

myRVM Introduction Tutorial

Introduction

myRVM is a Rogue Valley Manor web site for RVM residents. It is a primary means for publicizing information of interest to residents. As such, it is to the benefit of every resident to know how to use it.

This tutorial is a brief introduction to myRVM. It is intended to help you get started in using the site, and help you understand what you can find there. Once you reach that level, it is to your benefit to spend some time browsing through the pages and topics to become more familiar with what is available and how to find what you might want to read.

myRVM will always be in a state of evolution. Residents are encouraged to suggest ways to make it more useful. And the site even supports additions by residents for things like resident activities and calendars. The level of expertise needed to make those additions is not covered here, but it is not very difficult to learn. For help with topics beyond this tutorial, contact the **myRVM Administrator**. This person works in Resident Services — look in the Directory for phone numbers of the staff there.

Signing up

Much of the information in myRVM is private for residents only. Therefore, your first step as a new user is to establish a User ID and Password. When you first join Rogue Valley Manor, the myRVM Administrator will set you up with a default User ID and Password. The nominal User ID is the first letter of your first name and your last name: e.g. jdoe for Jane Doe. If that combination is already taken, you will be given another. You will be informed what your temporary login is.

See Figure A below. Log into myRVM with your internet browser by entering the address **myrvvm.org** as shown in the red ellipse. You will be taken to the page shown in the figure. Enter your User ID and temporary Password in the fields shown in the red rectangle. You will be logged in, and asked to change your Password to a permanent value that you create. You will then be taken to a page like that shown in Figure B. Note that the many new tabs shown in the red rectangle are now available to you as a registered resident.

Getting acquainted

The internet is a vast, distributed repository of information — text, graphics, video, audio, etc. myRVM is our little piece of all that. To talk about it, it will help to have common terminology. The first 3 columns in the table at the top of Figure C can help develop that.

Think of the internet as a huge collection of file cabinets. In that context, our web site, myRVM, is like a single file drawer. Within myRVM are a number of web pages. A nice analogy for a web page is a hanging file in the drawer. The web page is in turn divided into topics. You can think of these as file folders in the hanging file. Within the folder are papers and pictures. Just as hanging files and file folders have tabs to name their contents, myRVM has tabs for the same purpose. Figure B points out the tabs. Site Tabs are at the highest level to show how the whole myRVM site is organized. Clicking a Site Tab takes you to a page devoted to one topic. On that page are Page Tabs to further subdivide the contents. All of this is shown in Figure C in the first 3 columns of the Terminology table.

If you wanted to find something in a file drawer, you would start by opening the drawer and looking at all the hanging file and folder tabs. In myRVM there is a Site Map to let you take a similar high level look. The Site Map shows all the Site Tabs and their Page Tabs at one glance. This makes a nice place to start when you don't know exactly where in myRVM a topic is located. (At the bottom of each page in myRVM is a link to the Site Map. You can either use it online or print it.)

Navigating within myRVM

The red lines in Figure C show an example of navigating in myRVM. For the example, assume you are interested in learning what our dress code is for meals at RVM. Looking over the Site Map, a likely page for this topic is **Dining**. Within Dining, maybe **Comments & Suggestions** would be a good place to look. That's all the detail the Site Map provides, so now it's time to go to the web site and see what is there.

Refer again to Figure B. In the top row of tabs — the Site Tabs (Home; Dining; Libraries; etc) — you will click on **Dining**. This will take you to the **Dining** page shown in Figure D. There you see the Page Tab labeled **Comments & Suggestions**. Click that tab to go to the **Comments & Suggestions** page shown in Figure E. Voila, there is a paper on Dress Code — *From the Resident Handbook.pdf*. Click on it to get the dress code story.

You may have noticed that the active Site Tab is blue, and the active Page Tab is brown. This is useful in that it allows you to look at a page and know where you are in myRVM.

Searching

myRVM has a search capability that is continually being improved. You will see a magnifying glass icon in the upper right corner of each page. You can type a search term in the box to the left of that icon, and then click on the icon. For example, type in “dress code” (without the quote marks) and click the icon. You will be taken right to the Dress Code information mentioned above. Not all information is accessible this way, but more is being added over time.

Summary

This should get you started on using myRVM. Take some time to look around in it to see just how useful it can be. And return often, as it is being constantly updated. For more help, contact the myRVM Administrator.

