

Sage Summit VirtualTotebag®: Step-by-Step Guide for Sage Customers

Simple by Design

- **Easy Access**
 - Sage Summit **email and password** are all you need.
 - If you **registered after August 5**, refer to **slides 13 and 14**.
- **Browse and Download**
 - **Browse and download** materials important to you.
 - Content is sorted by tabs for **fast navigation**.
- **Why Is the Partner Session Tab Empty?**
 - Partner session materials are **secured** for Sage partner access.

Content Available

Content Description

Sage Materials

- Sage Summit event information, logistics, tips, and related details.
- White papers, brochures, fact sheets, FAQ, and web links to all products within the Sage portfolio.

Exhibitor Materials

- Exhibitor white papers, brochures, fact sheets, FAQ, and web links to products on display at the Sage Summit trade show.
- Tab features only those exhibitors that elected to post documents.

Customer Sessions

- Customer session presentations and handouts.

Partner Sessions

- Sage Partner session presentations and handouts.
- Secure site for Sage Partners only.

Six Easy Steps

- Step 1. Activate **VirtualTotebag** with Sage Summit credentials.
- Step 2. **Download** items of interest.
- Step 3. Refresh tabs using **Browse All Items**.
- Step 4. Use keywords to narrow the **Search**.
- Step 5. Session not shown? Use VTB Code to repopulate.
- Step 6. **Log off** when done.



If you registered after August 5, please refer to Slides 13 and 14 for login instructions,

<http://my.virtualtotebag.com/login>

Step 1: Log on With Your Credentials



Welcome! Please sign in

Email address:

Password:

[Forgot password?](#)

Remember Me

or [register for your Virtual Totebag!](#)

Use your Sage Summit email and password, then click sign in

Step 2: Download Documents

Danielle Cote (Sage North America) [HOME](#) | [PROFILE](#) | [SIGN OUT](#)

virtual totebag  **Sage Summit ²⁰¹²**
Partner Days: August 12-14 | Customer Days: August 14-17
Nashville, TN | Gaylord Opryland Resort and Convention Center

Manage Items - Sage Summit 2012

Exhibitor Materials | Sage Products | Customer Sessions | **Partner Sessions**

SORT BY: NAME | DATE ADDED

Actions

- Manage Items
- Download Item Codes
- View Usage

Sage Construction & Real Estate (CRE) Sessions

 **C-0770** [DOWNLOAD](#)

Customizing Sage 300 Construction and Real Estate for Your Business

Tags: [Click to add keywords related to this item](#)

Requested: on 07/03/2012 via Search 

Sage Construction and Real Estate

 **Sage Timberline Office Connector - Summary** [DOWNLOAD](#)

A Sales Sheet that describes the capabilities of this new product recently added to Sage Timberline Office.

Tags: [Office Connector](#), [Importing Data](#), [Reporting](#)

Requested: on 07/03/2012 via Search 

- Click PDF icon or the Download button.
- Delete using trash bin icon.

Step 3: Browse All Items

The screenshot shows the 'virtual totebag' website interface. At the top, there's a header with the user name 'Danielle Cote (Sage)' and navigation links for 'HOME', 'PROFILE', and 'SIGN OUT'. Below the header, the 'Browse Results' section is active, with tabs for 'Exhibitor Materials', 'Sage Products', 'Customer Sessions', 'Partner Sessions', and 'All'. The 'All' tab is selected. A search bar contains '(Select all)'. The main content area displays search results under the heading 'DCWarehouse Automation'. Three items are listed: 'DCCredit Card Module', 'DCMobile', and 'DCWarehouse Automation Reporting and Analysis'. The 'DCMobile' item is highlighted with a green box. To the right, an 'Actions' sidebar is visible, containing a search bar, a 'Return to My Totebag' button, and a list of 'Most Popular Items'. A green arrow points from the 'Browse All Items' button in the sidebar to the 'DCMobile' item in the main results.

- Browse All Items for tab refresh.
- Add documents for later download by clicking on the checkbox, PDF icon, or totebag symbol.

