

Oithis Tutorial

oithis.com

Revision 1. March 7, 2023.

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Introduction

Some time ago, we made a discovery.

Our minds perceive what we see, hear, or already know - as **objects of interest**.

Whether we realize it or not, our thinking process is a **constant flow** which takes us from one object of interest to another.

That is why **Object of Interest** is the **centerpiece** of Oithis application.

We decided to shorten this term, and call it **Oi** (pronounced '**O-I**', and stands for 'Object of Interest').

Single **Oi** can represent **anything you want** - an idea, a story, a blog, a product/service, a company, an organization, a person, or virtually any subject you can think of.

As you focus on something, you could be saying to yourself that *Oi* can represent **this**. As you switch to something else, you would be saying the same thing over and over again.

That is why we combined words '**Oi**' and '**this**', and named this application **Oithis** (pronounced, '**O-I-THIS**').

Oithis **unique informational infrastructure** enables millions of people to express their **creativity**, share their **knowledge**, become **entrepreneurs**, and **help** each other.

All of that information, in all its dynamic form and variety, is organized in a very **simple**, readily **accessible**, and easily **searchable** format.

Give it a try. You may be **pleasantly surprised**.

What is Oi?

As mentioned earlier, **Oi** (pronounced 'O-I', and stands for **Object of Interest**) is the centerpiece of Oithis application.

Notion of Oi is not designated to a specific topic, activity, or purpose. Instead, Oi structure is **simple** and **universal** at the same time, and can be utilized for most anything.

You may think of an Oi as being a **search result**, a **simple website**, a combination of the two, or anything in between. It is much more than that, but this basic idea is still accurate.

Contrary to reserving a website name along with web hosting, creating an Oi is accomplished **instantly**.

You can give your Oi **any name** you want. Contrary to cryptic website names, you can use **plain text**, i.e. words separated with spaces.

Contrary to websites, anyone is able to **find your Oi** by simply typing one or more words from your Oi name, in **any order**, and even **partially spelled**.

There is **no need to advertise**. It happens **automatically**.

Contrary to websites, which are global by nature, you may assign your Oi its **Intended Audience**, which could be as wide or as narrow as you want.

This means that only people who indicate similar **Audience of Interest** will be able to find your Oi.

More on that in another chapter designated to the notion of **Audience**.

Every Oi may have **summary**. If you are trying to accomplish something simple, then providing Oi name and its summary may be enough. You would be done in a few minutes, knowing that anyone is able to find your Oi.

However, if you want to provide more information, there are a number of other things you could add.

You can add **Main Image**, which is always shown in search results.

You can add **Main Page** consisting of text, images, videos, links, and other elements. Main page is automatically shown when viewer clicks/taps on Oi name or on its main image.

This is somewhat **similar** to how you get your typical search results, then click/tap on one of them, and is directed to corresponding website.

There are **other** designated **pages** ready to be deployed if you need them.

They are **Maps and Directions, Pictures, Videos, Websites and links, Documents, Files, Music, and Audios.**

Use them as you see fit, or don't use them at all.

When you create an Oi, you have to decide whether it will be **Public** or **Private**. The only difference is who controls an Oi.

Public Oi's belong to (and controlled by) the public, while **Private Oi's** belong to (and controlled by) a private entity.

When you create **Public Oi**, you become **Oi administrator**, who is in immediate control of most aspects of such Public Oi.

However, your administrative position can be **challenged** by someone else, and if voting results are not in your favor, the **challenger** becomes **new Oi administrator** automatically.

When you create **Private Oi**, you become **Oi owner**. No one can challenge your Oi ownership. However, maintenance fees for private Oi's are higher.

You can always **come back**, and make **any changes** to your Oi at a later time.

No special software or tools are required. Your changes take effect immediately.

However, you cannot change Oi type from Public to Private or vice versa.

Every Oi can host **Public Conversations** as well as **Private one-on-one Conversations** with you.

When others find your Oi, they can easily interact with you.

By default, you would get both, email and in-app **notification**, if someone starts a conversation.

How to create Oi

On the main screen, select the following:

Oi → Create Oi

You will be presented with '**Create Oi**' panel.

At the very minimum, you have to enter **Oi name**, then hit '**Create Oi**' button.

You can set up **other Oi parameters** during Oi creation, or do it later at any time.

We encourage you to take a look at **helpful explanations** which are shown if you click/tap on corresponding '**?** **button**' next to parameter in question.

How to make changes to your Oi at **any time**?

From the main screen, select the following:

Oi → My Oi's.

Your OI's will be displayed.

Expand Oi of interest. Then **modify** whatever you need.

