Forum User Manual
General Layout
Logging In – For an existing user

Click on **Sign In**

Enter your ‘Display Name or Email Address’ and ‘Password’

Click on **Sign In**

*In case you have forgotten your password, click on ‘Forgot Your Password’*
Logging In – For a new user

1. Click on **Sign Up**
2. Enter details in all mandatory fields
3. Click on ‘I agree to the Terms of Use’
4. Click on ‘Create my Account’
What all can I do on Forum?

✓ Search
✓ Visit World’s Best Business Excellence Glossary
✓ Visit the Gallery
✓ Learn and Share through Forum activities
  ✓ Ask Questions / Queries
  ✓ Provide answers to weekly questions posted by us
  ✓ Contribute to questions posted by other members
Search
Benchmark Forum offers two search functions, the *Quick* and the *Advanced* search, as well as a range of indexes and categories available to all subscribed members.
Quick Search

This is a Google type search. Enter the search keyword(s) and it will retrieve all the results containing the keyword(s).

E.g. If you search for ‘Six Sigma’, all relevant articles will be displayed.
In case you did not find what you were looking for, you could refine your search by clicking on ‘More Search Options’
Advance Search cont...

This screen allows you to narrow down search options by including additional details like:

- Content Search
- Content Type
- Date Created
- Last Update

- Member Search
- Joined
- Group
- Designation
- BB Score
World’s Best Business Excellence Glossary

Our Forum has a unique dictionary where along with the term of the meaning we also have the answer to a very important application question.
Visit World’s Best Business Excellence Glossary

We are building the Worlds’ best Business Excellence Glossary on our forum. USP of our glossary is that it carries not just the definition of the excellence term but the answer to a very important application question which aids in better understanding.

Click on the ‘Dictionary’ tab on the ribbon

All the terms are arranged alphabetically for you to review and learn.
Gallery
Contains the photographs of our training batches
Gallery

“Photographs – give me something to remember”

Collection of photos from all our workshops which we and members very fondly go back to

Click on the ‘Gallery’ tab on the ribbon

Photographs from all our workshops can be found here
Learn and Share through Forum Activities
There is always some action happening on the Forum for you to contribute and learn
Ask Questions / Queries

You can ask your questions / queries / doubts in the following 2 ways

➢ Click on ‘Start new Topic’
➢ Click on ‘Create’ and select ‘Topic’

* Alternatively, you can also use this to post articles and updates from Business Excellence domain
Ask Questions / Queries cont...

➢ Select the most appropriate Forum category

➢ Click on Continue

➢ Post your question / query / doubt / article / update
Provide answers to Weekly Questions

Weekly questions is what makes our Glossary unique. These questions explore the application of the term and are featured along with the meaning of the term and the name of the person who provided the best answer.

Click on the ‘Dictionary’ tab on the ribbon
Click on ‘here’ to view the open questions and the past questions with best answer
Contribute to questions posted by other members

As an active member of the Forum, you could also respond to the queries/questions raised by fellow members.

The last post under any sub-forum can be viewed (as highlighted). This will indicate that a new comment or question has been posted. You could review the post and provide your comments or answers and help the community grow.