

Salon Onboarding

January 2017

This document contains key areas of salon use in your organization

Table of Content

- Creating or Joining a Salon
- Adding or inviting users
- Adding Documents and Videos
- Annotating important areas, asking questions and posting discussion topics
- Responding and filtering annotations
- Using Analytics
- Archiving institutional/individual knowledge

Creating a Salon

Create Salon [Close]

Salon is a group of users, documents and videos elegantly combined to create deep conversations among its participants. Salons generate analytics to help understand users and media like no other platform. Create private or public salons to meet your needs

Salon Name
Name

Salon Description
Description

Salon Access
Public (default) Anybody can join this Salon.

Salon Disciplines
Search for subject...

Salon Image
Add Image

Create Salon

Callout 1: A name that represents the goals of the salon. Can be edited later

Callout 2: A description (optional) of salon

Callout 3: Public salons can be subscribed by anyone. Private salon members must be approved by the owner

Callout 4: Areas where this salon represents. Eg. Economic, marketing

Callout 5: An image that represents a salon

Salon Home

The screenshot shows the 'Salon Home' interface for 'The Best of Steeler Football'. At the top right, it indicates 'You are an owner of this Salon' with a gear icon. The main content area is divided into three tabs: 'Recent Activities', 'Recent Media', and 'General Announcements'. The 'Recent Activities' tab is active, showing a list of actions by 'Andy Guna', including a comment and two video uploads. The 'Recent Media' tab shows a video titled 'Immaculate Reception original broadcast'. The 'General Announcements' tab shows a video titled 'Antonio Brown game-winning touchdown to win the AFC North vs Ravens 2016'. On the left, there are sections for 'Post Media' (with an 'Add Media' button) and 'Members' (with a 'Manage / Invite' button). On the right, there is a 'Salon Description' section, a 'Salon Dashboard' with '2 - Total Media Count' and '0 - All Member Count', and 'Analytic Graphs'. A 'Download Salon Data' button is also present. A 'VIEW ALL' button is located at the bottom right of the main content area.

All Media (documents and videos) in the salon

Make a general announcement to salon

Edit salon settings (owner only)

All members of the salon

Latest postings from salon owner and network members

See the salon activity graphs

Adding and inviting users

Post Media ² [Add Media](#)

Antonio Brown game-winning touchd...
about 2 hours ago

Immaculate Reception original broad...
about 2 hours ago

[VIEW ALL](#)

Members ¹ [Manage / Invite](#)

Andy

[VIEW ALL](#)



Salon Home > Manage Members →

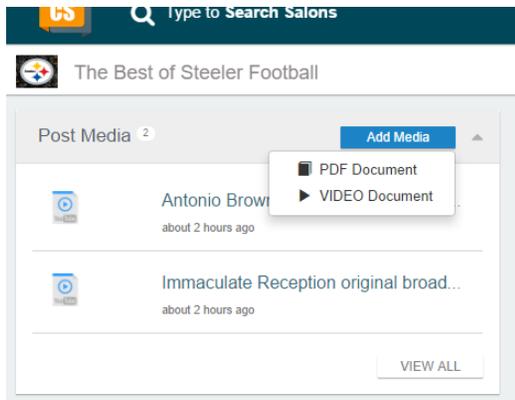
[All Members](#) ¹ [Member Requests](#) [Moderators](#) ¹

[Q](#)

	Member Name	Email	
1.	Andy	andyguna@gmail.com	M

[+ Invite Members](#) [+ Add Moderator](#) [Remove](#)

Adding Documents



The modal window is titled 'Add your PDF files in here.' and contains a large grey area with a downward arrow icon and the text 'Drag & Drop / Choose PDF'. To the right, there is a 'Title:' field with the placeholder text 'Media Title' and a 'Description (OPTIONAL):' text area. A blue 'Submit' button is at the bottom right. Callouts point to the title field with the text 'Enter title' and to the description field with the text 'Enter description (optional)'.

PDF Manager



The screenshot shows a 'Tag Your Document' form with three tabs: 'ASSIGN', 'ABOUT', and 'TAGS'. The 'TAGS' tab is active. The form contains the text 'If you have themes that you would lik to discuss for this document, create #tags for them.' and a text input field with the placeholder 'Enter Your Tags...'. At the bottom right, there are 'PREVIOUS' and 'Finished' buttons.

