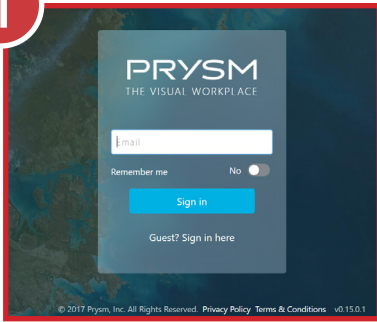


Accessing Projects, Workspaces, and Files

1 Log In



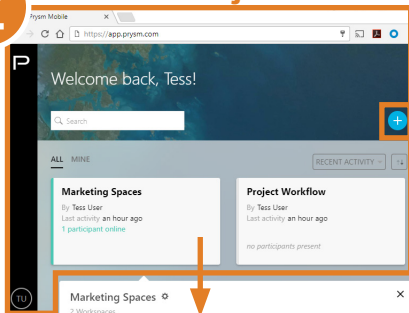
1

Navigate to **app.prysm.com** using one of the following browsers:

- Google Chrome
- Safari

Login using your network credentials or your Prysm Application Suite username and password.

2 Create a Project



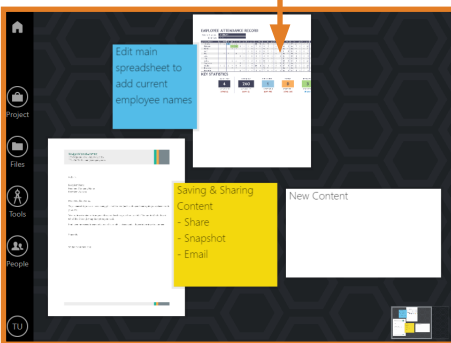
2

In the **Project** area, tap **+** or select the project you need, then in the **Workspace** area, tap **+** or select the desired workspace.

A **Project** contains assets including documents, videos, pictures, and notes.

A **Workspace** is the display and collaboration space for a project. In workspaces, assets and files are arranged for collaboration. Each project contains one or more workspaces.

Add a Workspace



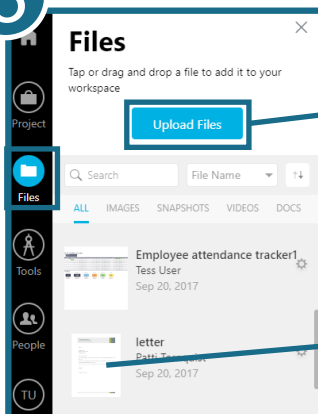
Work with Assets and Files

3

From the **Navigation Menu**, expand **Files** and select **Upload Files** to add files to the project for use in any workspace.

Tap or drag files to the workspace for display and collaboration.

