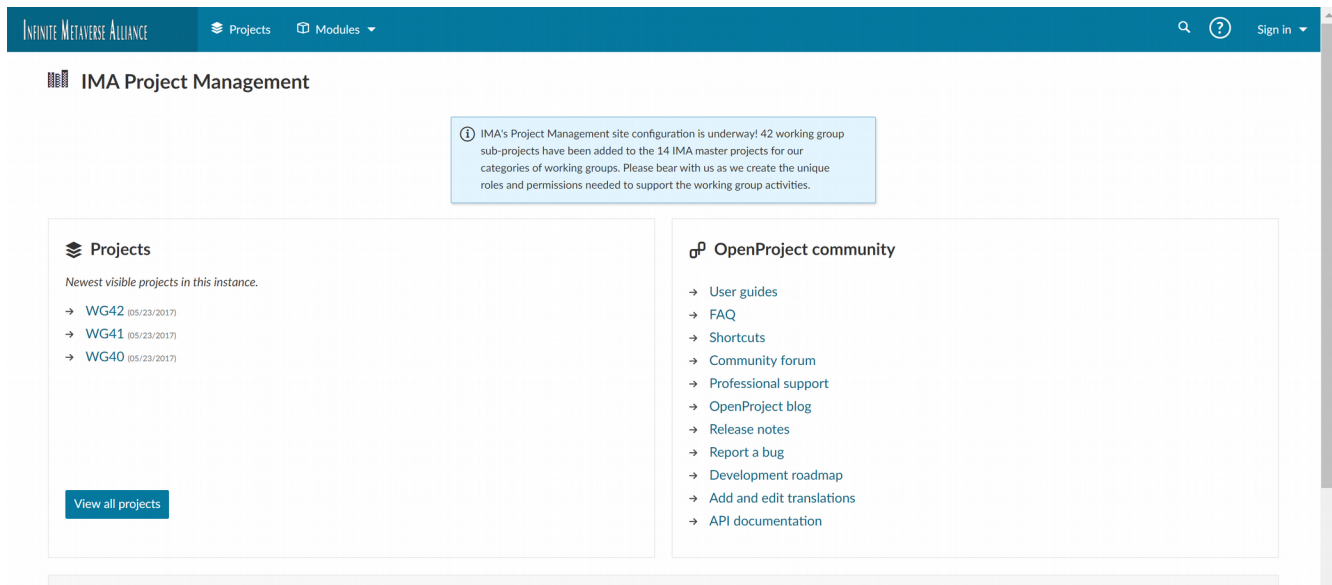


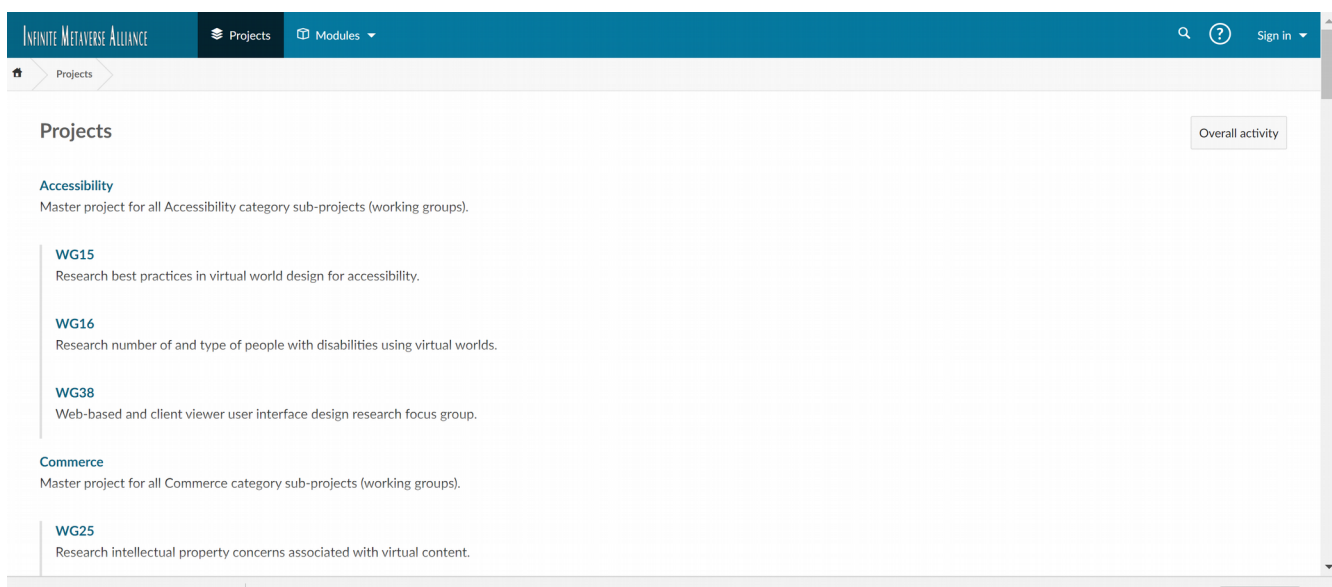
Basic IMA Project Management Site Tutorial

