



# Tech Tools to Save Time

Elena Taylor-Munoz, M.A.

University of Southern California

Director, Research Administration, Memory and Aging Center

# Why Central Desktop (CD)?

- We were looking for greater efficiency with our management of multicomponent research projects (“working to herd cats”).
- We considered cost and economy of effort in learning and sharing technology with other members of our workgroup .
- We saw efficiency in adopting a program with proximity to other CD program users (“see it, do it, teach it”)

# What is Central Desktop ?

- CD is an online “cloud based social collaboration program” that allows defined work groups (investigators) to login and share a workspace.
- Users access workspace to communicate, share and modify files, review task assignments, follow milestones needing completion and confirm due dates.
- Workspace has project administrator(s) who invite specific members to a workgroup, assign varied levels of access and design layout of the workspace materials.

Central Desktop#folder-2 - Windows Internet Explorer

http://universityofsoutherncalifornia.centraldesktop.com/year27adcprogressreport/folder/1826868/#folder-2

Central Desktop™  
organize, share, collaborate

ctaylor@usc.cdu Sign Out

Account Help

Workspaces Web Meetings Favorites

Create New Workspace Manage Workspaces

Workspaces

- ADRC Year 26.1 Progress Report
- Aging Brain Year 16.17...
- The Aging Brain Year 16
- Yr27 ADC Prog Report

Yr27 ADC Prog Repo Home Company Directory Files & Discussions Tasks Milestones Calendar Database Settings People + Add Tab

### Yr27 ADC Prog Report Files

Workflow

Upload File New Document New Discussion New Link

Views: Detailed Simple

Delete Bulk Actions

New Folder

Items not in Folders

- All Items
- Yr27 ADC Progress Report
- Other Support

All Items

Name	Status	Modified
Progress Report Template.doc (Formatted Template Forms folder)	-	Elena Taylor, 5min ago
BiosketchTemplate.doc (Formatted Template Forms folder)	-	Elena Taylor, 9min ago

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4/3/2011



Central Desktop - Windows Internet Explorer

http://universityofsoutherncalifornia.centraldesktop.com/year27adcprogressreport/FrontPage

Yr27 ADC Prog Report

Progress Report for Year 27 Demo Progress Report

Show Central Desktop Navigation

Yr27 ADC Prog Repo

Home Company Directory Files & Discussions Tasks Milestones Calendar Database Settings People + Add Tab

Edit New Page

Subscribers More

Yr27 ADC Prog Report

FrontPage

Last edited by Elena Taylor Apr 1

Welcome All to our Year Progress Report Tradition.

Instructions for this year are included in a folder titled "Files and Folders".

All forms are available for downloading and completion in a folder "Forms".

Due dates for various deliverables can be found under the Calendar tab as well as in Milestone tab.

I will be posting updates and notes to assist in the assembly of the report for this year.

Regards,

Your Friendly Project Administrator on behalf of your Friendly Principal Investigator

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4/3/2011

Central Desktop - Windows Internet Explorer

http://universityofsoutherncalifornia.centraldesktop.com/year27adcprogressreport/folder/1826868/

Central Desktop

Yr27 ADC Prog Report

Progress Report for Year 27 Demo Progress Report

Yr27 ADC Prog Repo

Home Company Directory Files & Discussions Tasks Milestones Calendar Database Settings People + Add Tab

Yr27 ADC Prog Report Files

Workflow

Upload File New Document New Discussion New Link

Views: Detailed Simple

Delete Bulk Actions

New Folder

- Items not in Folders
- All Items
- Biosketches NewKP
- Enrollment Tables
- Formatted Template Forms
- Instructions from NIA (1)
- NEW Progress Reports (2)
- Other Support
- Subcontract Documents
- Year 26 Progress Reports refer

Formatted Template Forms

Name	Status	Modified
Progress Report Template.doc	-	Elena Taylor, 0min ago
BiosketchTemplate.doc	-	Elena Taylor, 5min ago

Items not in Folders

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Central Desktop - Windows Internet Explorer

http://universityofsoutherncalifornia.centraldesktop.com/year27adcprogressreport/file/13100902/

Progress Report Template.doc 4/ KB

No description for this file.

Download Check Out Replace **NEW** Open in MS-Word

Last edited by Elena Taylor 2min ago

100% 1 / 1 Search..

