

Tips for Navigating our Updated Website

simplified navigation **more robust search** multiple ways to get information **content on the home page** login up front

Our new Website has been active for more than a month. Based on your questions and feedback, we've developed the following guide. The following guidelines will help you get the most out of our new site. Feel free to print it out, paste it up near your computer, and rely on it as we transition to the new site.

The Website is Best Viewed with Internet Explorer 7

To find out what version of Explorer you use, click the leftmost button on your browser toolbar, the button titled "Explorer," then go to "About Explorer." If you are not using the latest version of Explorer, download it.

Log in Right Away

Logging in gets you quick access to everything you are entitled to see. If you can't immediately find your username and password, request one, or go to Get Involved > Request a Site Login.

Browse the Welcome Page

The following areas might be of most interest:

- **Quick Links:** takes you to our most important pages
- **Top 5 Recommended Reports:** provides the most popular reports
- **Latest Reports:** takes you to the most recently published reports
- **Events:** the next 5 upcoming events. Click on view all to see all events.
- **Webcasts:** Upcoming & Past: five upcoming and past webcasts. Click on view all to see all webcasts.
- **Open RFPs**
- **Volunteer Openings**
- **My Contact Details:** This section is customized for you
- **Staff Contact Details:** will display either your senior account manager, or Patricia Schrader
- **Functions:** links to functions that including Update Communication Preferences, Change Password, and How to Get Reports

Once you have entered our Website, you may want to navigate around.

Our content is grouped under five main sections. They are:

- The Foundation:** This includes content relates to us as an organization, such as our mission and the staff directory
- Get Involved:** This includes actions you can take to be involved with our work, such as volunteering



- Projects and Reports:** Here we have content specifically related to individual projects and reports
- Research:** This content is related to all of our research, such as topics and special reports, RFPs, and administrative details such as program guidelines, sample contracts, and forms for researchers



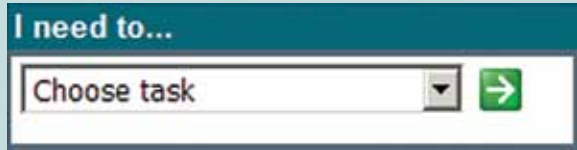
- Resources:** This content supplements our research. It includes webcasts, web tools, and case studies



Find Information

You can do any of the following:

- Go to the menu item related to the content you are seeking and use the “I Need To” boxes found on the left side of the page.



- Use the Search menu item and search by a variety of parameters



- Look at the sitemap, which you can get to through a link at the bottom of any page.



Frequently Asked Questions

1. How can I get a username/password?

Because full access to our Website is a benefit of being a Foundation subscriber, we need to verify your organization's status and, in some cases, get permission from your organization's administrator to add you. If you do not already have a Website login, request one. You can also find this location on the home page: **Get Involved > Request a Site Login.**

1. How do I best search for reports or projects?

You can search by text, project number, order number, the year a project was funded, the research program under which the project was funded, and by research topic. You can also filter your results to return only project results or report results. If a full text search returns too many results, try a compound word. If a full text search returns too few results, try a single word.

Note that unfiltered full text searches may return site documents not directly related to a project as well as project or report results. Site results are returned in the left result pane (a)



and project or report results are returned in the right pane (b).



You may also want to know the following: start a new search (c), sort by a publication date, project number, or order number (d). Or page through results (e), and view project or report details (f).



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