Go to <https://pm.infinitemetaverse.org>

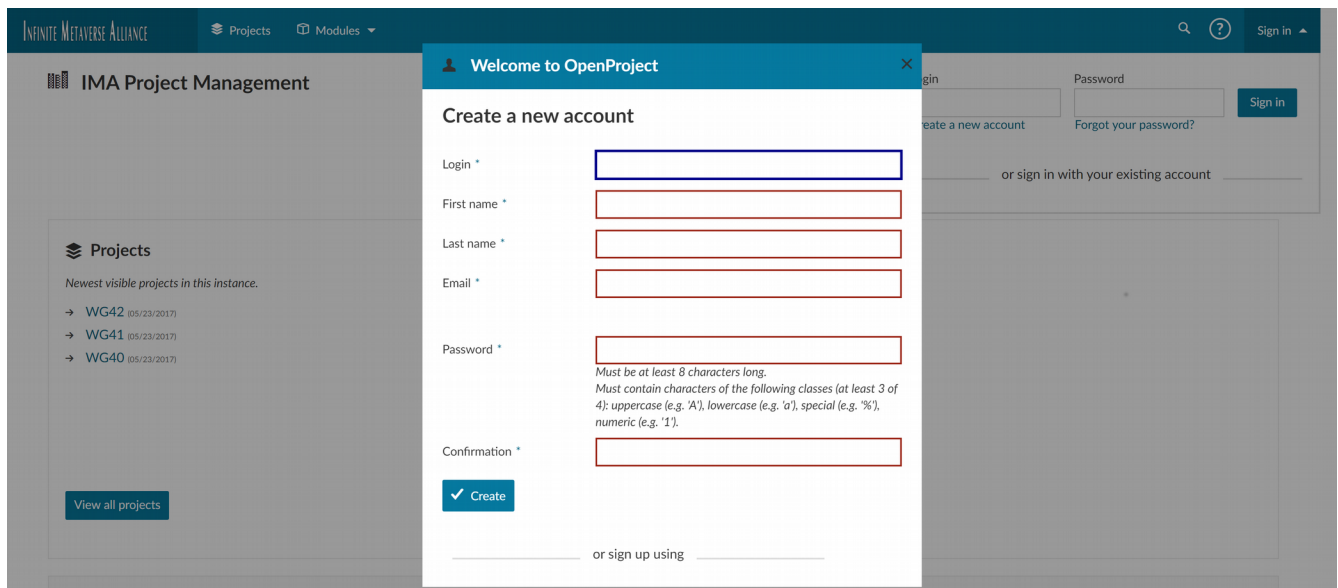


Click view all projects.

- Active or completed working groups will have a WG number with a title after it.
- Planned or formed working groups will have a WG number but no title after it.

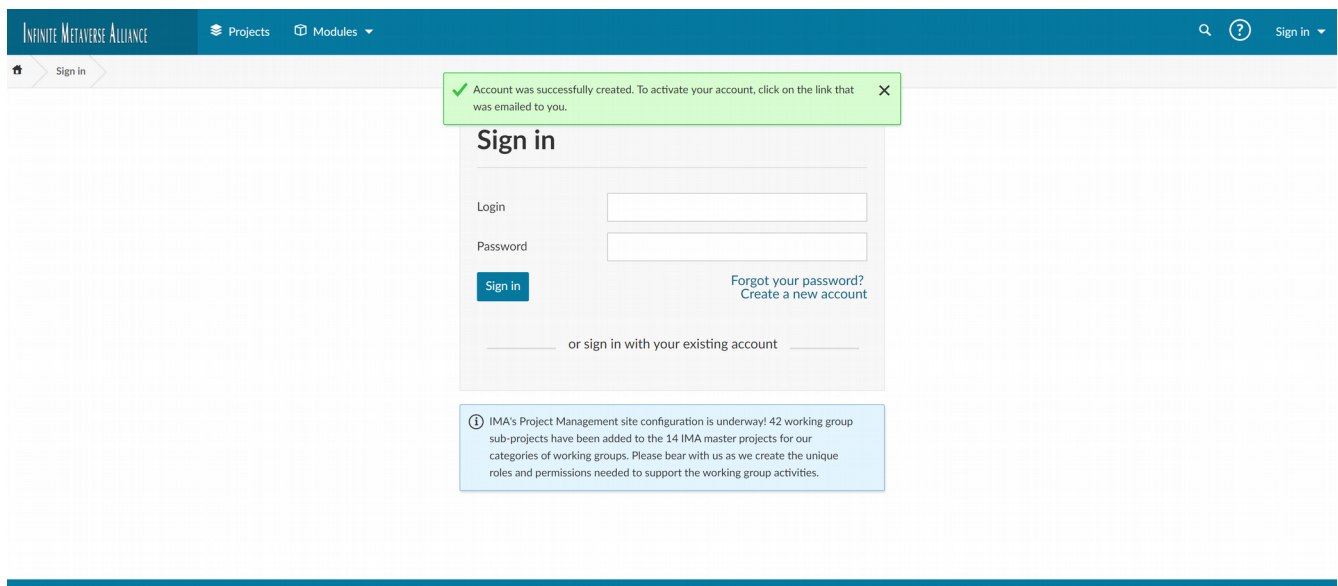


Create a new account by clicking sign in (upper right corner) if you don't have one yet.



