at any time you need assistance, you can contact the InfoNet helpdesk at:

- Phone: 571-256-0908
- Email: infonetrequests@whs.mil

4. Browser Requirements

The InfoNet website was developed to specifically take advantage of features available within Internet Explorer 6.0 or higher. For users with a DoD issued CAC card, Internet Explorer 6.0 or higher must be used to login via CAC card authentication. Non DoD CAC users can use both Internet Explorer 6.0 or higher and Firefox 3.0 or higher.

5. View the InfoNet Home Page

The InfoNet website allows InfoNet customers to view background and general information of the InfoNet program. To access the home page of the InfoNet website (Figure 1), use the following procedure.

Step 1. Type the following URL into your browser's address bar: <https://infonet.whs.mil> and press the Enter key.



Figure 1. InfoNet Website Home Page

6. Create User Account

In order to log into the InfoNet website, you must have an active user account. There are two separate sets of procedures for users with a DoD issued CAC card and users without a DoD issued CAC card.

6.1 User with a DoD issued CAC card

For users with a DoD issued CAC card, use the following procedure.

Step 1. Verify that your CAC card is inserted in the CAC reader.

Step 2. Click the Create Account link on the upper right of the home page. The following screen (Figure 2) is displayed:

The screenshot shows the 'Create Your Account' page on the InfoNet website. The browser's address bar displays 'http://infonet.techpride.com - Welcome to Infonet - Microsoft Internet Explorer provided by WHS'. The page has a blue header with the 'InfoNet' logo and the title 'Create Your Account'. On the left, there is a vertical navigation menu with buttons for 'Who We Are', 'What We Do', 'How to Get Started', and 'InfoNet News'. Below the menu are two promotional banners: one for 'VIEW OUR AD GALLERY!' and another for 'Click for Ad Booklet'. The main content area features a 'Welcome to InfoNet' heading, a paragraph about creating an account, and a form titled 'Step 1:'. The form includes fields for 'TITLE', 'FIRST NAME*', 'LAST NAME*', 'STREET ADDRESS*', 'CITY*', 'STATE*', 'COUNTRY*', 'ZIP CODE*', and 'AGENCY NAME*'. There is also a 'WORK PHONE*' field with a format example 'XXX-XXX-XXXX'. Below this is 'Step 2:' with an 'E-MAIL*' field. A 'Register Now!' button is positioned at the bottom of the form. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Figure 2. InfoNet Create Your Account Page

Step 3. Enter your information, ensuring all required fields are populated. Required fields are denoted with an asterisk (*).

Step 4. Enter your email address. This is the email address where you will receive notifications on status of your request(s). Click Register Now!. A confirmation message is displayed to you (Figure 3).