Don't forget to **activate** your newly created Oi if you want others to be able to find it.

Activation button is located above Oi reputation number.

What is Listing?

Think of listings as **classified ads** on steroids.

Listings are very **similar to Oi's**, and have the same components such name, summary, status, intended audience, main image, content pages, and conversations.

The **biggest difference** is that every listing expresses a certain **intent**. There are seven listing intents.

For sale. Something is for sale. For example, a bicycle for sale; a car for sale; a house for sale.

Wanted. Looking for something or someone. For example, looking for a worker to fill a job opening; looking for a babysitter; looking for a handyman to fix things around the house; looking for a rare coin; looking for a classic car.

Offer. Offering something useful. For example, offering a babysitting service; offering to provide home repairs; offering to share a ride; offering delivery service; offering discount on a product/service.

Buy. Desire to buy something. For example, looking to buy a house; looking to buy a boat; looking to buy a used car; looking to buy a jet ski.

Trade. Desire to trade one thing for another. For example, want to trade a boat for a car; want to trade a house for an RV.

Inform. Inform others about something. For example, a wedding announcement; a yard sale announcement; a school reunion announcement.

Alert. Public alert. For example, alert about flooded road; alert about criminal on the loose; alert about a missing person.

When **looking for listings**, you may indicate a **specific intent** or look for **any type** of listings.

You may look for listings using **specific words** which are fully spelled or even partially spelled.

Only listings with those words in their names will be displayed.

In order to **promote your listing**, you may **relate** your listing to another Oi, and even to someone else's Oi if allowed.

When someone views such Oi, and decides to click/tap on '**Related Listings**' button, your **listing** may be **shown** to them.

What is Audience?

Audience represents a part of the population for a certain **Geographic area, Sex/Gender, Age range, and Languages**.

Every **searchable Oi** and **Listing** must be assigned their respective **Intended Audiences**.

When you look for Oi's or Listings, **Audience of Interest** has to be selected.

We will only show you Oi's and Listings whose **Intended Audience** has something in common with your **Audience of Interest**.

Why is this **useful**? Consider the following examples.

An Oi created by a local business may only include **geographic area** where such business operates.

An Oi devoted to women's health may include only **women**.

An Oi promoting health walk for Hispanic and Asian seniors may only include **local town**, invite people of **age range of 50-80**, and indicate English along with **Spanish, Chinese, Japanese, and Korean** languages.

Every **searchable person** must assign themselves **Audience a person belongs to**.

When you look for people, we will only show those people whose **Audience (they belong to)** has something in common with your **Audience of Interest**.

Why is this **useful**? Consider the following examples.

You may be looking for people who **live nearby**.

You may be looking for people who speak the **same language**.

Does notion of Audience allow **discrimination** based on geographic area, sex/gender, age, and language by preventing some people from seeing certain content?

No, it does not. This is because anyone is free to expand their **Audience of Interest** to include any possible audience of any Oi, Listing, or Person.

However, doing so may yield some results which are not **relevant** to the user.

Notion of Audience **benefits local communities**, where people can easily find local businesses as well as other people with similar interests.

As a result, notion of audience allows people to get acquainted with each other, thus building **stronger local communities**.

This makes people **care** about each other, enables them to **help each other** within their local communities - effectively building a **better and happier society**.

Protecting Children from Inappropriate Content

As mentioned earlier, notion of **Audience** presents a **powerful mechanism** to find relevant information.

Whenever you are **looking for** Oi's, Listings, and People, your **Audience of Interest** is used to **filter** matching results.

Audience of Interest functionality contains unique **Lock-n-hide** feature.

It allows to **lock child's Audience of Interest**, and **hide it** from the view, so that child is **not able to change it**.

As a result, whatever **child is looking for**, we will **only show** those Oi's, Listings, and People whose audience **matches child's Audience of Interest**, but **nothing else**.

How to activate Click-n-hide feature

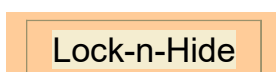
When **looking for** Oi's, Listings, or People - unhide **Audience of Interest** panel via the following **button**, which is located on the **control bar**.



Maximize Audience of Interest panel using the following **maximize** button in the upper right corner of the **audience panel**.



Select **age range of 17 or below**. Then, click/tap on **Lock-n-Hide** button which is located on the right side of the panel.



Follow instructions on **Lock-n-Hide** panel.

Creating Content Pages

Introduction

Every Oi, Listing, or Person may have **Main Page** which is displayed when viewer clicks/taps on the name of Oi, Listing, or Person respectfully.

Main Page is a web page representing web content useful to others.