Program Director/Principal Investigator (Last, First, Middle): Chui HC / Dr Smith Project 2

<b>PROGRESS REPORT SUMMARY</b>	GRANT NUMBER	
	AG 0123456	
PROGRAM DIRECTOR / PRINCIPAL INVESTIGATOR	PERIOD COVERED BY THIS REPORT	
	FROM	THROUGH
Dr John Smith	04/01/2011	03/31/2012
APPLICANT ORGANIZATION		
University of Southern California		

B. Vertebrate Animals (Complete Item 7 on the Face Page)

Subscribers

- No status
- Rename File
- Download as PDF
- Email this file
- Send to
- Send to Trash

CD for Office

Simultaneously co-author Word, Excel and PowerPoint files in real time with your colleagues.

More info

by email.

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ADRC Year 26.1 Progress Report - Milestones - Central Desktop - Windows Internet Explorer

https://universityofsoutherncalifornia.centraldesktop.com/adrcyear26admin/milestones

ADRC Year 26.1 Progress Report - Milestones

ADRC Year 26.1...

HomeFiles & DiscussionsTasksMilestonesTimeCalendarSettingsPeople+ Add Tab

ADRC Year 26.1 Progress Report Milestones

New Milestones

Achieved Milestones

☒ Budget Drafts Due

Detailed Budget-fp2.doc

Modified Budget Just-fp3.doc

PHS 2590 Form

Year 27 (April 1 2011 through March 31, 2012) - Complete one year detailed budget.

ETM will be working directly with Admin, Clinical Cores (Rancho and HSC) to complete these budgets. Otherwise, all other component Directors must designate someone to receive the proposed budget amount for for completing the Year 27 budget and submitting them to [etaylor@usc.edu](mailto:etaylor@usc.edu).



Elena

☒ Draft Progress Reports Due

Progress Report Summary Instructions.docx

Project Reports

Create custom reports to check the status of all your projects using Project Reporting. [Run A Report Now!](#)

Tips

Do you use Tasks in MS Outlook? [There's a plugin for that.](#)

Useful Views

View Tasks and Milestones in Your Calendar

Project Status Reports

Time Tracking

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Central Desktop - Windows Internet Explorer

http://universityofsoutherncalifornia.centraldesktop.com/year27adcprogressreport/addmembers&step=1

Central Desktop New Tab

Directory Permissions

[Back to Permissions](#)

## Add External Members

**Add via**

☒ Just send an Email Invitation  
New Users will be prompted to create their own Username and Password. Existing Central Desktop Users will simply be added to the selected Workspaces(s) and notified via email.

☐ Let me Create Username(s) and Password(s)

**Email Addresses of New Members**

drjohn@usc.edu  
drmary@usc.edu  
juanita@usc.edu  
pablito@usc.edu

You are using 22 out of your 150 External Members. You can add up to 128 more. If you need more users, please see your upgrade options.

Enter the email address(es) of the person(s) you wish to add/invite.  
You can add multiple people at once. One Email Address per Line.

**Invitation Text**

**Email Subject**

You've been invited to University of Southern California's Collaboration Workspace

**Email Body**

Elena Taylor has invited you to join University of Southern California's collaboration Workspace, powered by Central Desktop.