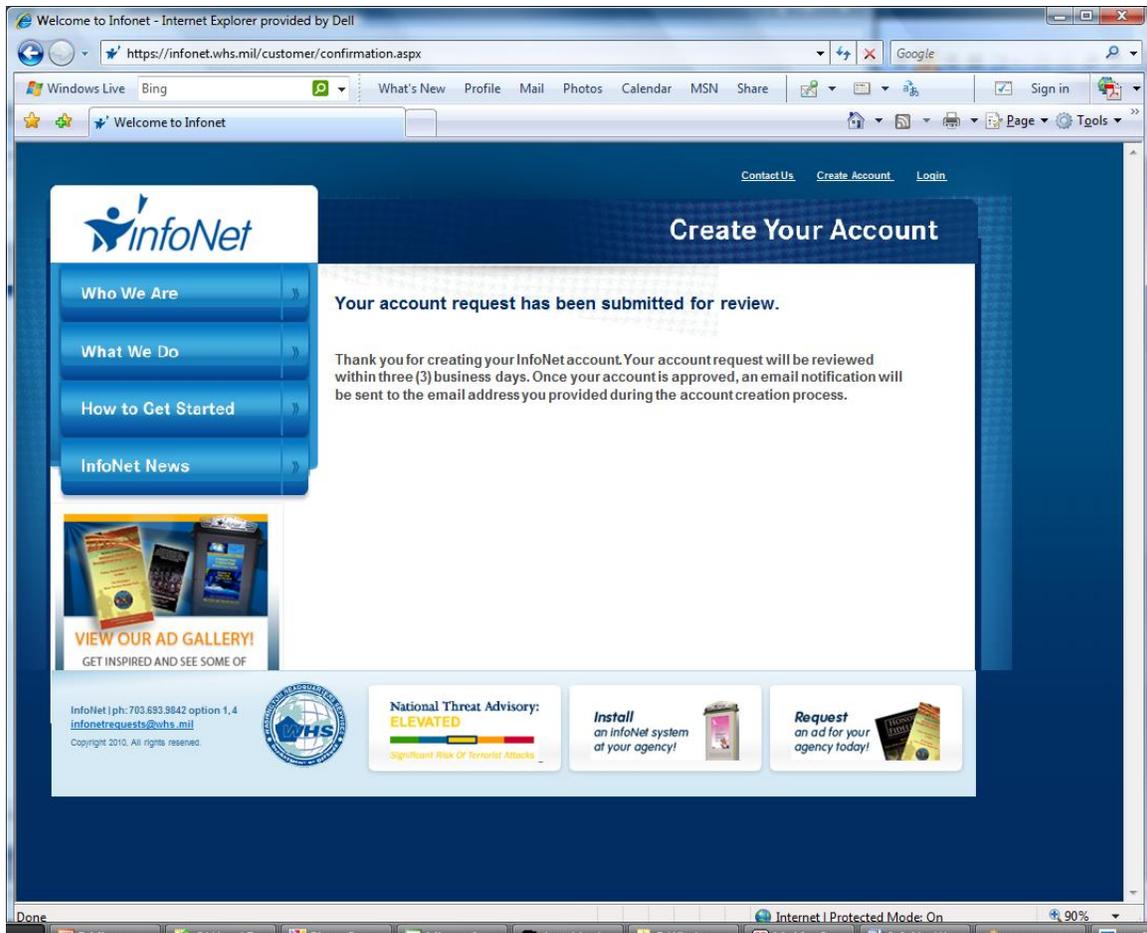


Figure 3. Confirmation message on account creation

Additionally, an email notification is sent to the email address you provided during the account creation process. Once your account is approved by InfoNet administrators, you will receive an email notification letting you know that your account has been approved, as well as your assigned content manager. A user guide and an information booklet are also available for download before you log into the website.

6.2 Users without a DoD CAC card

If you do not have a DoD CAC card, you will need to create your own user name and password online, using the following procedure.

Step 1. Click the Create Account link on the upper right of the home page. The following screen (Figure 4) is displayed:

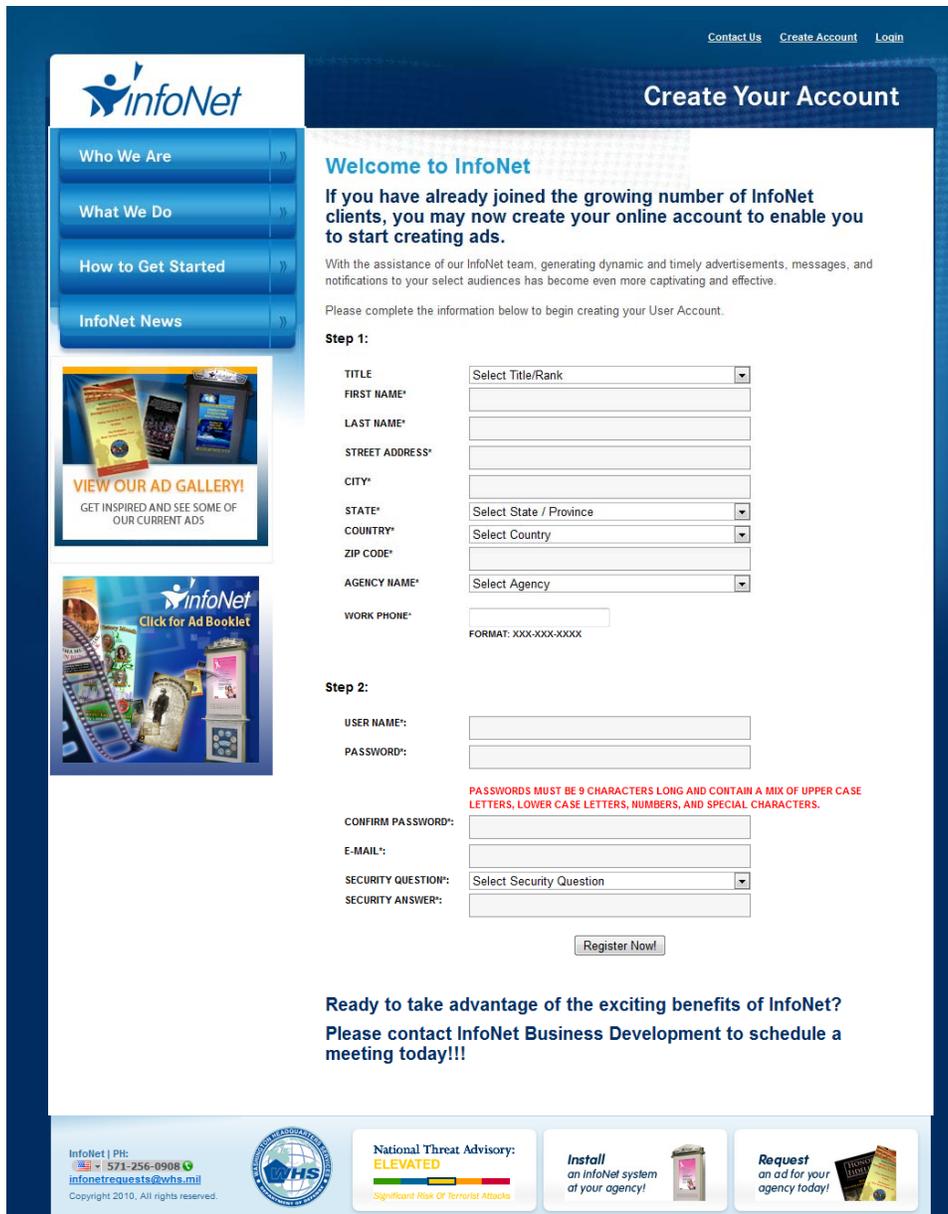


Figure 4. InfoNet Create Your Account Page

Step 2. Enter your information, ensuring all required fields are populated. Required fields are denoted with an asterisk (*).