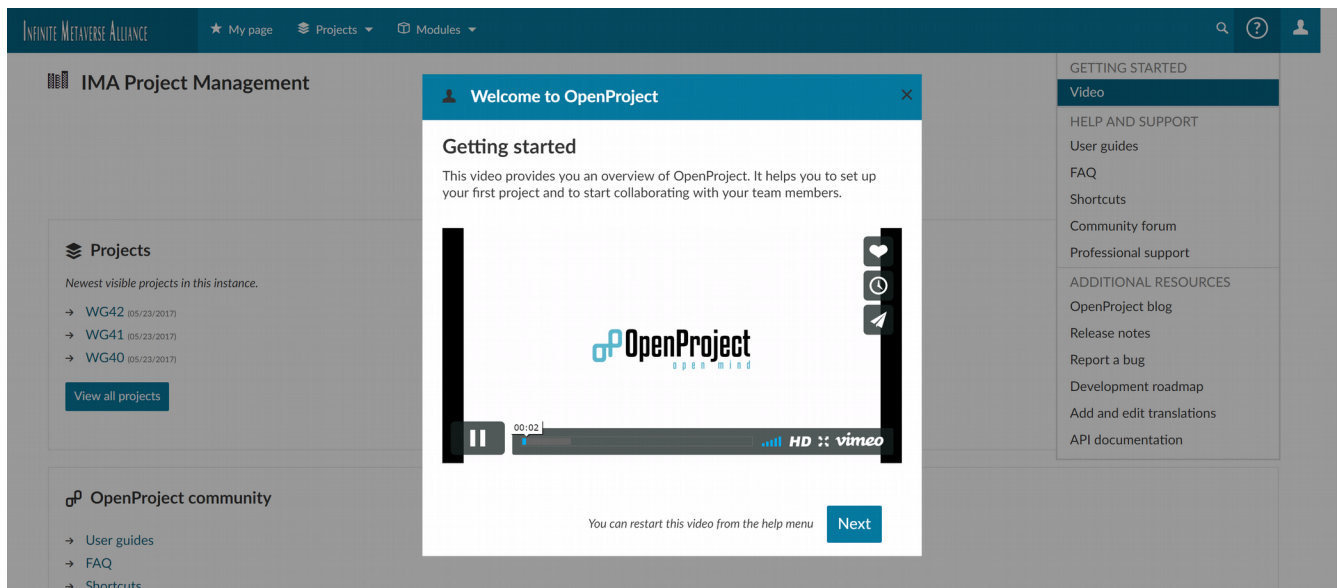
The screenshot shows the 'Welcome to OpenProject' modal window. The modal has a title bar with a user icon and the text 'Welcome to OpenProject'. Below the title bar is the heading 'Create a new account'. The form contains the following fields: 'Login *', 'First name *', 'Last name *', 'Email *', 'Password *', and 'Confirmation *'. The 'Password *' field has a note: 'Must be at least 8 characters long. Must contain characters of the following classes (at least 3 of 4): uppercase (e.g. 'A'), lowercase (e.g. 'a'), special (e.g. '%'), numeric (e.g. '1').'. There is a 'Create' button with a checkmark icon. Below the form, there is a link 'or sign up using' followed by a blank space. In the background, the 'IMA Project Management' page is visible, showing a list of projects: WG42 (05/23/2017), WG41 (05/23/2017), and WG40 (05/23/2017). There is also a 'View all projects' button.

Once your account is activated via the link in your email, sign in at <https://pm.infinitemetaverse.org>