This is a close-up of the 'Actions' sidebar from the website. It features a search bar with the text 'Search for items...' and a 'Go' button. Below the search bar, there are three main action buttons: 'Browse All Items' (highlighted with a green box), 'Request An Item', and 'Update My Profile'. The 'Browse All Items' button has a menu icon to its left.

Step 4: Narrow the Search

The screenshot shows the virtualtotebag website interface. At the top, the user is logged in as Danielle Cote (Sage) with links for HOME, PROFILE, and SIGN OUT. The Sage Summit 2012 logo and dates (August 12-14 for Partner Days, August 14-17 for Customer Days) are displayed. A search bar contains the text 'CRM'. Below the search bar, there are tabs for 'Sage Products', 'Exhibitor Materials', 'Partner Sessions', 'Customer Sessions', and 'All'. A search results section titled 'TaskCentre' lists a whitepaper: 'Whitepaper - TaskCentre for CRM Application'. Below this, a section titled 'Sage Customer Relationship Management (CRM) Sessions' lists several items, including 'C-0421', 'C-0433', 'C-0491', and 'C-0533'. A callout box on the right explains that users can use keywords to narrow the search and add documents for later download by clicking the checkbox, PDF icon, or totebag symbol. Another callout box shows the 'Actions' menu for a search result, which includes options like 'Browse All Items', 'Request An Item', 'Update My Profile', and 'Get Help'. A green arrow points from the search bar area towards the callouts.

- Use keywords to narrow the document search.
- Add documents for later download by clicking the checkbox, PDF icon, or totebag symbol.

Actions

- Return to My Virtual Totebag
- Most Popular Items
- ROEI - Return On Employee Investm...
- Sage City FAQ
- 5 Things To Consider When Choosin...
- HR Software Buyers Gu...
- ... - Video

Actions

- CRM
- Browse All Items
- Request An Item
- Update My Profile
- Get Help

Step 5: Session Not Listed? Use VTB Code

Sage Solutions and Session Tracks	Customer VTB Code
Accounting	VTB 9816
Construction and Real Estate	VTB 9818
Customer Relationship Management	VTB 9819
Enterprise Resource Planning	VTB 9820
HR and Payroll Management	VTB 9821
Nonprofit	VTB 9822
Business Skills	VTB 9817

Request With VTB Code

Choose tab of interest.

This example uses the Customer Sessions tab

- Click "Request An Item"
- Enter VTB Code (i.e. VTB 9791)

The screenshot shows the Sage Summit 2012 virtual totebag interface. At the top, the user is logged in as Danielle Cote (Sage North America). The main navigation bar includes 'Exhibitor Materials', 'Sage Products', 'Customer Sessions' (highlighted with a green box), and 'Partner Sessions'. Below the navigation, there are two item listings:

- Sage Construction & Real Estate (CRE) Sessions**: Item C-0770, PDF icon, 'DOWNLOAD' button. Description: 'Customizing Sage 300 Construction and Real Estate for Your Business'. Tags: 'Click to add keywords related to this item'. Requested: on 07/03/2012 via Search.
- Sage Construction and Real Estate**: Item 'Sage Timberline Office Connector - Summary', PDF icon, 'DOWNLOAD' button. Description: 'A Sales Sheet that describes the capabilities of this new product recently added to Sage Timberline Office.' Tags: 'Office Connector, Importing Data, Reporting'. Requested: on 07/03/2012 via Search.

An 'Actions' menu is visible on the right side of the interface, containing 'Manage Items', 'Download Item Codes', and 'View Usage'. A green arrow points from the 'Customer Sessions' tab to the 'Request An Item' button in the 'Actions' menu.

Actions

Search for items...