Step 3. Enter your desired User Name and Password, following the password guidelines in red. Retype your password, and enter your email address. This is the email address where you will receive notifications on status of your request(s). Also enter your desired security question and answer. Click Finish. A confirmation message is displayed to you (Figure 5):

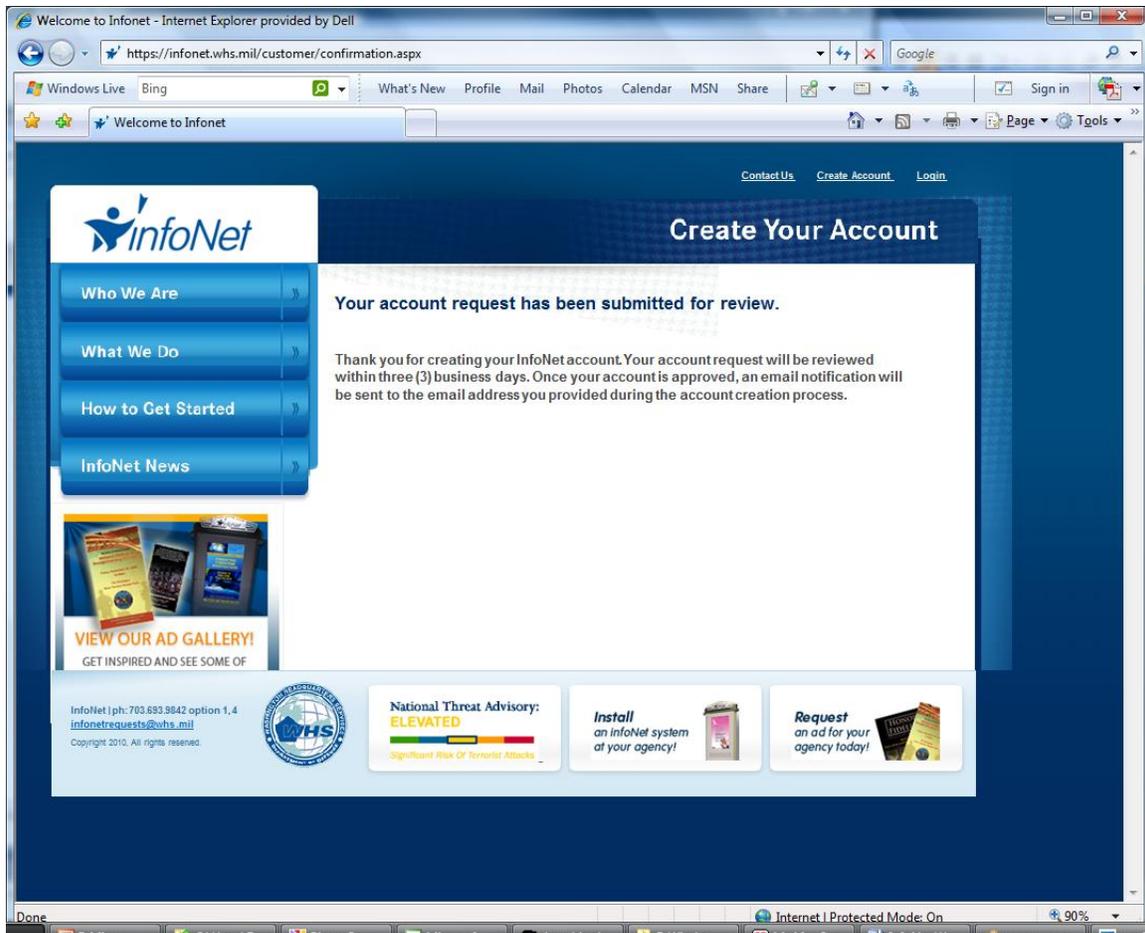


Figure 5. Confirmation message on account creation

Additionally, an email notification is sent to the email address you provided during the account creation process. Once your account is approved by InfoNet administrators, you will receive an email notification letting you know that your account has been approved, as well as your assigned content manager. A user guide and an information booklet are also available for download before you log into the website.

7. Log into the InfoNet Website

To log into the InfoNet website, use the following procedure.