Enter tags(optional) that can be used by annotators

Editing/deleting documents

STEP 1
Go to
Repository



My PDF Documents



title

The Best of Steeler Football

Created: 4 minutes ago

0 | 0 | 0



Pictures from get together - December 2016

University of Colombo - Undergraduate Days

Created: 8 days ago

0 | 0 | 0



Souvenir from 2016 Batch Get Together

University of Colombo - Undergraduate Days

Created: 9 days ago

1 | 2 | 0

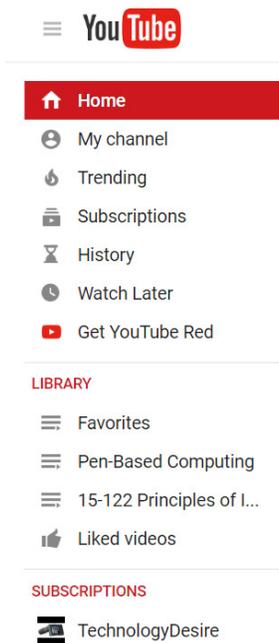
Settings
 Remove

STEP 2
Settings to change
name, add/edit
tags, change
description

STEP 3
Remove document
from the
repository
(permanent)

Adding Videos

Right click on any YouTube video and find a link



Navigation sidebar for YouTube:

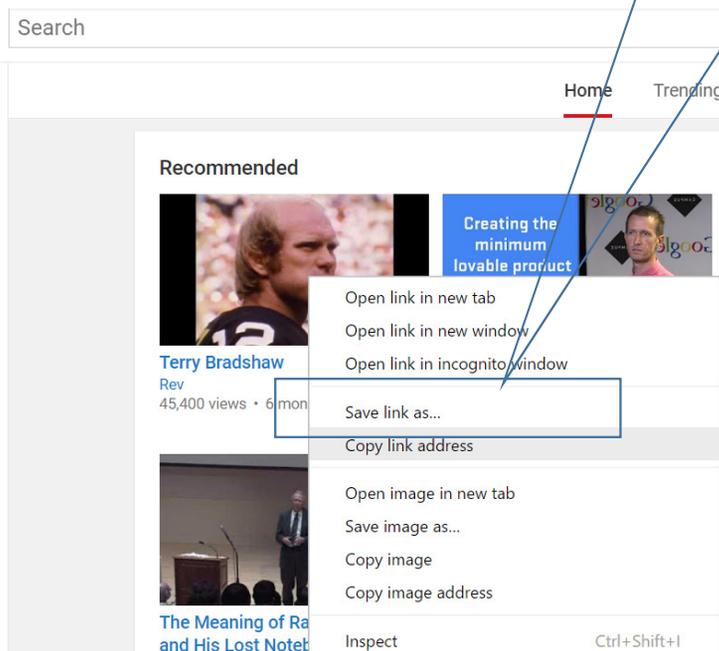
- Home
- My channel
- Trending
- Subscriptions
- History
- Watch Later
- Get YouTube Red

LIBRARY

- Favorites
- Pen-Based Computing
- 15-122 Principles of I...
- Liked videos

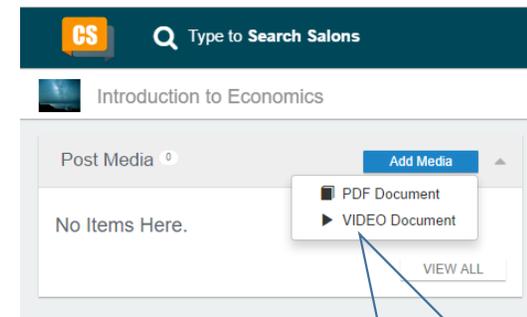
SUBSCRIPTIONS

- TechnologyDesire



YouTube video player showing a recommended video by Terry Bradshaw. A context menu is open over the video, with the 'Save link as...' option highlighted. The menu options are:

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Open image in new tab
- Save image as...
- Copy image
- Copy image address
- Inspect



Salon interface showing a video link being added to a post. The interface includes a search bar, a video player, and a 'Post Media' section. The 'Add Media' button is highlighted, and a dropdown menu shows 'VIDEO Document' selected.

Add to salon as a video link