Enter an item code in the box below:

Download Documents Found

Danielle Cote (Sage North America) [HOME](#) | [PROFILE](#) | [SIGN OUT](#)

virtual totebag  **Sage Summit ²⁰¹²**
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Manage Items - Sage Summit 2012

Exhibitor Materials | Sage Products | Customer Sessions | **Partner Sessions**

SORT BY: NAME | DATE ADDED

Actions

- Manage Items
- Download Item Codes
- View Usage

Sage Construction & Real Estate (CRE) Sessions

 **C-0770** [DOWNLOAD](#)

Customizing Sage 300 Construction and Real Estate for Your Business

Tags: [Click to add keywords related to this item](#)

Requested: on 07/03/2012 via Search 

Sage Construction and Real Estate

 **Sage Timberline Office Connector - Summary** [DOWNLOAD](#)

A Sales Sheet that describes the capabilities of this new product recently added to Sage Timberline Office.

Tags: [Office Connector](#), [Importing Data](#), [Reporting](#)

Requested: on 07/03/2012 via Search 

- All documents uploaded under this category will repopulate
- Click PDF icon or the Download button.
- Delete using trash bin icon.

Step 6: Log Off

John Colban (VTB) [HOME](#) | [PROFILE](#) | [SIGN OUT](#)

virtualtotebag ²⁰¹² Sage Summit
Partner Days: August 12-14 | Customer Days: August 14-17
Nashville, TN | Gaylord Opryland Resort and Convention Center

My Virtual Totebag - Sage Summit 2012

All

SORT BY: [NAME](#) [DATE ADDED](#)

Sage HR and Payroll Management

5 Things To Consider When Choosing An HRMS White Paper [DOWNLOAD](#)

In order to support executives and managers, HR needs to have the right tools in place to improve access to timely, accurate information that helps produce informed business decisions. This whitepaper explores important things to consider.

Tags: [Click to add keywords related to this item](#)

Requested: less than a minute ago via Search

HR Software Buyers Guide Planning Guide [DOWNLOAD](#)

Our experience has taught us that when people begin searching for HR management software, they find the process overwhelming. With this white paper, we want to make the HR software purchase process as painless as possible and help you find the right HR software solution for your needs.

Tags: [Click to add keywords related to this item](#)

Requested: less than a minute ago via Search

ROEI - Return On Employee Investment White Paper [DOWNLOAD](#)

This white paper looks into investments that can help a company maximize the value of its workforce, and how technology can help improve ROEI and build a more profitable and successful business.

Tags: [Click to add keywords related to this item](#)

Actions

Search for items... [Go](#)

[Browse All Items](#)

[Request An Item](#)

[Update My Profile](#)

[Get Help](#)

Most Popular Items

[Sage City FAQ](#)

[5 Things To Consider When Choosin...](#)

[HR Software Buyers Guide Planning...](#)

[ROEI - Return On Employee Investm...](#)