- Step 1. Ensure your CAC card is inserted in the CAC reader.
- Step 2. Click the Login link on the upper right of the home page. The following screen (Figure 6) is displayed:

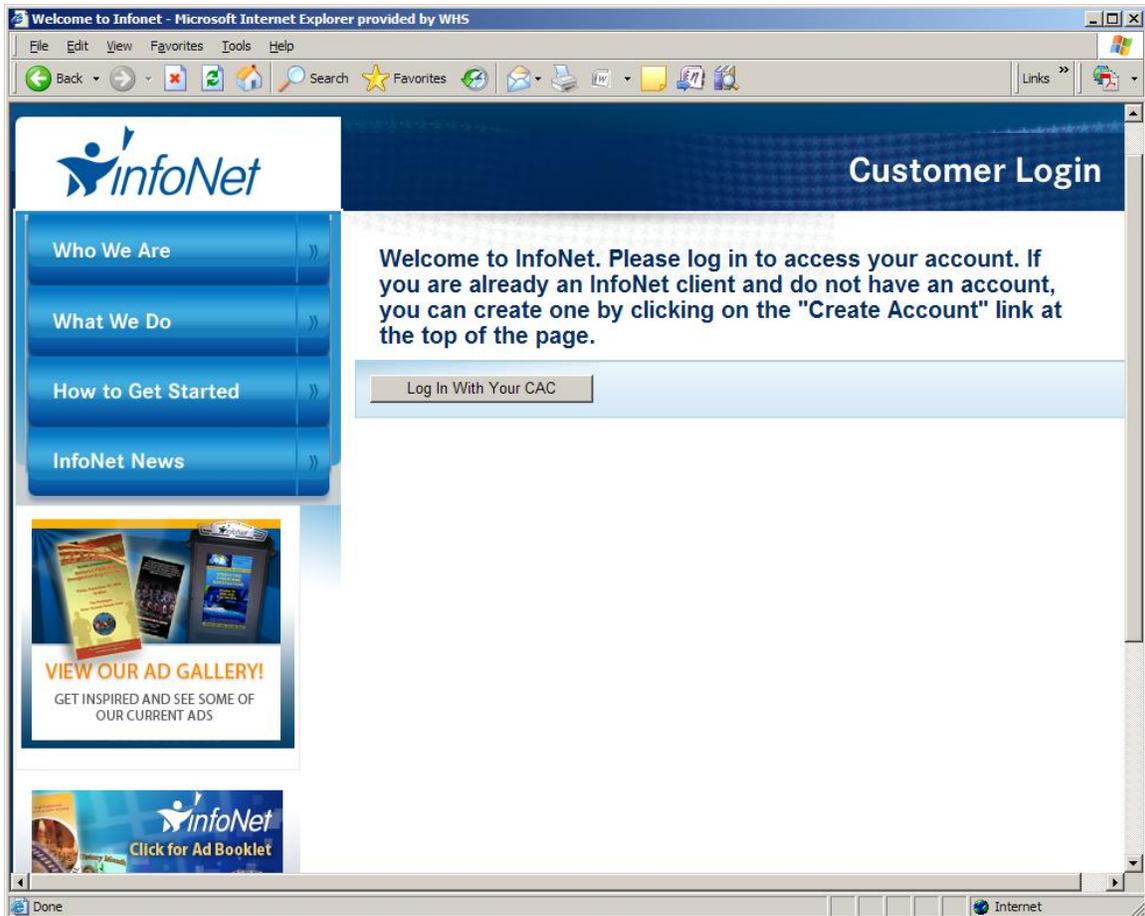


Figure 6. InfoNet Login Page

Step 3. Click on the Log In with Your CAC button. You may be asked to enter your CAC PIN, depending on the network policy on your network.