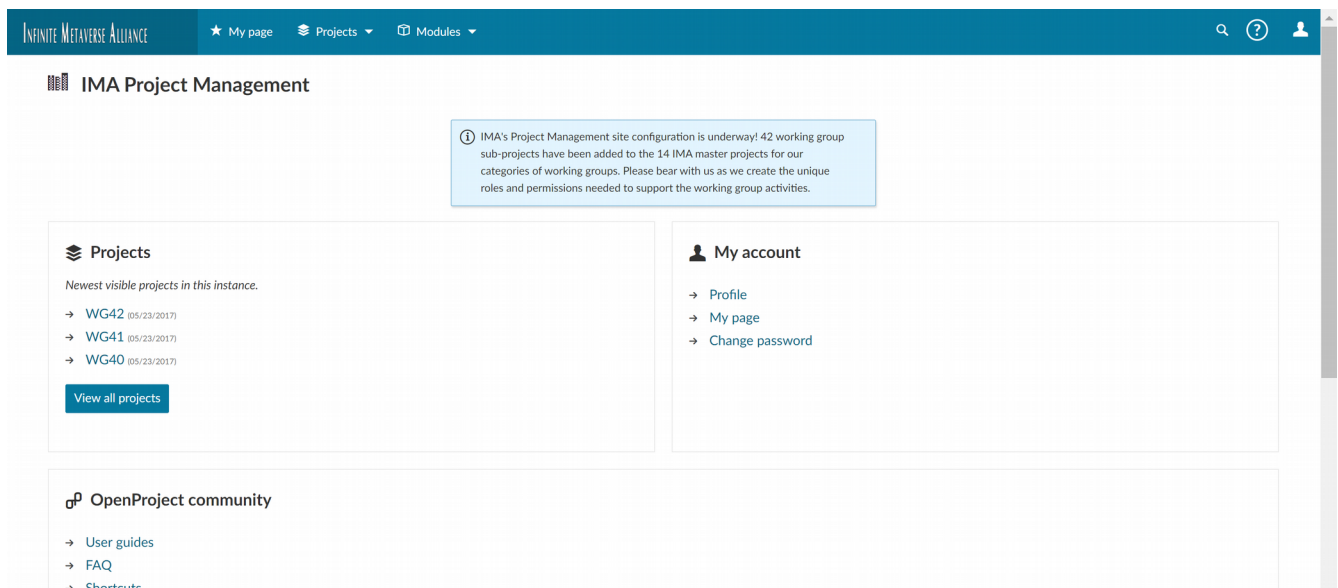


The screenshot shows the 'Sign in' page. At the top, there is a green success message: 'Account was successfully created. To activate your account, click on the link that was emailed to you.' Below this is the 'Sign in' form with 'Login' and 'Password' fields and a 'Sign in' button. There are links for 'Forgot your password?' and 'Create a new account'. Below the form, there is a link 'or sign in with your existing account'. At the bottom, there is a blue information box with a note: 'IMA's Project Management site configuration is underway! 42 working group sub-projects have been added to the 14 IMA master projects for our categories of working groups. Please bear with us as we create the unique roles and permissions needed to support the working group activities.'

Watch the overview video if this is your first time logging in.



Click next to close the video if needed. (This video is available in the help menu anytime.)



Click the Profile link to access your profile.

The screenshot shows the 'Profile' page of the Infinite Metaverse Alliance. The top navigation bar includes 'My page', 'Projects', and 'Modules'. The left sidebar contains links for 'Profile', 'Settings', 'Change password', 'Access token', 'Email notifications', and 'Change avatar'. The main content area is titled 'Profile' and displays user information for 'Test User'. Fields include 'First name' (Test), 'Last name' (User), and 'Email' (info@infinitemetaverse.com). There is a checkbox for 'Hide my email address' which is checked. A 'Save' button is at the bottom.

INFINITE METaverse ALLIANCE

★ My page Projects Modules

My account Profile

Profile

Login Test User

First name * Test

Last name * User

Email * info@infinitemetaverse.com

Hide my email address ☒

✓ Save

Click the settings menu to adjust your settings

The screenshot shows the 'Settings' page of the Infinite Metaverse Alliance. The top navigation bar is the same as the profile page. The left sidebar highlights 'Settings'. The main content area is titled 'Settings' and includes options for 'Language' (Deutsch), 'Time zone', 'Display comments' (In chronological order), 'Theme' (Dark), 'Warn me when leaving a page with unsaved text' (checked), and 'Accessibility mode'. A section titled 'BACKLOGS' contains 'Task color' (#28139C) and 'Show versions folded'. A 'Save' button is at the bottom.