Log off

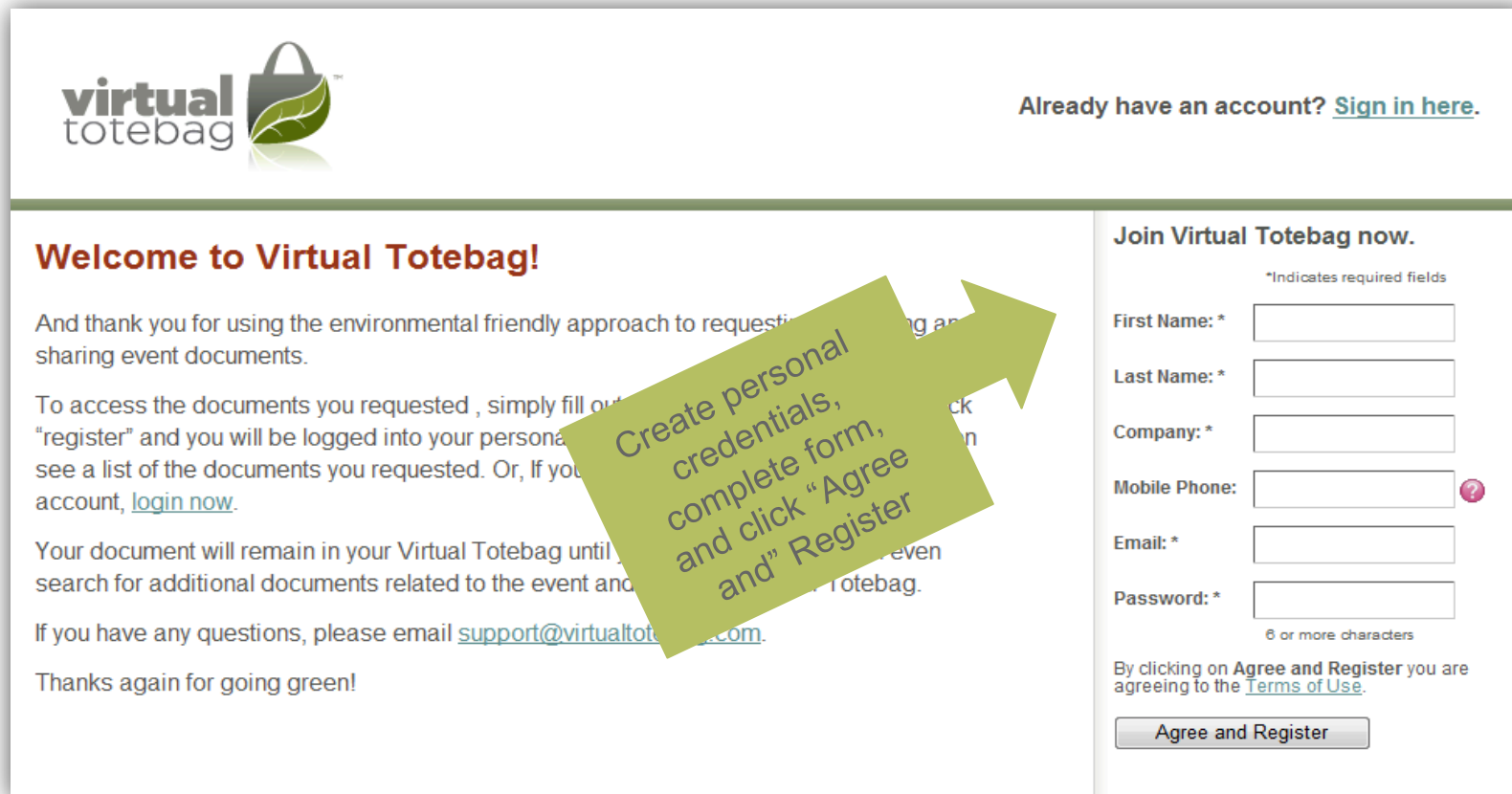
Session materials will be updated August 9 through August 30 so check back often!

If Registered August 5 or Later

- Step 1. Use **URL** below to activate using credentials you define.
- Step 2. Match interests by **Customer VTB Code**.
- Step 3. Request items by **VTB Code** within each tab.
- Step 4. **Download Items** of interest.
- Step 5. Refresh by using **Browse All Items**.
- Step 6. Use **Search** to narrow by keyword.
- Step 7. **Log off** when done.

<http://my.virtualtotebag.com/welcome>

Step 1: Log on Screen For Late Registrants



virtual totebag

Already have an account? [Sign in here.](#)

Welcome to Virtual Totebag!

And thank you for using the environmental friendly approach to requesting and sharing event documents.

To access the documents you requested, simply fill out the registration form, "register" and you will be logged into your personal account. You will then see a list of the documents you requested. Or, if you already have a Virtual Totebag account, [login now](#).

Your document will remain in your Virtual Totebag until you delete it. You can search for additional documents related to the event and add them to your Virtual Totebag.

If you have any questions, please email support@virtualltotebag.com.

Thanks again for going green!

Join Virtual Totebag now.

*Indicates required fields

First Name: *

Last Name: *

Company: *

Mobile Phone: ?

Email: *

Password: *
6 or more characters

By clicking on **Agree and Register** you are agreeing to the [Terms of Use](#).

Create personal credentials, complete form, and click "Agree and Register"

<http://my.virtualltotebag.com/welcome>