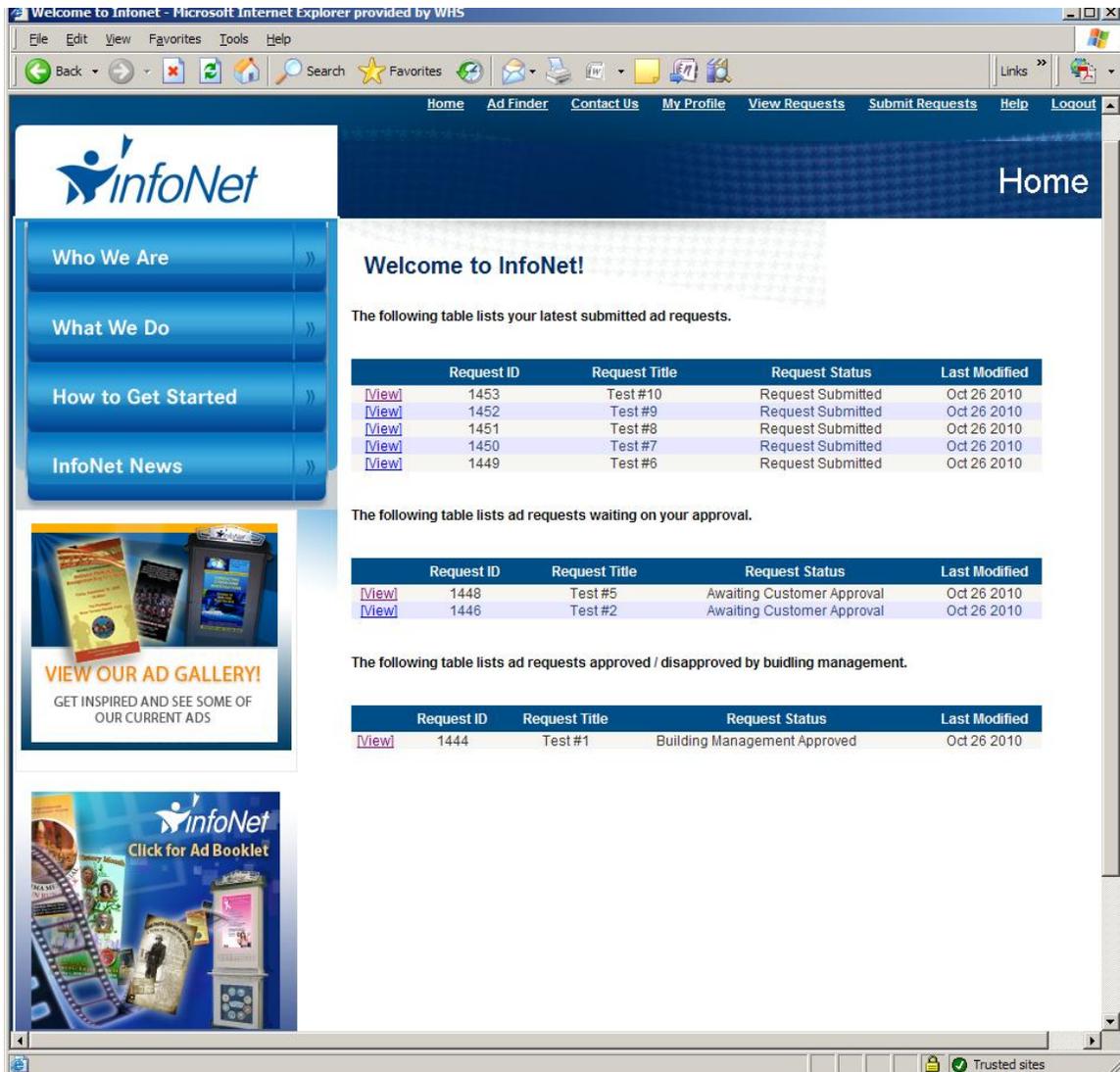


Figure 7. Welcome to InfoNet Home Page

You are now logged into the InfoNet website. A Home Dashboard is displayed to you with a list of your latest submitted ads, ads that await your approval and ads that have been approved/disapproved by building management. This Home Dashboard provides you an at-a-glance view of your ad requests. Additional functions are available to you via the links on the upper right of the page. These links are: Home, Ad Finder, Contact Us, My Profile, View Requests, Submit Requests, Help, and Logout.

Home: This link is for accessing your Home Dashboard.

Ad Finder: This link allows you to search the InfoNet Ads Database, by: Sponsoring Agency, Keyword, Event Date (Start) or (End), Enclosure Display Start or Expire Date.

Contact Us: This link provides contact information for the InfoNet program.

My Profile: This link brings you to the Manage Your Account page, where you can edit your account information.

View Requests: This link allows you to view all Ad Requests that you have submitted.

Submit Requests: This link brings you to the Create Ads page, where you can submit a new Ad Request.

Help: This link allows you to view the User Guide of the website in PDF format.

Logout: This link is used to logout of InfoNet website.

8. My Profile

The My Profile (Figure 8) feature allows you to update your user information online. To update your account information, use the following procedure.

Step 1. Click the “My Profile” link, at the top of the page. The Manage Your Account page is displayed.

Home Ad Finder Contact Us My Profile View Requests Submit Requests Logout

InfoNet

Who We Are »
What We Do »
How to Get Started »
InfoNet News »

Manage Your Account

You can update your account information by modifying the information in the form below.

Personal Information:

TITLE: Mrs.
FIRST NAME*: Jane
LAST NAME*: Doe
STREET ADDRESS*: 1234 Pentagon Drive
CITY*: Arlington
STATE*: Virginia
COUNTRY*: United States of America
ZIP CODE*: 22123
AGENCY NAME*: Army
WORK PHONE*: 123-444-5555
FORMAT: XXX-XXX-XXXX
Update

Account Information:

USER NAME*: customer
E-MAIL*: jdo9x@hotmail.com
SECURITY QUESTION*: What is mascot of High School?
SECURITY ANSWER*: dog
Update

Password:

OLD PASSWORD*:
PASSWORD*:
CONFIRM PASSWORD*:
Update

PASSWORDS MUST BE 9 CHARACTERS LONG AND CONTAIN A MIX OF UPPER CASE LETTERS, LOWER CASE LETTERS, NUMBERS, AND SPECIAL CHARACTERS.

InfoNet | PH: 571-256-0908 | info@requests@whs.mil | Copyright 2010. All rights reserved.