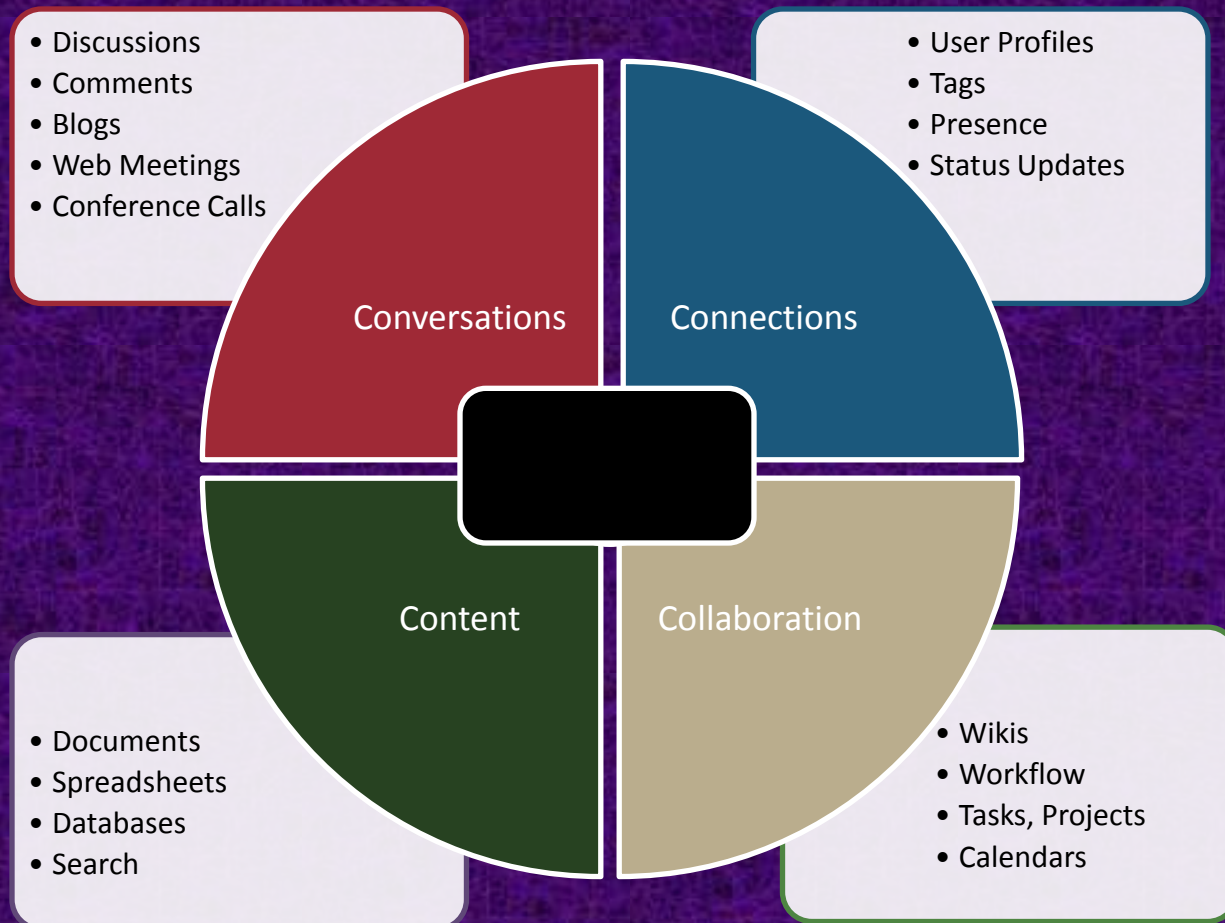
Central Desktop provides team collaboration tools to businesses, education groups and non-profit organizations to share information and manage projects more efficiently. Central Desktop is entirely web-based so we can access it from anywhere - office, home

