



Participant and Resource Person Management System (Salesforce Portal)

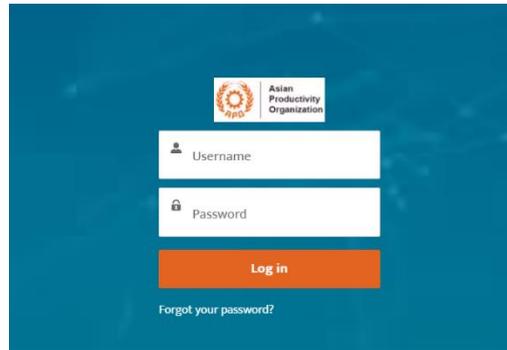
**Using Collaboration Group Space
by Project Participants, Resource
Persons, and NPOs/Implementing
Organizations**

Asian Productivity Organization

1 Logging into the Salesforce Portal

After a participant is selected for an APO project and the LAc is issued, a user account is created on the Salesforce portal. Participants can login to the following Salesforce portal using the email address and password:

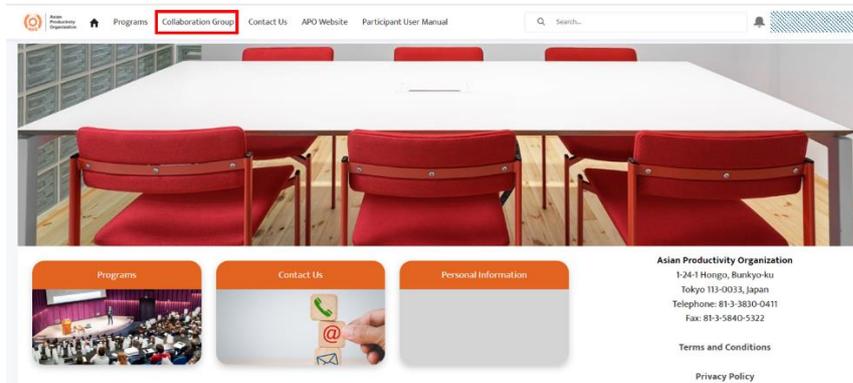
Portal URL: <https://apo.my.site.com>



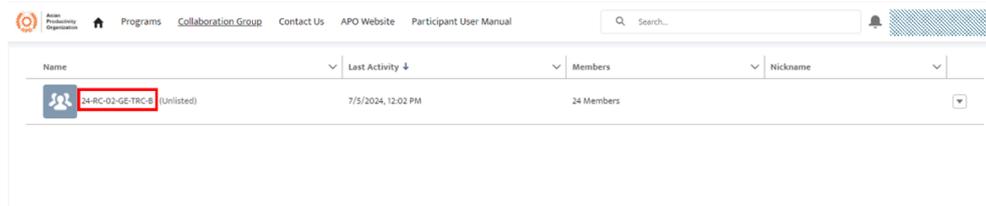
2 Accessing the Collaboration Group Space by Project Participants, Resource Persons, and NPOs/Implementing Organizations

Participants, resource persons, and implementing organizations can use the Collaboration Group space for posting messages and downloading project-related documents.

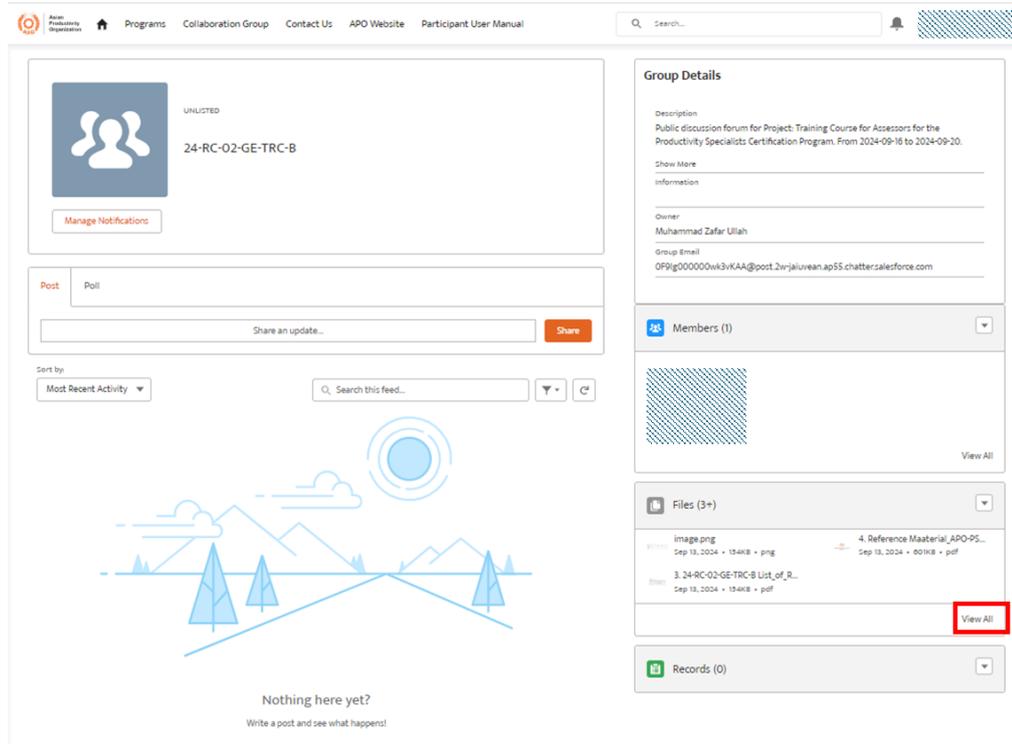
- i. After logging into the Salesforce portal, select the “Collaboration Group” link.



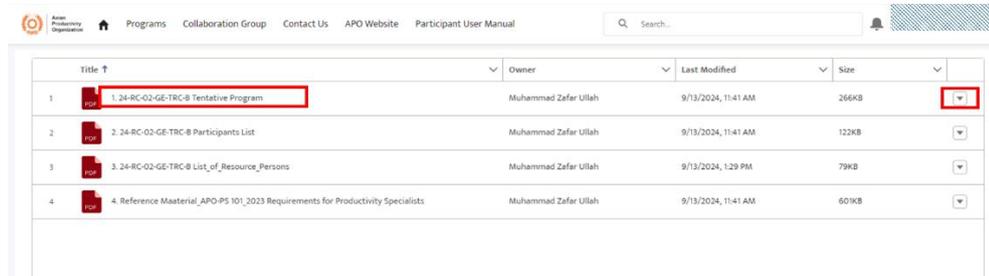
- ii. Select the project code for the Collaboration Group space to be accessed.



- iii. All APO uploaded files can be viewed in a list by following the “View All” link.



- iv. The files can be viewed by selecting the file link or downloading from the drop-down menu.



3 Posting Messages in the Collaboration Group

All Collaboration Group participants, resource persons, and NPOs/implementing organizations can post messages and share file attachments with group members for quick information sharing.

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Group Details

Description

Public discussion forum for Project: Training Course for Assessors for the Productivity Specialists Certification Program. From 2024-09-16 to 2024-09-20.

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Information

Owner

Muhammad Zafar Ullah

Group Email

091g00000w3vKAA@post.2vrjkuvean.ap55.chatter.salesforce.com

Members (1)



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Files (3+)

- [3_24-RC-02-GE-TRC-B List_of_R...
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