National Threat Advisory: ELEVATED | Significant Risk Of Terrorist Attacks

Install an InfoNet system at your agency!

Request an ad for your agency today!

Figure 8. Manage Your Account page

Your account information is shown on the form.

Step 2. Enter your updated information (for example, new office phone number) on the page and click Update below the information added. A confirmation message is displayed to you below the Update button. Update the information, as necessary, for each section: Personal Information, Account Information and Password. *Please note that the Password section is only displayed to non-DoD CAC users.*

9. Submit Requests

To submit a request, use the following procedure.

Step 1. Click the Submit Requests link on the upper right of the home page. The Create Ads page is displayed (see Figure 9).



Create Ads

- Who We Are >>
- What We Do >>
- How to Get Started >>
- InfoNet News >>



VIEW OUR AD GALLERY!
GET INSPIRED AND SEE SOME OF OUR CURRENT ADS



Submit your request by completing the form below. Your request will be submitted for review. Monitor the status of your request by viewing the "View Requests" page (See the link in the upper right corner).

CONTACT PERSON NAME*

CONTACT PERSON TITLE/RANK*

CONTACT EMAIL*

CONTACT PERSON PHONE #

ALTERNATE POC NAME

ALTERNATE POC TITLE/RANK

ALTERNATE POC EMAIL

REQUEST TITLE*

COMPREHENSIVE BACKGROUND OF EVENT OR PROGRAM.*

[READ SUBMISSION GUIDELINES](#)

NOTE: TEXT HERE WILL BE READ BY ALL INFO NET VIEWERS. (MAXIMUM CHARACTER: 500)

I ACCEPT THE OPTION OF HAVING MY AD PUBLISHED ON THE INFO NET WEBSITE.

ORGANIZATION/EVENT WEBSITE

SPONSORING AGENCY*

EVENT START TIME

EVENT END TIME

EVENT DATE

ENCLOSURE DISPLAY START DATE*

ENCLOSURE DISPLAY EXPIRE DATE*

TARGET ENCLOSURE LOCATION*

FILE UPLOAD

InfoNet | PH: 571-256-0908
infonetrequests@whs.mil
Copyright 2010. All rights reserved.



National Threat Advisory:
ELEVATED
Significant Risk Of Terrorist Attacks

Install an infoNet system at your agency!

Request an ad for your agency today!

Figure 9. Create Ads page

Step 2. At a minimum, enter information in all required fields. Required fields are denoted with an asterisk (*). If you would like to attach supporting information on your ad request, you can do so by clicking the Browse button next to File Upload. You can upload multiple files by selecting the files one at a time. As each file is selected, they are displayed below the File Upload field.

Step 3: Submit Request. After all information is completed for the request, click Submit Request.

Step 4: Cancel Request. If you choose to cancel the request before submitting it, click Cancel. If you do so, the information on the request will not be saved.

A confirmation message is displayed. Additionally, an email notification is sent to the email address stored in your account profile. Your request is now routed to the InfoNet content management team for review before work begins.

10. View Status of a Request

In addition to receiving an email notification when there is a status change on your request, you can also view the status of your request on the InfoNet website. To view the status of your request online, use the following procedure:

Step 1. Log into the InfoNet website (see procedure in Section 6, Log into the InfoNet website).

Step 2. Click the View Requests link on the upper corner of the page. The following screen is displayed (Figure 10):

[Home](#)
[Ad Finder](#)
[Contact Us](#)
[My Profile](#)
[View Requests](#)
[Submit Requests](#)
[Logout](#)

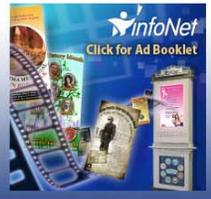


- Who We Are >>
- What We Do >>
- How to Get Started >>
- InfoNet News >>



VIEW OUR AD GALLERY!

GET INSPIRED AND SEE SOME OF OUR CURRENT ADS



Click for Ad Booklet

View Your Ads

FILTER REQUEST BY
 Select Status

Request ID	Request Title	Request Status	Last Modified
View 79	Mass Transportation Program Fair	Request Submitted	Oct 05 2010
View 78	Request Number 1	Request Submitted	Oct 04 2010
View 74	Women's Panel	Request Submitted	Oct 01 2010
View 73	Reason: Inner Enemy	Request Submitted	Oct 01 2010
View 72	Warrior Transition Command	Request Submitted	Oct 01 2010
View 71	Army Anti-terrorism awareness month	Request Submitted	Oct 01 2010
View 70	Army Exercise and training course	Request Submitted	Oct 01 2010
View 69	Awareness for Minority Colleges and Universities	Request Submitted	Sep 29 2010
View 68	Celebrating Women's Right to Vote	Canceled	Sep 29 2010
View 62	Request Number 1	Awaiting Customer Approval	Sep 20 2010

12

Please select a request above to view in more details and perform any actions

Ad Request Information

CONTACT PERSON NAME

CONTACT PERSON TITLE/RANK

CONTACT EMAIL

CONTACT PERSON PHONE #

ALTERNATE POC NAME

ALTERNATE POC TITLE/RANK

ALTERNATE POC EMAIL

REQUEST TITLE

COMPREHENSIVE BACKGROUND OF EVENT OR PROGRAM.