Done

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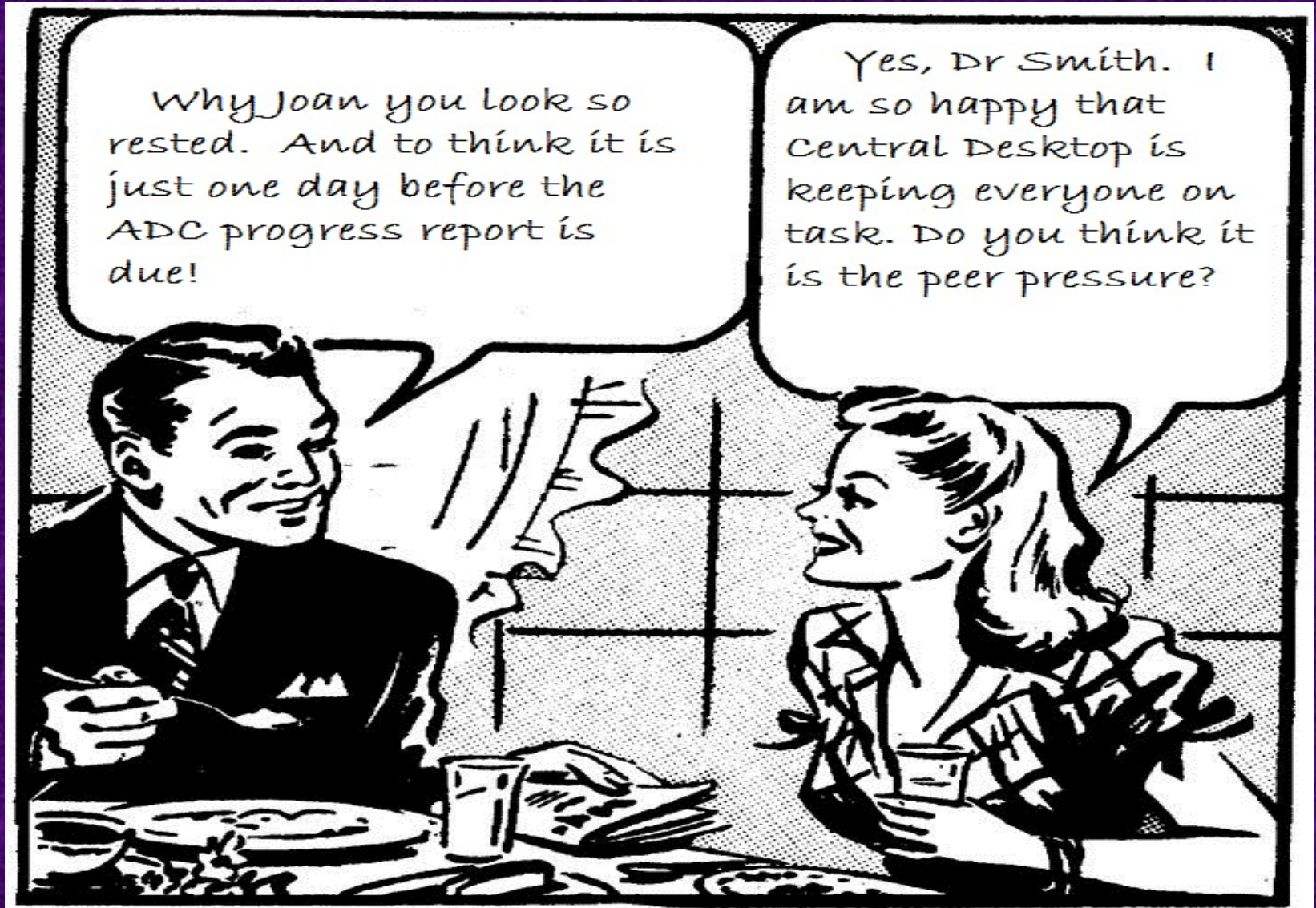
11:39 PM  
4/1/2011

# Central Desktop available features





# Using Central Desktop for ADC Progress Reports



# Pros

- Provides one accessible location for all documents.
- Centralizes communication and instructions and due dates.
- Reduces fragmented email traffic pertaining to project work.
- Better standardization of information from multiple sources.
- Improves document sharing and cowriting capabilities (fewer lost document versions).
- Saves time for project coordinator in distributing forms, instructions and due dates.
- Transparency of workflow (peer pressure).



# Cons

- User adoption is very inconsistent.
- Time required to assist new users (e.g. users lose passwords, can't find links to login, can't find way around site).
- May be inconsistent with individual group preferences for features that may not included (e.g. Gantt charts, face page layout options).
- Learning another program threshold too great (your users are maxed out on techno tools).
- Requires “CD-master(s)” to initiate the workspace design and to implement any changes in tasks or due dates suggested by users.



# How do you learn to use Central Desktop

- Self instruction
- Central Desktop provides free webinars for startup instruction
- Central Desktop provides weekly webinars for ongoing instruction.
- Person-to-person consultation (helps to have contact information for other users).

# Assorted user feedback

“It is very convenient to have a shared depository. I have also used Drop Box. In contrast, Central Desktop seems to have more features than I need, but it is pretty transparent to use and worked just fine.”

“CD was fine. no complaints. about the same as dropbox which I also use ... not rocket science.”

## Feedback (cont'd)

- “From an uninformed user perspective, it was fine. One upside was that it allowed people to work on a shared document. On the downside, navigation was not that great - I had some difficulty finding what I needed, where to upload files, etc. Overall, it did the job.”
- “Central Desktop is very easy to use and great for collaboration. It also has the elements you need to manage your project easily and on time. Great customer support.”



# Central Desktop Company Questions?

Andrew Kim, Account Executive - University Accounts

[akim@centraldesktop.com](mailto:akim@centraldesktop.com)

626-381-9387