

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

The screenshot shows the Sage Summit 2012 virtual totebag interface. At the top, it displays the user's name, Danielle Cote (Sage North America), and navigation links for HOME, PROFILE, and SIGN OUT. The main content area is titled "Manage Items - Sage Summit 2012" and includes tabs for Exhibitor Materials, Sage Products, Customer Sessions, and Partner Sessions. A "SORT BY" dropdown menu is set to "NAME". An "Actions" sidebar on the right lists "Manage Items", "Download Item Codes", and "View Usage". The main list is titled "Sage Construction & Real Estate (CRE) Sessions" and contains two items:

- C-0770** (PDF icon) with a **DOWNLOAD** button. The title is "Customizing Sage 300 Construction and Real Estate for Your Business". It includes a "Tags" section with a link to add keywords and a "Requested" date of 07/03/2012 via Search. A trash bin icon is visible to the right.
- Sage Timberline Office Connector - Summary** (PDF icon) with a **DOWNLOAD** button. The description is "A Sales Sheet that describes the capabilities of this new product recently added to Sage Timberline Office." It includes "Tags: Office Connector, Importing Data, Reporting" and a "Requested" date of 07/03/2012 via Search. A trash bin icon is visible to the right.

- 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, it displays the user's name 'Danielle Cote (Sage)' and navigation links for 'HOME', 'PROFILE', and 'SIGN OUT'. Below the header, there are tabs for 'Exhibitor Materials', 'Sage Products', 'Customer Sessions', 'Partner Sessions', and 'All'. The 'All' tab is selected. The main content area shows search results for 'DCWarehouse Automation'. Three items are listed: 'DCCredit Card Module', 'DCMobile', and 'DCWarehouse Automation Reporting and Analysis'. Each item has a checkbox, a PDF icon, and a totebag icon. A green arrow points from the 'Browse All Items' button in the 'Actions' menu to the 'DCMobile' item.

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

A close-up of the 'Actions' menu. It features a search bar with the text 'Search for items...' and a 'Go' button. Below the search bar are three menu items: 'Browse All Items' (highlighted with a green box), 'Request An Item', and 'Update My Profile'.

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 page features a search bar with 'CRM' entered and a search button. Below the search bar, there are navigation tabs for Sage Products, Exhibitor Materials, Partner Sessions, Customer Sessions, and All. The search results are categorized into 'TaskCentre' and 'Sage Customer Relationship Management (CRM) Sessions'. 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 at the bottom right 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 to the search results.

- 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

- Search: CRM [Go]
- 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 'Actions' buttons: 'Manage Items', 'Download Item Codes', and 'View Usage'. The main content area displays two item listings under the heading 'Sage Construction & Real Estate (CRE) Sessions'. The first listing is 'C-0770 Customizing Sage 300 Construction and Real Estate for Your Business' with a 'DOWNLOAD' button. The second listing is 'Sage Timberline Office Connector - Summary' with a 'DOWNLOAD' button. A large green arrow points from the 'Customer Sessions' tab to the 'Request An Item' button in the 'Actions' menu, and then to the VTB code input field.

A close-up of the 'Actions' menu showing the 'Request An Item' button, which is highlighted with a green box. Other options include 'Search for items...' and 'Browse All Items'.

A close-up of the VTB code input field. The text 'Enter an item code in the box below:' is above the input box. The input box contains 'VTB 9791' and has an 'Add' button next to it. A 'Cancel' button is also visible.

Download Documents Found

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 

- 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



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 an 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>