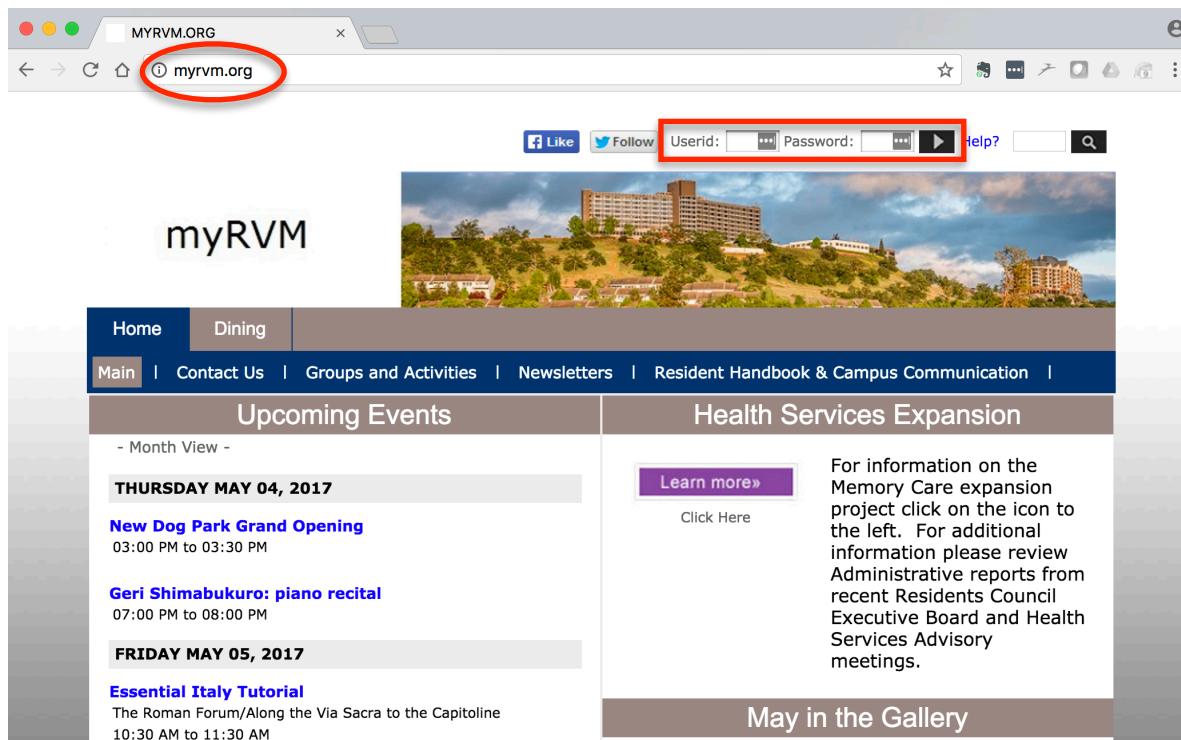


FIGURE A

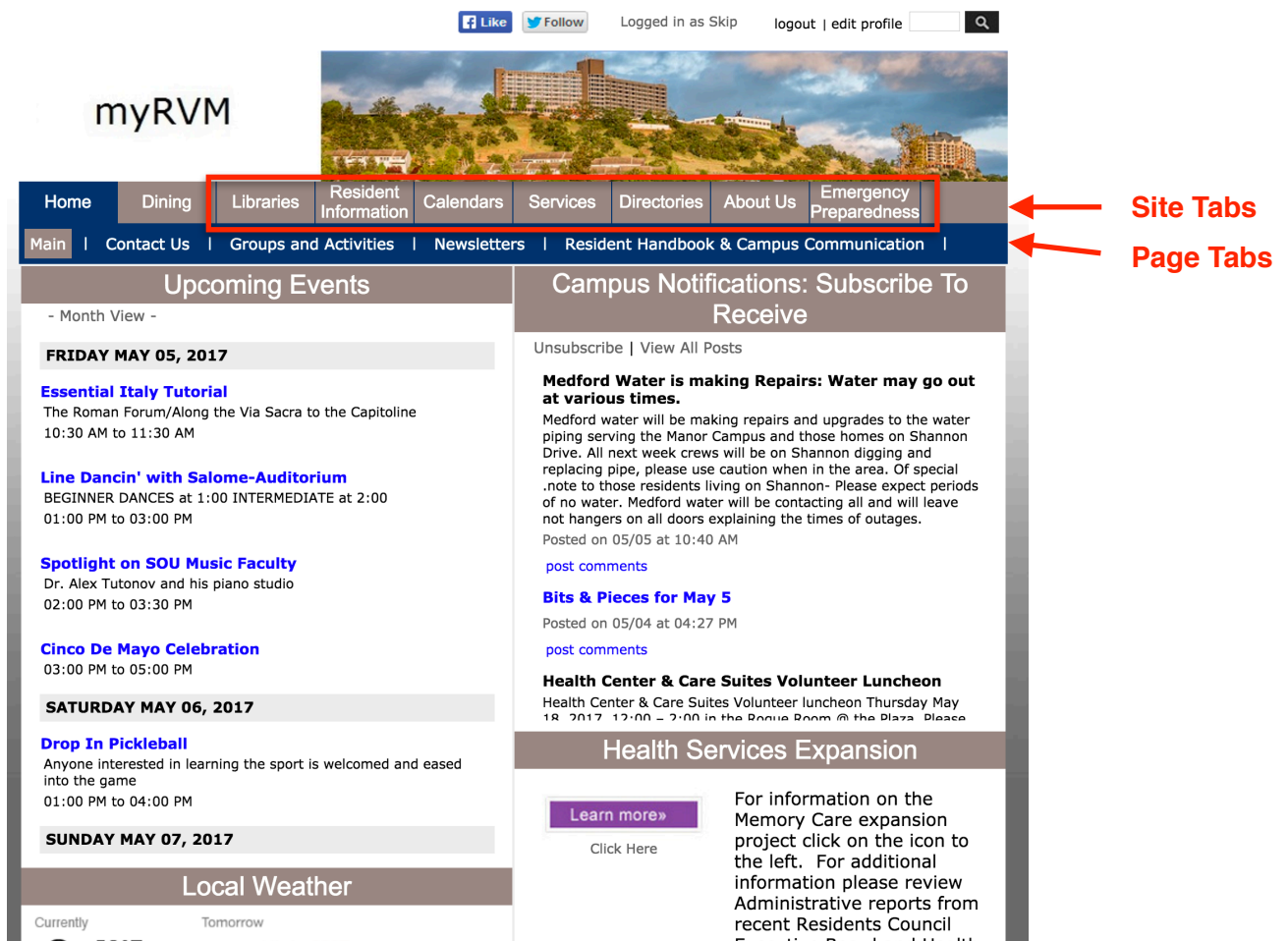


FIGURE B

Terminology

General	Analogy	Tutorial Term	Example
Internet	File cabinets	www	All web sites
Web site	File drawer	myRVM	myRVM.org
Web pages	Hanging file w/tabs	Site tabs	Dining
Topics	File folder w/tabs	Page tabs	Comments & Suggestions
Information	Papers & pictures	Files, text, images	Dress Code

myRVM.org Site Map

Home

Main
Contact Us
Groups and Activities
Newsletters
Resident Handbook & Campus Communication
Dining
Dining
Tray Service
Comments & Suggestions
Digital Signage

Libraries

Books & Audiobooks
DVD's & VHS
Resident Information
Resident Council Executive Board and Committees
Resident Council Governing Documents and Meeting Minutes
Groups and Activities
Group and Activity Calendar

Calendars

Calendar of Events
Fitness Calendar
Aquatic
Services
Facility Services
Wellness
Transportation
Travel
Health Services
Community Support Services

Directories

Resident Directory
Directory Changes
In Memoriam
Leadership & Staff Directory
Admin Menu

About Us

Our Community
Health Services Expansion
Newsletters
Resident Handbook & Campus Communication
Local Entertainment & Education
RVM Foundation

Emergency Preparedness

A WEB PAGE

Home **Dining** Libraries Resident Information Calendars

Dining | Tray Service | **Comments & Suggestions** |

Dining Comments and Suggestions

questions? comments? suggestions? click here!

Comments & Suggestions [NEW](#) | [VIEW](#)
Your feedback is valued and appreciated. Thank you!

Dress Code

[From the Resident Handbook.pdf](#)