This behavior is somewhat **similar** to your typical **search results**, when you click/tap on an item, and a web page with content is shown to you.

Main Page is optional. Oi owner, Listing owner, or Person self respectfully decides whether presence of such page would be beneficial.

There are other optional pages you could create. They are:

Maps and Directions, Pictures, Videos, Websites and Links, Documents, Files, Music, and Audios.

All these pages are merely **placeholders**. Use them as you see fit, or don't use them at all.

How to create Main Page and other pages

Here is how to **create Main Page**. Other pages are created the same way. Note that you have to be logged in.

On the **main screen**, choose one of the following:

- **Oi → My Oi's**
- **Li → My Listings**
- **Your screen name → Myself - All about me**

For the item you want to create **Main Page** for, find '**Edit Multiple Items**' button:



After you click/tap on this button, the menu with multiple choices will pop-up. Select the following option:

Main Page

A new panel will be shown, with the following header:

Designing Main Page

Proceed creating or editing this page.

Other pages can be created the same way.

Helpful Pointers

Don't hesitate to switch between **Page Editing** and **Page Preview**, back and forth, in order to be able to quickly preview your page as you are making changes.

While **previewing** the page, click/tap on the element which you **want to edit**. You will not only switch to **Page Editing**, but you will also be **positioned** right on the element you **want to edit**.

You may temporarily disable '**click to edit**' mode mentioned above if you want elements to behave as they normally would. For example, when you click/tap on video, you would want such video to play instead of switching to **Page Editing**.

To accomplish that, change '**Element behavior**' at the top of the page while in '**Page Editing**' mode. Alternate between '**Click/tap to edit**' and '**Normal**' behavior as needed.

In general, use the following buttons to switch between **Page Editing** and **Page Preview**.



Don't forget to **Save Page** frequently as you are making changes. Corresponding multiple buttons are available in **Page Editing** mode only, and for each element. They look like this.

Save Page

You can use any button you see. The entire page will be **saved** regardless of which button you use.

The page you are creating/editing consists of a sequence of various **elements** such as **text, images, videos, websites/links, files, audios, and horizontal lines**.

Such elements are **stitched together** in a certain way which you control.

You can **arrange** such elements **vertically, horizontally**, and even **inline** with previous **text element**.

You can change various **settings** of your elements, such as **font, color, size, dimensions, placement, spacing**, etc.

Try to break up long pieces of text into smaller paragraphs. Don't hesitate to separate two paragraphs with an **empty line**. This improves presentation of **text elements**.

When using **many elements** of the **same type** on the page, consider using **default settings** whenever possible. If you need to **change** certain setting for all such elements, modify **default value** for such setting. As a result, **all elements** of this type would be **instantly affected**, and without the need to edit each element **individually**.

Let's say, you have **10 text elements** on a page, while using **default font size** of '**12**' for all of them. Let's say, you decided that you need to **increase font size** for all text elements.

Changing **default font size** from '**12**' to '**14**' - is all you need to do. All text elements will be displayed using the **new font size**. If you were not using default font size, you would have to change font size for each text element **individually**.

Where to find **default settings**?

Go to the top of the page while in '**Page Editing**' mode. Expand '**Page**' element.

Click/tap on '**Settings**' button shown below.



Pick corresponding menu option, depending on what default values you want to modify.


How to backup (preserve, archive) page to your computer/device

We encourage you to **preserve your page** to a ZIP file on your computer/device, so that you are able to **recover** it in case it is **deleted accidentally**.

You can also **preserve (archive)** your page if you are about to replace its **outdated content** with a new content. As a result, you can always restore outdated content in the future if the need arises.

We also recommend **preserving** your page every time you make changes to it. This way, you will always have the latest backup.

For a non-empty page, click/tap on '**Preserve Page to File**' button shown at the top of page when in **Page Editing** mode.




Preserve Page to File

Your page will be instantly **saved** to your computer/device as a **ZIP file**. Make a note of ZIP file **location**, so that you can find it later if needed.

How to restore previously backed up page

You can always **restore page** from previously preserved ZIP file (with page content) into a **new page**.

When starting a **new page** (you should be in **Page Editing** mode), click/tap on '**Restore Page from File**' button shown at the top.



Restore Page from File

Proceed with uploading your ZIP file.

How to restore entire page or page fragment into existing page

If you want to **restore** previously preserved page or page fragment from a ZIP file into an **existing page**, then do the following.

Find element after which you want preserved elements to be inserted.

Click/tap on '**Plus**' icon for such element.



After a menu pops-up, select the following option:

Add Elements from File

'**Adding Elements from File**' panel will be shown **above the preview** for current element.