SPONSORING AGENCY*

ORGANIZATION/EVENT WEBSITE

Run Schedule

EVENT START TIME

EVENT END TIME

EVENT DATE

ENCLOSURE DISPLAY START DATE

ENCLOSURE DISPLAY EXPIRE DATE

TARGET ENCLOSURE LOCATION

User Files

Designer Files

InfoNet | PH: 571-256-0908
 infoNetrequests@whs.mil
 Copyright 2010, All rights reserved.



National Threat Advisory:
ELEVATED
Significant Risk Of Terrorist Attacks

Install an InfoNet system at your agency!



Request an ad for your agency today!



Figure 10. View Requests Page

A table is displayed to show where your ad request is in the process and the progress status. The following are the progress status codes:

- ***Request Submitted:*** The status after the customer submits the request.
- ***Awaiting Customer Content:*** The Content Manager changes the request to this status, if additional content is needed from the customer.
- ***In-Design Progress:*** The Content Manager changes the request to this status, when they have all content that is needed to begin work on the request.
- ***Awaiting Customer Approval:*** When the Content Manager completes their work, the status changes to this.
- ***Awaiting Building Management Approval:*** After the Customer Approves the Request, the status changes to this.
- ***Building Management Approved:*** The status changes to this after the Building Manager approves the Request.
- ***Building Management Disapproved:*** The status changes to this after the Building Manager disapproves the Request.
- ***Scheduled to Post:*** The Content Manager changes the request to this status after they have scheduled the Request to post.
- ***Completed and Never Posted:*** The Content Manager changes the request to this status if the Request was completed by them, but canceled before posting.
- ***Canceled:*** The Content Manager changes the Request to this status if it is canceled.

11. Approve or Reject a Request

When your request is processed and completed by the InfoNet content management team, the status of the request changes from In-Design Progress to Awaiting Customer Approval. An email notification is sent to your specified email address. To view the finished product and approve/reject the finished product, use the following procedure:

Step 1. Log into the InfoNet website (see procedure in Section 6, Log into the InfoNet website).

Step 2. Click the View Requests link on the upper right of the page (see Figure 11).

Step 3. Select the status of Awaiting Customer Approval in the Filter Request By pull down. Only Requests with this status are displayed.

Step 4. Click the View link for a request, to review the completed request.

[Home](#)
[Ad Finder](#)
[Contact Us](#)
[My Profile](#)
[View Requests](#)
[Submit Requests](#)
[Logout](#)



- Who We Are >>
- What We Do >>
- How to Get Started >>
- InfoNet News >>



VIEW OUR AD GALLERY!

GET INSPIRED AND SEE SOME OF OUR CURRENT ADS



Click for Ad Booklet

View Your Ads

FILTER REQUEST BY
Awaiting Customer Approval

Request ID	Request Title	Request Status	Last Modified
View 62	Request Number 1	Awaiting Customer Approval	Sep 20 2010
View 61	Test new upload controls #2	Awaiting Customer Approval	Sep 20 2010
View 54	Renewal Request Number 2	Awaiting Customer Approval	Sep 13 2010
View 53	Renewal Request Number 1	Awaiting Customer Approval	Sep 13 2010

Reject Justification and/or Additional Instruction

REQUEST ID: 62
REQUEST TITLE: REQUEST NUMBER 1
CURRENT STATUS: AWAITING CUSTOMER APPROVAL

Ad Request Information

CONTACT PERSON NAME

CONTACT PERSON TITLE/RANK

CONTACT EMAIL

CONTACT PERSON PHONE #

ALTERNATE POC NAME

ALTERNATE POC TITLE/RANK

ALTERNATE POC EMAIL

REQUEST TITLE

COMPREHENSIVE BACKGROUND OF EVENT OR PROGRAM.

SPONSORING AGENCY*

ORGANIZATION/EVENT WEBSITE

Run Schedule

EVENT START TIME

EVENT END TIME

EVENT DATE

ENCLOSURE DISPLAY START DATE

ENCLOSURE DISPLAY EXPIRE DATE

TARGET ENCLOSURE LOCATION TAYLOR POLK BUILDINGS
HOFFMAN BUILDING
CS-2 & CG-3
HENDERSON HALL

User Files

[DESERT.JPG](#)

Designer Files

[OSD101_201007_TOASTMASTERS2.WMV](#)

InfoNet | PH: 571-256-0906
infonetrequests@whs.mil
 Copyright 2010. All rights reserved.



National Threat Advisory:
ELEVATED
Significant Risk Of Terrorist Attacks

Install an InfoNet system at your agency!



Request an ad for your agency today!



Figure 11. View, Approve or Reject a Request

Step 4. To approve the request, click the Approve button. (Note: You may enter additional instructions in the text box below the Approve button, before clicking Approve.) A system message confirms your acceptance of the request has been processed.

