



## Offline Portal Activation – IBM 4.1 demo

The IBM demo link you have been given will bring you to the registration page. At the bottom of the registration page, you will need to enter a **Confirmation Number** that will be provided to you. If a field is improperly filled out, you are prompted with an error message.

If you have any problems or questions with the demo or with registration, please contact:

Shelby Torrence at 408-933-1758 or email: [storrence@backweb.com](mailto:storrence@backweb.com).

The registration link has brought you to the **Online** Portal View. Since this is your first time to the portal, the BackWeb plug-in senses that you have not activated the **Offline** capability. You are made aware of this within the My ProactivePortal Portlet.

To activate your ProactivePortal for Offline view, click on the link:

**“Click to activate ProactivePortal”**

A description page will be displayed. Read through it, and **Click “Continue”**. As you continue through the process, a download authentication message will appear. **Click “yes”** to accept the download.

Once the installation is complete, the ProactivePortal icon will appear in two places. One in the system tray, the other as an icon on your desktop.

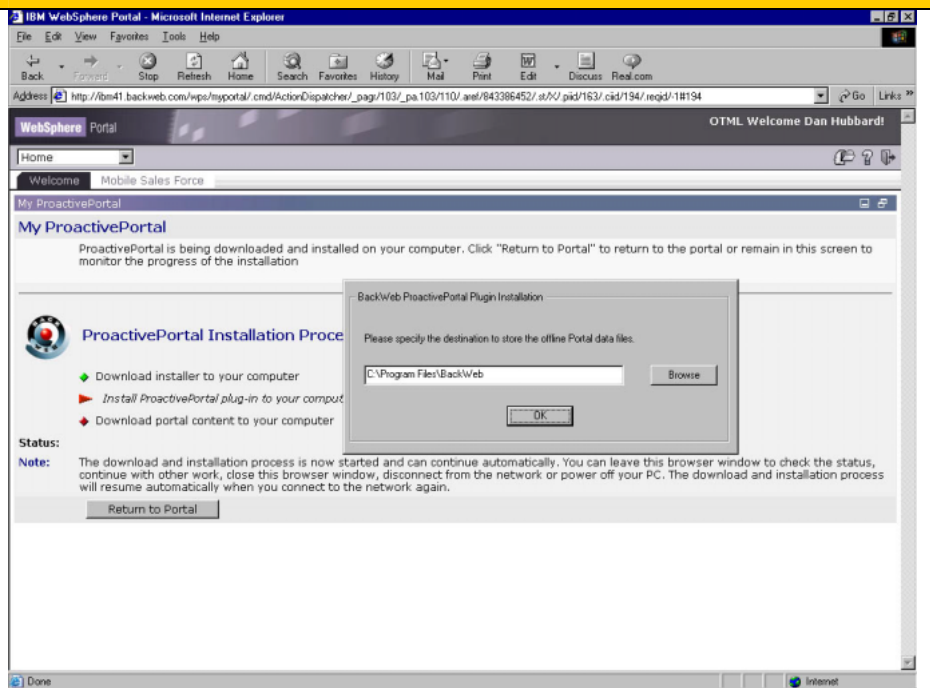
*You are able to double-click either icon to access your offline portal when disconnected from the network.*



We are now beginning the download process.

15-30 seconds into the process, this window will pop up to specify file destination.