FIGURE C

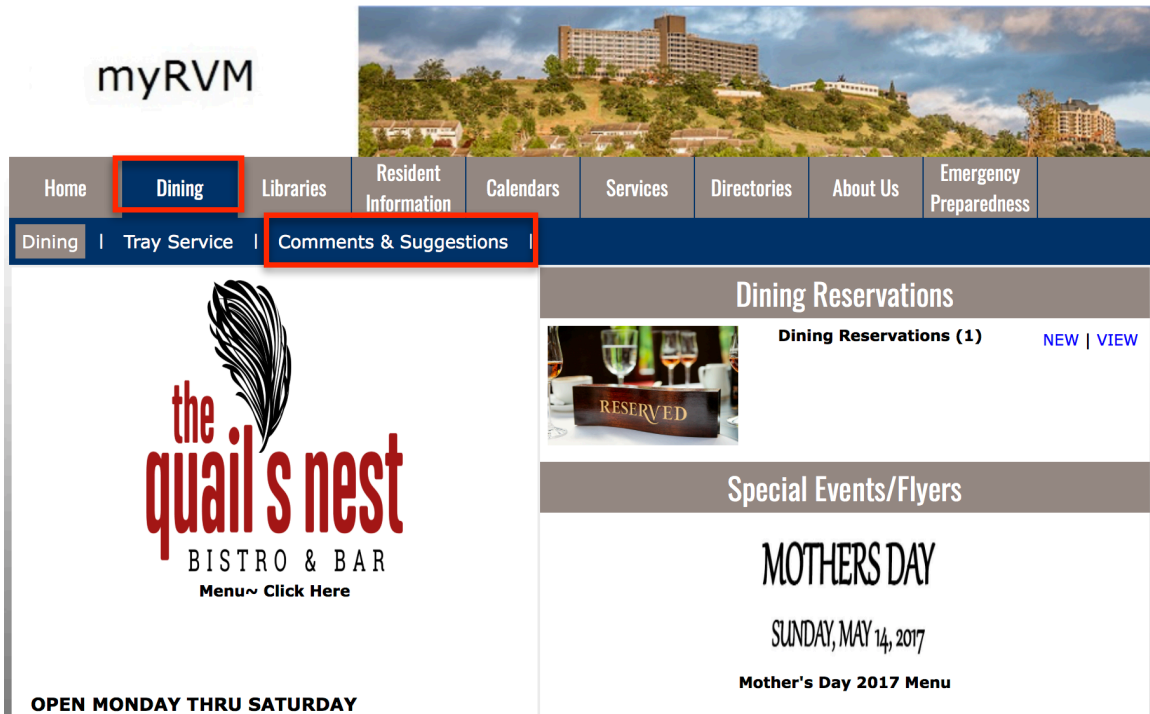


FIGURE D

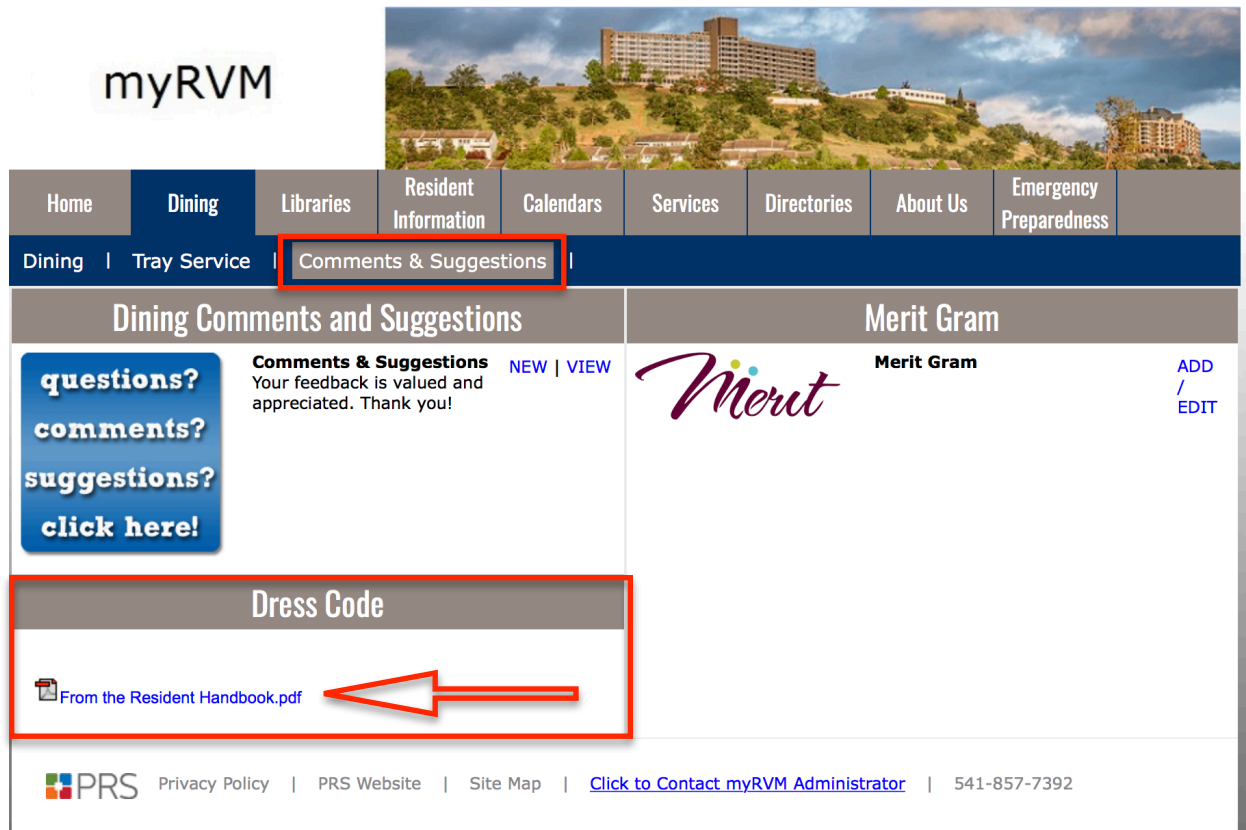


FIGURE E