

GoTime Instructions

Introduction

GoTime enables an entire workforce to generate custom presentations, portals and microsites in minutes, based on a single SellFolio project. The general process is as follows:

1. An administrator creates a “base” SellFolio project, and inserts placeholder text, images, weblinks, etc.
2. The administrator uploads that project to the server, using the SellFolio Upload Manager.
3. The administrator informs the workforce that the project is available, to be populated with content.
4. Each workforce member logs into GoTime, on the Internet, and creates “records” for each presentation to be created.
5. The workforce member notifies his or her contact/lead to view the customized project online.

Administrator Tasks

As the administrator, open the SellFolio 4.0 Complete GoTime Edition software to build a project. To build placeholder objects, do the following:

- To create placeholder text: in Live Layout mode, add a Text Object, and edit it. Provide text of **data_something**, such as data_contactName or data_industryTagline. Do not use spaces. Size, format, and position the Text Object to appear as it needs to.
- To create placeholder images: in Live Layout mode, add an Image or SWF Object. The image file that you import must be named **data_something.jpg** or **data_something.swf**. Size, format, and position the Image or SWF Object to appear as it needs to.
- To create placeholder files: in Live Layout mode, add a Button Object or a Hotspot Object, or create a File-Launch Module (in Step 4). The file that you import must be named **data_something.pdf**. Size, format, and position the Object to appear as it needs to.
- To create placeholder weblinks: in Live Layout mode, add a Button Object or a Hotspot Object, or create a Weblink Module (in Step 4). Edit the Object, and choose an Action of “Launch Weblink” or “Launch Weblink In New Window.” The weblink that you specify must be **data_something**, such as data_webAddressIndianapolisFactory. Do not use spaces. Size, format, and position the Object to appear as it needs to.
- To create placeholder email links: in Live Layout mode, add a Button Object or a Hotspot Object. Edit the Object, and choose an Action of “Send Email.” The email address that you specify must be **data_something**, such as data_emailAddressSalesOffice5. Do not use spaces. Size, format, and position the Object to appear as it needs to.

Essentially, Objects that are associated with text or a filename of **data_something** will be placeholder objects, to be controlled by GoTime. All other Objects can be created in SellFolio 4.0 Complete normally.

When the project is complete, upload the project using Step 9 in SellFolio Builder. Notify the workforce that the project is available in GoTime, to be populated with content.

Workforce Tasks

As a member of the workforce, log into your GoTime account on the Internet. Choose the appropriate project on the server. Unlimited "records" may be made for every contact/lead.

For each contact/lead, enter text, images, files, weblinks, and email addresses into the available fields. Clicking the Save button allows the data to be saved on the server, and the View Project Online button can be used to view the results.

For example, let's say the administrator generated a Text Object containing the text **data_subtitleTagline** in the "base" SellFolio project. And, let's say you have a contact/lead at XYZ Corporation that you need to generate a custom presentation to. In GoTime, you will see "subtitleTagline" as an available field to be edited for this SellFolio project. Enter text content of "Marketing Presentation To XYZ Corporation." When the project is viewed online, the text that was entered in GoTime will now be a part of that project. If a new contact/lead is made at ABC Company, you can create another "record" in GoTime for ABC Company. In the "subtitleTagline" field, you can enter, "Sales Consulting Concepts For ABC Company."

NOTE: To provide images, the image dimensions of images that are imported in GoTime must be the same dimensions as the original "placeholder" image that the administrator placed in the "base" project. In other words, if the administrator provided a placeholder image called data_logoMainMenu.jpg, and its dimensions are 180x100 pixels, then all images that are imported in GoTime must be 180x100 pixels. It is recommended to use a photo-editing product, such as Microsoft Paint (available in Windows) to size (also called "resample") images to the appropriate dimensions prior to importing them in GoTime.

When a given record is complete (meaning that it is populated with content), you may notify your contact/lead of the web address, indicating that you have a custom presentation available for their viewing.