3 Add Files



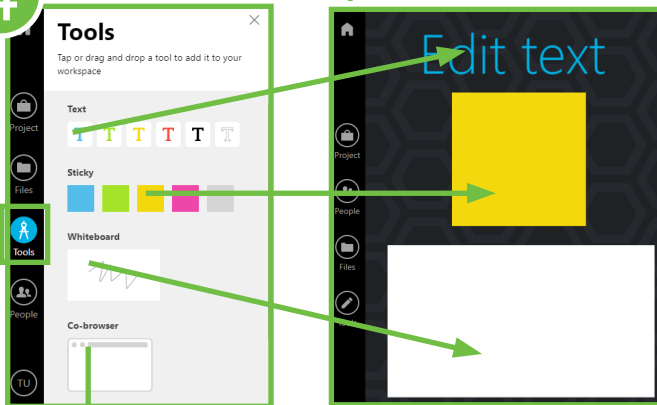
Upload Files to the project

Drag files to workspace



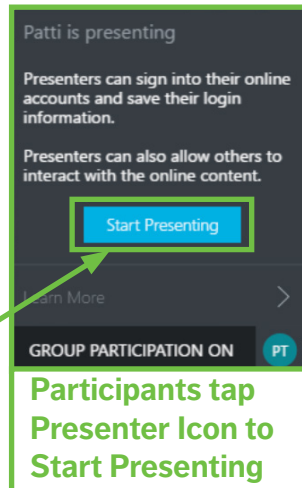
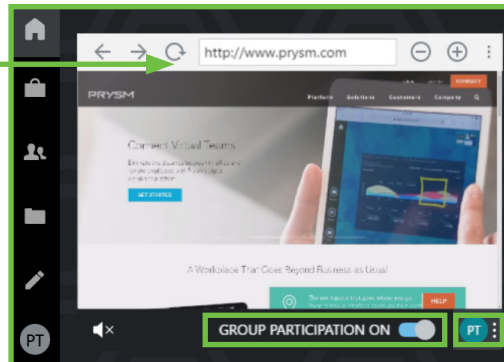
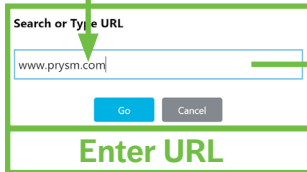
Using Workspaces

4 Use Tools in Workspaces

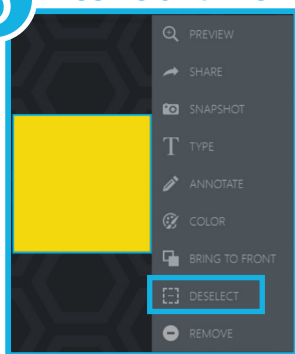


4 From the **Navigation Menu**, expand **Tools** and tap or drag **Text**, **Sticky Notes**, or **Whiteboards** to the workspace for notes, drawing, or markups.

Tap **Co-browser** and enter a URL. Toggle **Group Participation ON** so all participants can interact with the website. By tapping the **Presenter Icon**, participants can start presenting.



5 Resize and Move Content



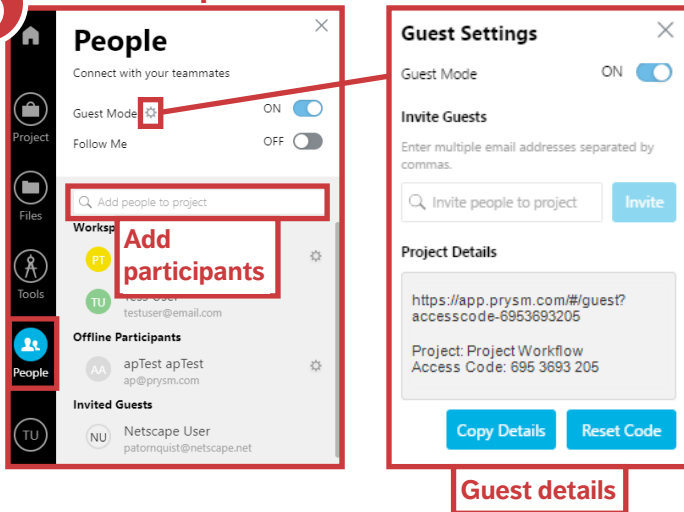
5 Before resizing or moving, deselect assets. To deselect, tap outside the asset or select **Deselect** from the side-menu.

- To **resize** an asset,
- Scroll using the mouse wheel
 - Use two fingers on the mouse pad

- To **move** an asset,
- Tap and drag asset
 - Left-click and hold mouse, drag, and release