**Click ok.**

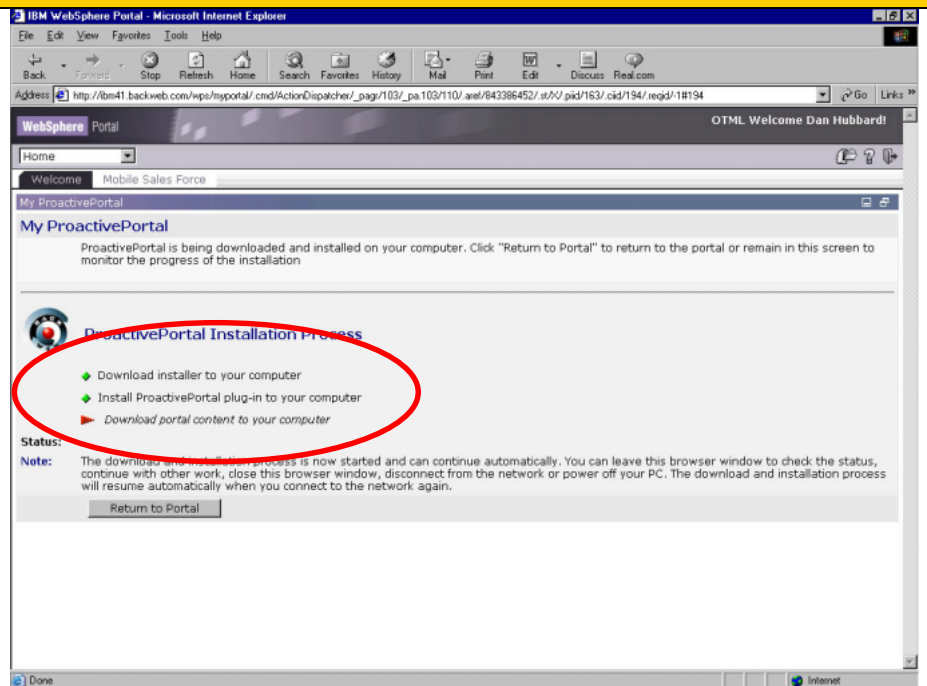


The ProactivePortal will now go through the installation process for your offline view. The 3 red arrows will turn to green as each step is completed.

You may decide to **“Return to Portal”** during the installation. Once the installation is complete, you will see a Status in the My ProactivePortal portlet that states, **“ProactivePortal is running...”**

At this point, you can choose to go to your Offline view.

Please note: the installation will take several minutes – it is downloading the offline portal content for the first time, and is dependant on the speed of your network connection.

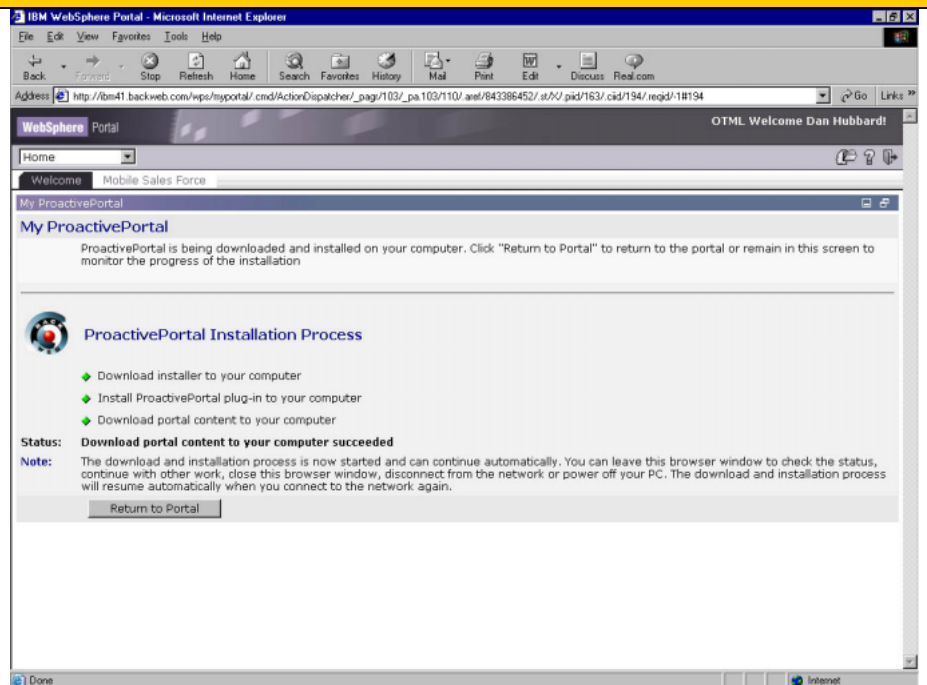


If you did not go back to the online view during the download process, you will eventually notice that all the buttons are green, and the download is now completed.

You may start to maneuver within your online or offline portal.

To go back to the online view, **Click “Return to Portal”**.

To access your offline portal, **double click the icon in the system tray, or the icon on your desktop.**



You will be able to tell whether you are in the online or offline view within the ProactivePortal Portlet.

The portal administrator sets the parameters for the portal content to automatically update to your offline portal. On those occasions that you need to ensure your offline portal is updated, click “Synchronize Now”.