INFINITE METaverse ALLIANCE

★ My page Projects Modules

My account Settings

Settings

Language Deutsch

Time zone

Display comments In chronological order

Theme Dark

Warn me when leaving a page with unsaved text ☒

Accessibility mode ☐

BACKLOGS

Task color #28139C

Show versions folded ☐

✓ Save

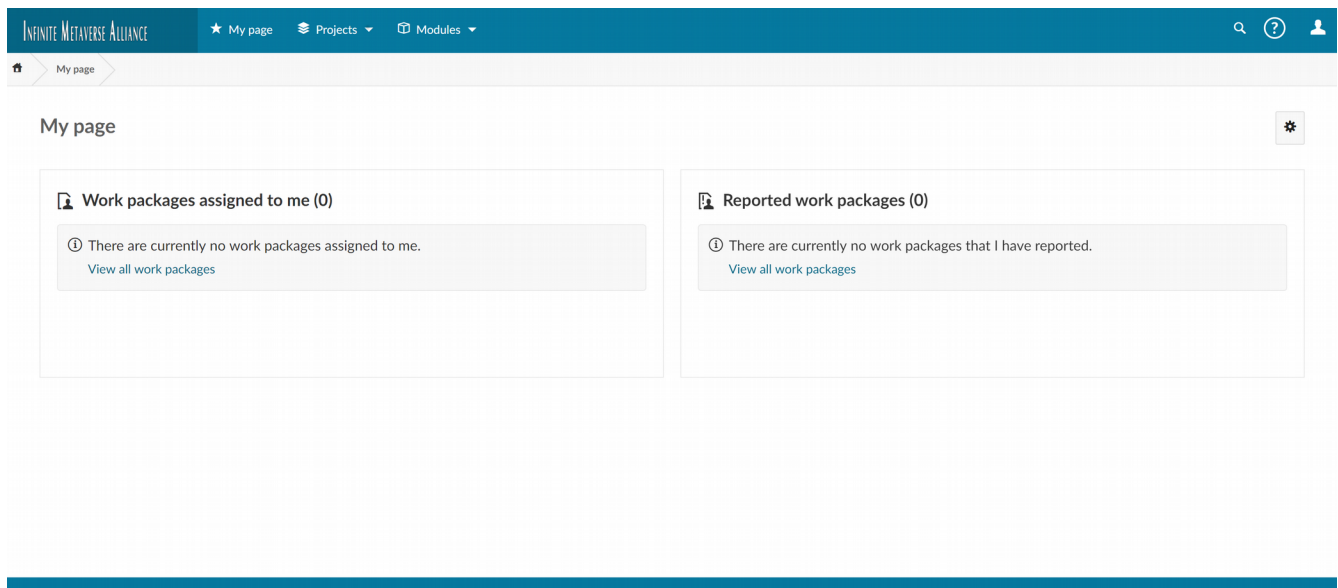
Click the change password menu to change your password

The screenshot shows the 'Change password' page. The top navigation bar includes the 'Infinite Metaverse Alliance' logo, a star icon for 'My page', and dropdown menus for 'Projects' and 'Modules'. On the right of the top bar are search, help, and user icons. The left sidebar contains a menu with 'Profile', 'Settings', 'Change password' (highlighted), 'Access token', 'Email notifications', and 'Change avatar'. The main content area has a breadcrumb trail 'My account > Change password'. The title 'Change password' is followed by three input fields: 'Current password', 'New password', and 'Confirmation'. A blue 'Save' button with a checkmark is at the bottom left of the form.

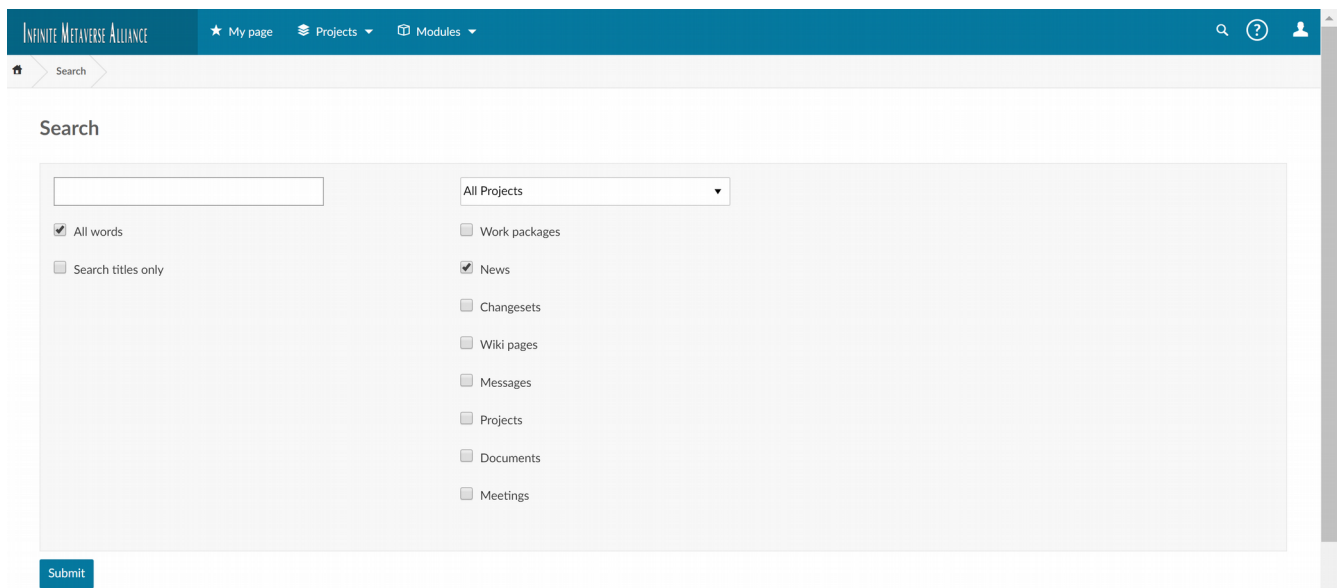
Click the email notifications menu to select what you want to be notified about.