Add Participants to Projects

6 Add Participants



6 From the **Navigation Menu**, expand **People**.

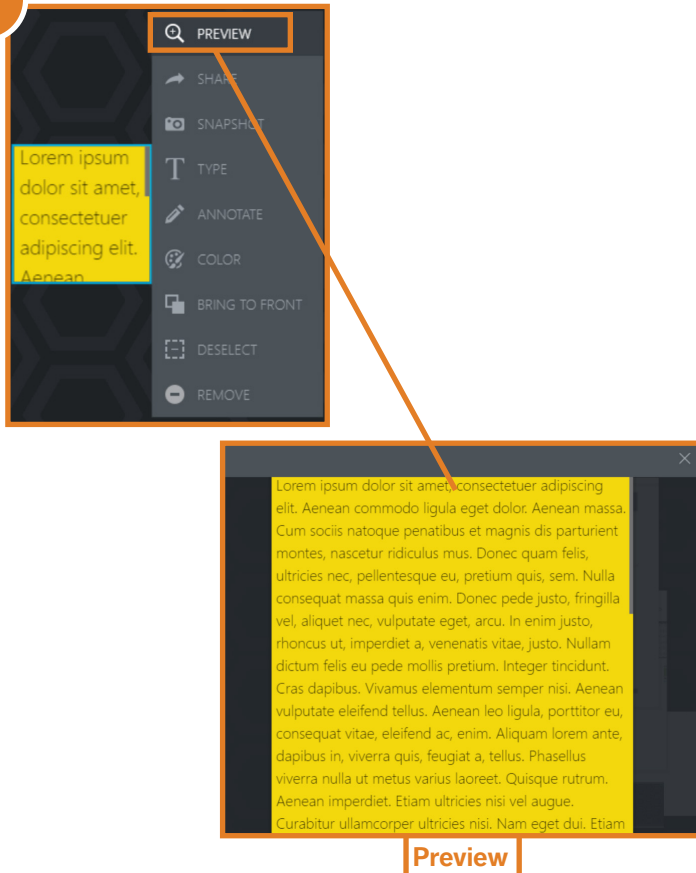
Turn **Guest Mode ON** to allow users without a Prysm login to participate in a hosted session.

Turn **Follow Me ON** to lead the project and bring all participants into the same workspace so everyone sees the same content.

In the **Add people** field, add participants by name or email. People with logins are invited as participants, and people without logins are invited as guests.

Working with Assets

7 Use Side Menu options



7 **Select** any asset to display side-menu options. Side-menu options vary by asset type.

In Prysm Mobile, **Preview** and **Bring to Front** are very useful.







Preview - Enlarges the asset to full-screen on your device. Preview only affects the view of the asset on your device and allows private pan and zoom abilities.

Bring to Front - Keeps asset positioned in the front so it can't be hidden behind other assets. Bring to Front affects the asset appearance for all project participants.

Tool & Menus










Navigation Menu

Displayed on the left-side of the screen after a project is selected

-  **Home** - Open the project list
-  **Project** - Add, edit, and reorder work-spaces
-  **Files** - Add files to your project or the active workspace
-  **Tools** - Add text, notes, whiteboard, or Co-browser to a workspace, or take a workspace snapshot
-  **People** - Enable Guest Mode and Follow Me and invite people to collaborate in the project
-  **User icon** - Options to return to the Home page, change password, and sign out

Side-Menu Tools

Displayed when you select any asset
The side-menu tools vary by asset type.

-  **Preview** - Zoom asset to fill screen
-  **Share** - Email screenshot of asset
-  **Snapshot** - Save screenshot of asset to files
-  **Type** - Add text by typing on notes or whiteboards
-  **Annotate** - Add notes or markups to the asset
-  **Color** - Change background color of sticky notes
-  **Bring to Front** - Keep asset in front so it doesn't get hidden
-  **Deselect** - Deselect asset to move and resize
-  **Remove** - Remove asset from workspace

Troubleshooting

Issue	Possible Cause	Resolution
I added an asset to my workspace but now it's gone.	You may have removed the asset by mistake.	<p>If the asset was a file, it is saved in the project. Expand the Project menu and drag the file to the workspace again.</p> <p>If the asset was a note or whiteboard and you didn't take a snapshot of it, you may have to recreate it.</p> <p>You can enable a warning to prevent unexpected removal of assets. From the Navigation Menu, select the User icon, then enable Remove Asset Prompt.</p>
I can't add guests to a project.	Guest Mode is not enabled.	<p>Before inviting guests, enable Guest Mode through Prysm Mobile.</p> <p>Work with your system administrator to edit guest access to projects in your account if Guest Mode is not visible in Prysm Mobile.</p>
Tools or content are missing.	An older version of Prysm Mobile is cached.	Clear your browser cache to display the current Prysm Mobile version.