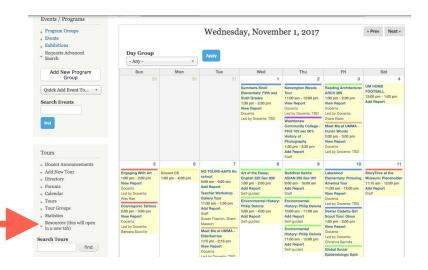
Exchange: Frequently Asked Questions

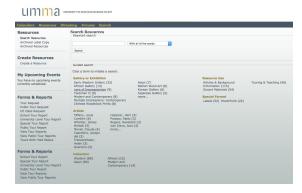
Why should I log in?

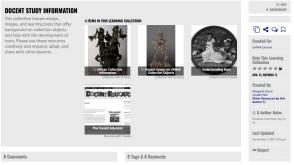
You will gain access to docent-only resources such as CE schedules, peer-reviewed journal articles, and extended tour descriptions.

What will be transferred from the current docent portal (<u>www.inside.umma.umich.edu</u>) to the Exchange?

- Remaining on the current portal (Inside): tour calendar, reports, directory
- Transferring to the Exchange: the "Resources" link now directs you to another (very old) site that contains essays about the collection. This is the ONLY part of the current portal that will migrate.
- The Exchange will also include practical info such as the CE schedule







Current view when you click on Resources

Future view when you click on Resources

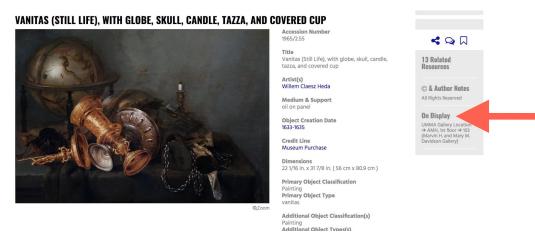
Can we refine our search?

At the moment, we are able to conduct an "advanced" search, but we are hoping to add filters in the future.

Who can create a resource in the Exchange? Is there a vetting process for quality or accuracy? Anyone who logs in can create a resource. You may flag a resource that looks suspicious, but there is not currently anyone who controls the content.

How do I know if an object is on display, so I can check online and save myself a trip?

• Search for an object in the search box in the upper right corner



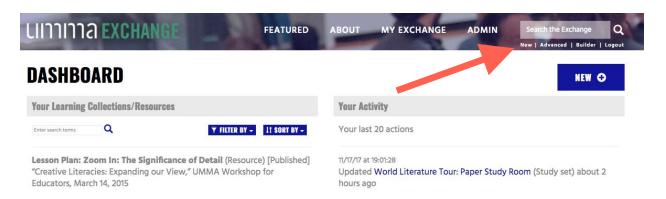
- Look in the right-hand side bar for "On Display" and then note location underneath
- Sidenote: another way to access objects on display is to search <u>www.umma.umich.edu</u>

 → About → Floor Plans. Click on a gallery or hover over it on the map, and then click

 "See what's on view." You'll be directed to a list of objects in the Exchange.

How do I create a resource?

- Click on "New" under the search box in the top right corner
- Click on "New Resource"
- Search for "How to Create a Resource in the Exchange" https://exchange.umma.umich.edu/resources/24821



What is My Dashboard?

It is a history of your actions and the resources you have created.

How can daygroups use the Exchange to minimize flooding the email inbox?

If a tour outline or background essay exists as a resource on the Exchange, docents may include a link instead of attaching it.