The screenshot shows the 'Email notifications' page. The top navigation bar is identical to the previous screenshot. The left sidebar highlights 'Email notifications'. The main content area has a breadcrumb trail 'My account > Email notifications'. The title 'Email notifications' is followed by the text 'Send email notifications' and 'I want to be notified of changes that I make myself'. A blue 'Save' button with a checkmark is on the left. On the right, a dropdown menu is open, showing the following options: 'Only for things I watch or I'm involved in' (selected), 'For any event on all my projects', 'For any event on the selected projects only', 'Only for things I watch or I'm involved in', 'Only for things I am assigned to', 'Only for things I am the owner of', and 'No events'.

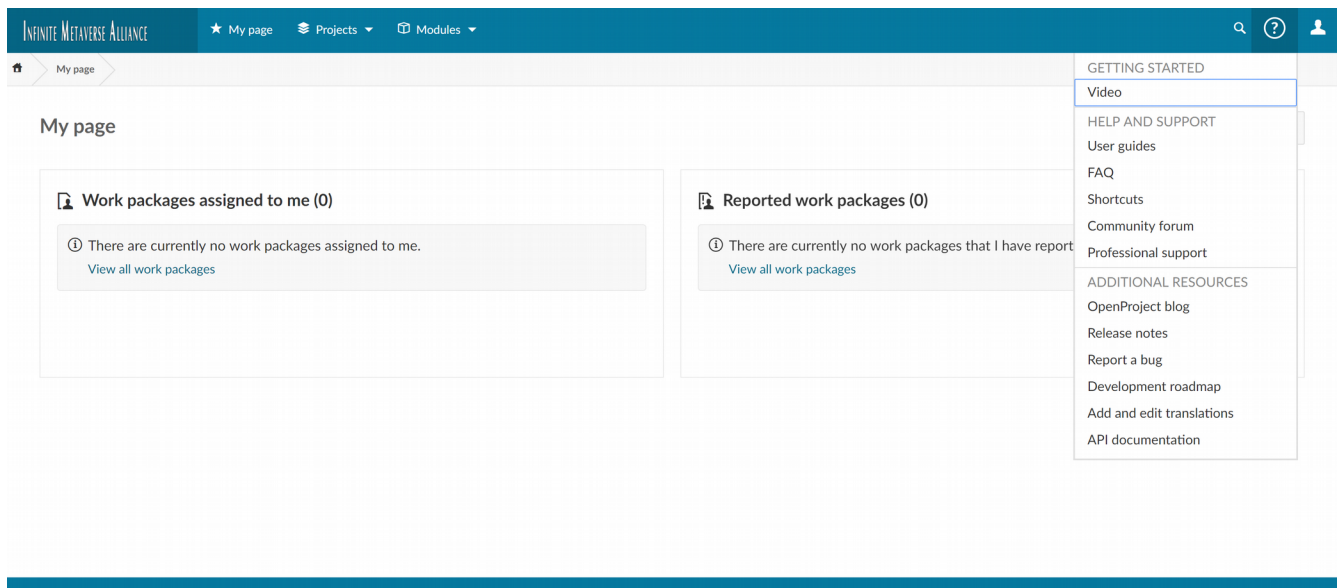
Click the top My Page menu



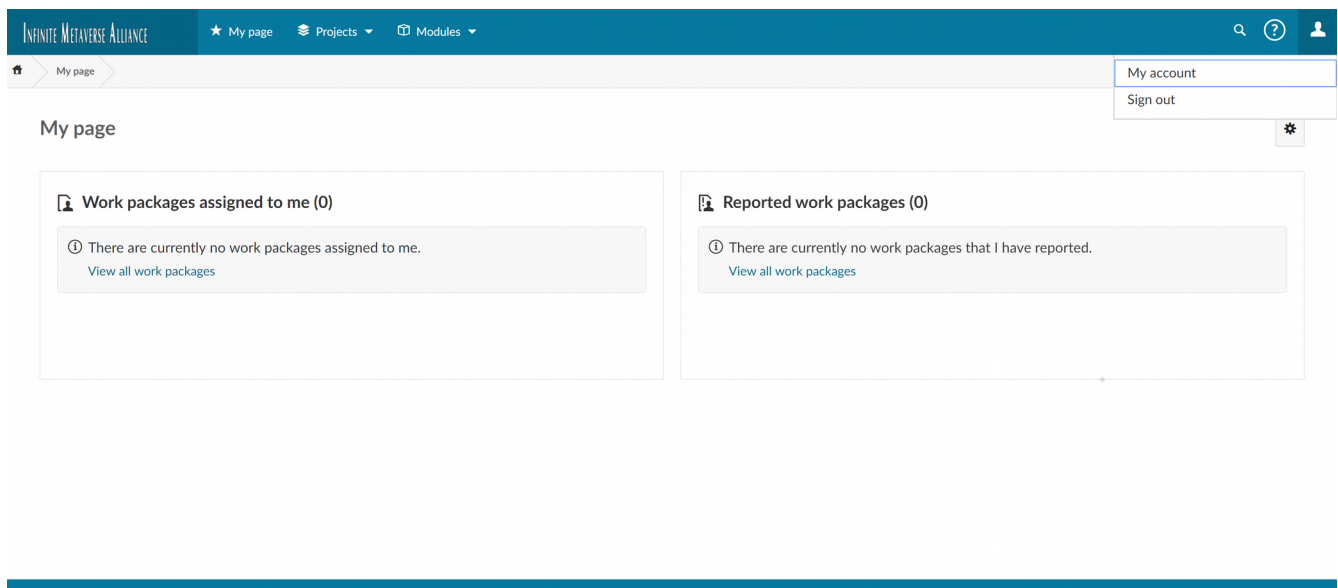
Click the search icon to do an advanced search of the site.