Step 5. To reject the ad request, click the Disapprove button. (Note: You must enter a rejection justification before disapproving a Request.) A system message confirms your rejection of the request has been processed.

Step 6. Click the View Requests link to view the status of the Ad Request.

- If you approved the Ad, the status becomes Awaiting Building Management Approval. Your ad is then routed to the appropriate Building Manager for final approval before publishing. You may continue to view the status of your ad request until it is scheduled for publishing by the content management team.
- If you disapproved the Ad, the status becomes In-Design Progress. The content management team then reviews your rejection and makes the appropriate changes. You will receive an email notification when the status is changed to Awaiting Customer Approval and will have the opportunity to review and approve/reject the ad. This process continues until you have approved the ad.

12. Renew Request

To renew an ad request, use the following procedure.

Step 1. Click the View Requests link. Select Renew Request from the “Filter Request By” drop down list, to view those requests which have been completed and available for renewal.

Step 2. Click the View link next to the request you would like to renew. The Renew Request page is displayed (see Figure 12).

Home Ad Finder Contact Us My Profile View Requests Submit Requests Logout

View Your Ads

Who We Are »
 What We Do »
 How to Get Started »
 InfoNet News »

VIEW OUR AD GALLERY!
 GET INSPIRED AND SEE SOME OF OUR CURRENT ADS

Click for Ad Booklet

FILTER REQUEST BY
 Renew Request

	Request ID	Request Title	Request Status	Last Modified
[View]	55	Renew Request 3	Complete and Never Posted	Sep 16 2010
[View]	52	Request Number 1	Scheduled to Post	Sep 13 2010

REQUEST ID: 52
 REQUEST TITLE: REQUEST NUMBER 1
 CURRENT STATUS: SCHEDULED TO POST

Ad Request Information

CONTACT PERSON NAME: Jane Doe
 CONTACT PERSON TITLE/RANK: Mrs.
 CONTACT EMAIL: joseph.do@techpride.com
 CONTACT PERSON PHONE #: 1234-444-5555

ALTERNATE POC NAME:
 ALTERNATE POC TITLE/RANK: None
 ALTERNATE POC EMAIL:

REQUEST TITLE: Request Number 1
 COMPREHENSIVE BACKGROUND OF EVENT OR PROGRAM: Request Number 1

SPONSORING AGENCY*: OSD
 ORGANIZATION/EVENT WEBSITE: NONE

Run Schedule

EVENT START TIME: 01:01
 EVENT END TIME: 01:02
 EVENT DATE: 9/1/2010
 ENCLOSURE DISPLAY START DATE: 9/4/2010
 ENCLOSURE DISPLAY EXPIRE DATE: 9/30/2010
 TARGET ENCLOSURE LOCATION: TAYLOR POLK BUILDINGS, HOFFMAN BUILDING, CS-2 & CG-3, HENDERSON HALL

User Files

DESERT.JPG
 TULIPS.JPG
 TULIPS.JPG
 CHRYSANTHEMUM.JPG
 KOALA.JPG
 LIGHTHOUSE.JPG
 BILLBOARD.JPG

Designer Files

Figure 12. Renew Request Page

Step 3. Click the Renew button. The Request is now editable.

Step 4. Edit the Request information as necessary, including uploading updated information.

Step 5. Click the “Submit Renewal” button. A new request is created and a system message is displayed letting you know that the request will be reviewed by the content management team.

13. Ad Finder

To find an ad, use the following procedure.

Step 1. Click the Ad Finder link on the upper left of the home page. You are directed to the Ad Finder page (see Figure 13).

Home Ad Finder Contact Us My Profile View Requests Submit Requests Logout

InfoNet

Who We Are »

What We Do »

How to Get Started »

InfoNet News »

VIEW OUR AD GALLERY!
GET INSPIRED AND SEE SOME OF
OUR CURRENT ADS

Click for Ad Booklet

Ad Finder

Search our Ads Database by entering in the search criteria below.

SPONSORING AGENCY

KEYWORD

EVENT DATE (START)

EVENT DATE (END)

ENCLOSURE DISPLAY START DATE*

ENCLOSURE DISPLAY EXPIRE DATE*

Search

InfoNet | PH: 571-256-0908
infonetrequests@oahs.mil
Copyright 2010. All rights reserved.

National Threat Advisory:
ELEVATED
Significant Risk of terrorist attacks

Install
an infoNet system
at your agency!

Request
an ad for your
agency today!

Figure 13. Ad Finder Page

Step 2. Enter your desired search criteria and then click “Search” to view the results that match the criteria provided. Ads are generally in Windows Media Video (wmv) format. When you view the wmv file, it will launch the Windows Media Player in a separate window on your desktop to play the ad.

14. Logout of the InfoNet Website

To log out of the InfoNet website, use the following procedure.

Step 1. Click the Logout link on the upper right of the home page. You are directed back to the Homepage of the InfoNet website.