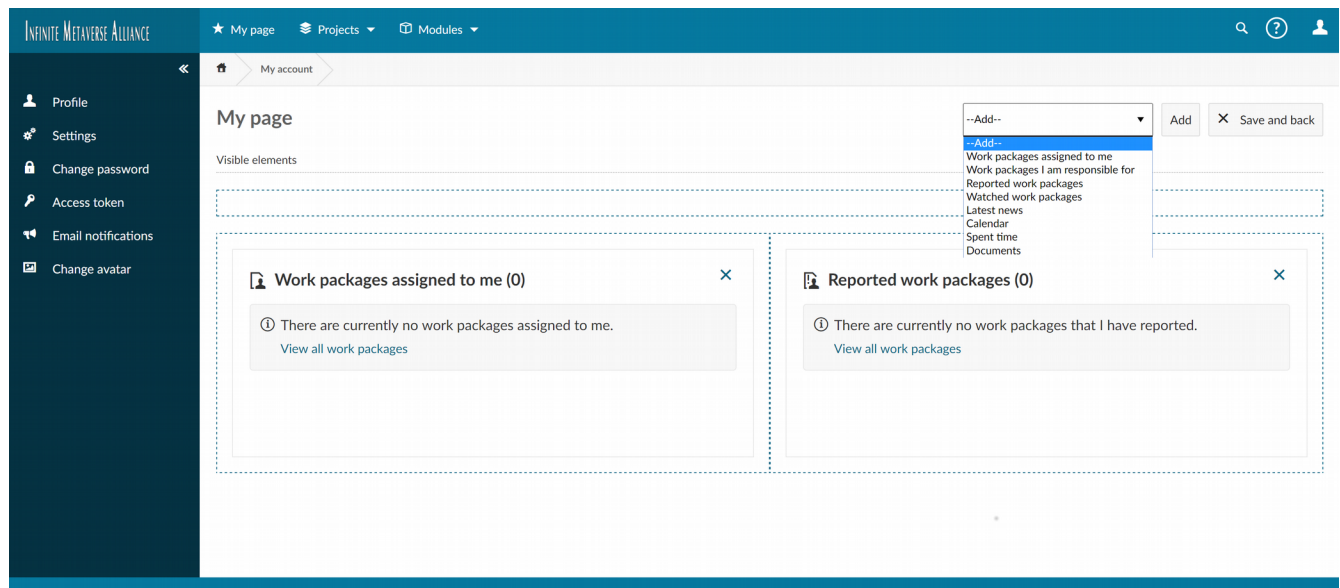
Click the help icon to see the video again or search the Open Project website to detailed help.



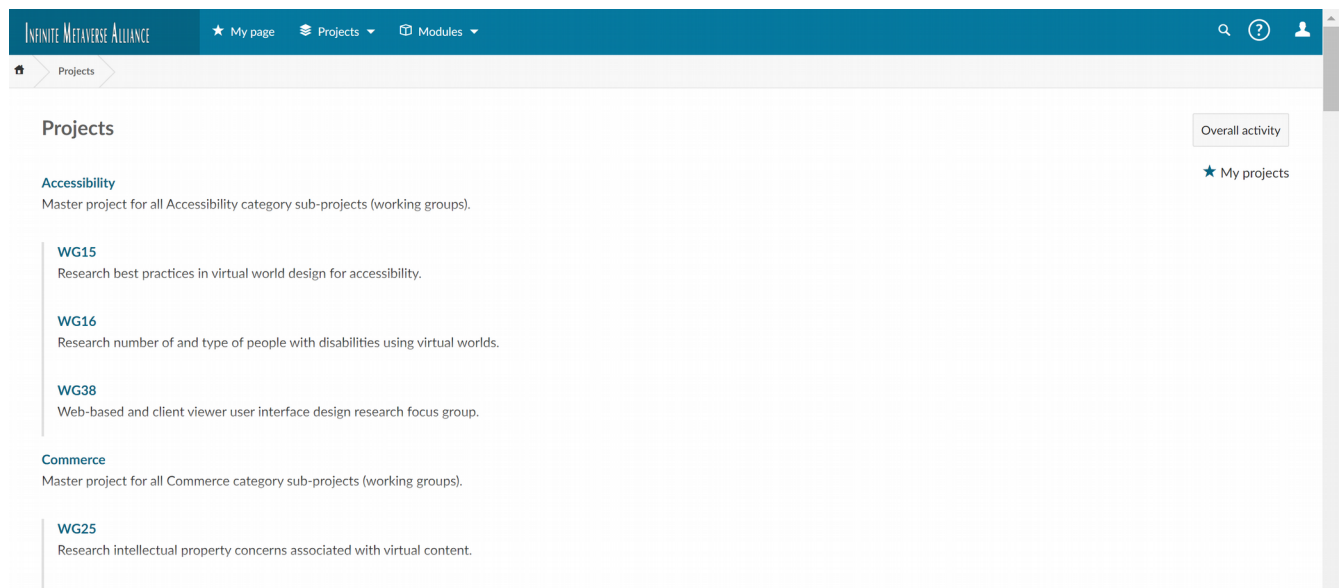
Click your avatar icon to access your account (profile) anytime or to sign out.



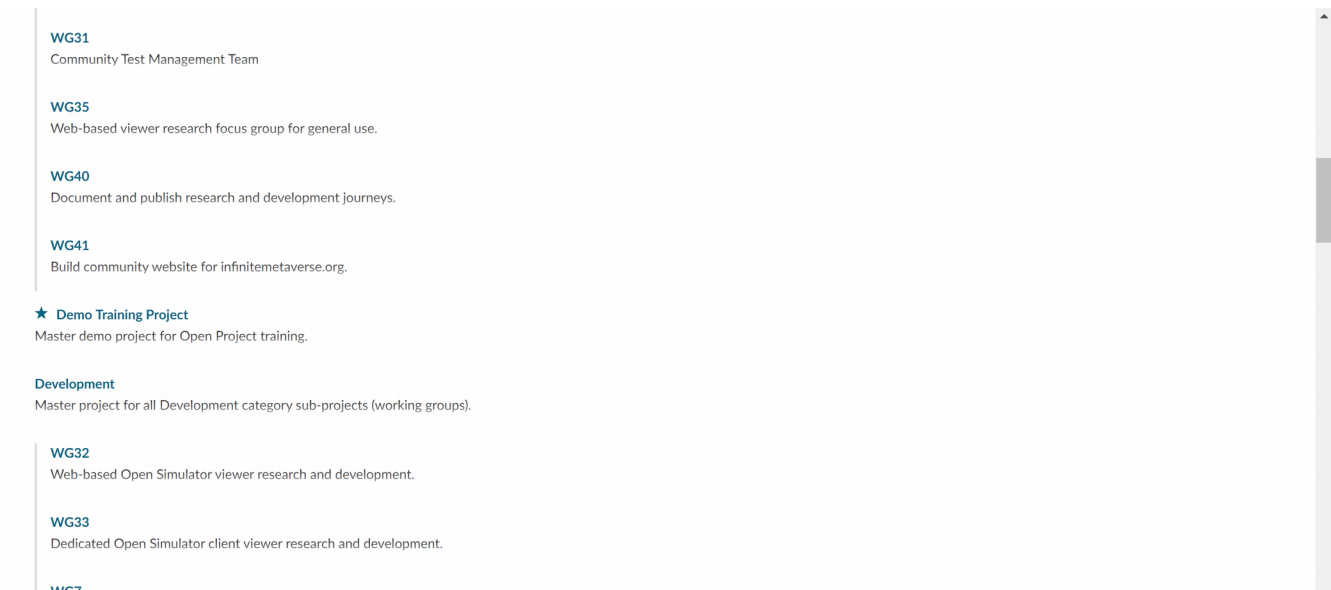
Click the gear icon to customize your page layout.



Click the home icon or the Infinite Metaverse Alliance site home then click view all projects



Scroll to see all projects or sub-projects. Any projects you are a member of are marked with a star.



Click the top Projects menu to see or search projects and sub-projects by name. Click on any project or sub-project to display the overview. (Options will vary based on your account permissions.)

This concludes the Basic IMA Project Management Site Tutorial. Congratulations! You are now ready for Basic Training. To get started, please sign out of your personal account then:

Go to <https://pm.infinitemetaverse.org/projects/demo-training-project> then Sign In (upper right corner) to the Project Management Site with one of the training member accounts shown:

IMA Vorlon, IMA Minbari, IMA Brakiri, IMA Shadow, IMA Streib, IMA Cascor, IMA Centauri, or IMA Vree (All training accounts use the password GreenSector@B5)

If the url in your browser redirected to <https://pm.infinitemetaverse.org>, click the View All Projects button, scroll to the Demo Training Project, then click the link.

On the left side menu, click Documents then click the document titled: IMA Project Management Basic Training. Next, click the file named pmbasictraining.pdf to download the file. Open the pdf on your system then begin!

If you have any questions or feedback, please send an email to admin@infinitemetaverse.org

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