Select previously preserved ZIP file, then **upload** it.

How to preserve page fragment to your device

It is possible to **preserve page fragment** between any two **horizontal lines**, or from the **last horizontal line** on the page until the **end of the page** - into a ZIP file.

This is useful if you want to **share page fragment** with someone else.

This can also be used to **archive** outdated page fragment if you are about to replace it with a new content. As a result, you can always restore outdated content in the future if the need arises.

In order to use this feature, enable '**Allow Preserving Page Fragment**' option in the **Settings** for horizontal line. This is only necessary for a horizontal line at the **beginning** of the page fragment.

While viewing the page normally, '**Preserve Page Fragment**' button will be displayed right under such horizontal line.

Preserve Page Fragment

Once any user (including you) clicks/taps on this button, then corresponding **page fragment** will be **preserved** on the user's computer/device as a ZIP file.

Using page/fragment as template and sharing it with others

You can use ZIP file (with content for the entire page, or for page fragment) as your own **template** for other pages, and even **share it with another person**.

You or anyone else may **restore** such page or page fragment from a ZIP file as explained above.

Designated Content Pages

As explained above, if you click/tap on **Oi name** or its **main image**, the **Main Page** is shown.

Additionally, every Oi, listing, or person may have **optional designated pages** shown below.

If a designated page exists, corresponding icon will be shown.

If you click/tap on such icon, corresponding designated content page is displayed.



Maps and Directions page



Pictures page



Videos page



Websites and Links page



Documents page



Files page



Music page



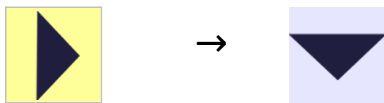
Audios page


Helpful Hints

- It is a good idea to always create **Main Page**, which is shown when someone clicks/taps on **Oi name** or on its **main image**.
- Other pages are merely **placeholders**. Use them as you see fit, or don't use them at all.
- Try to **avoid excessively long pages** unless absolutely necessary. One or two screens worth is ideal. Three to five screens worth is reasonable. Of course, it depends on the screen size, which brings us to the next point.
- Try to view your pages on **different screen sizes**, and see if they look OK. Make adjustments as needed. Generally, page layout automatically adjusts to different screen sizes.

How to create Main Image and Main Page?

- Make sure you are viewing **My Oi's** from the main panel (**Oi** → **My Oi's**).
- Make sure Oi is shown in **full view** with multiple icons in its lower part. If this is the case, skip the next step.
- If this is not the case, find the **right-pointer** in front of Oi name, and click/tap on it so that it changes to **down-pointer** as follows.



- Locate **Edit Multiple Items** button  at the bottom of Oi, and click/tap on it.
- Select **Main Image** or **Main Page** from the menu.

Conversations

Introduction

Every Oi, Listing, or Person may **host** their respective conversations.

You have to be **viewing** an item such as Oi, Listing, or Person in order to see **conversations** which they host.

After you **expand** any such item, look for the following buttons:



Using the **first button** would show you **Public conversations** hosted by an item.

Using the **second button** would show you **Private one-on-one conversations** hosted by an item.

Difference between Public and Private conversations

Public conversations can be seen by **anyone**, even by **guest users** who are not logged in.

Private one-on-one conversations can only be seen by **you** and another **person** you are interacting with.

That other person would be Oi **owner/administrator**, Listing **owner**, or **another Person** respectfully.

How do I find all my conversations?

It is likely that you **will not remember** all Oi's, Listings, and People where you **started** conversations, or **participated** in conversations.

This is **not a problem** because an item representing **you** contains **all your conversations**.

While logged in, view item representing **yourself** as follows. On the main screen, select the following:

Your screen name → Myself - all about me

Item representing **you** will be displayed.

Look for **conversation buttons** mentioned above.

You will be able to see **all public** conversations you **host** or **participated in**.

You will be able to see **all private** one-on-one conversations between **you** and **others**.

Related Oi's, Listings, and People

Promoting Oi's and Listings

You can **promote** your Oi or Listing by **associating** it with another Oi or Listing with similar topic or interest.

More precisely, you are setting your Oi or Listings as **related** to another Oi or Listing.

When someone views such other Oi or Listing, **related Oi's and Listings** are always just **one click away**. Your related Oi or Listing will be among them.

Relating to other Oi or Listing should be allowed by its respective owner/administrator in order for you to be able to accomplish that.

You can **always** relate to **your own** Oi or Listing.

Why would owner/administrator of Oi or Listing **allow relating**?

First, we **share** a percentage of promotion fee with them. So, they benefit financially.

Second, **presence** of related items **enriches** content of their Oi or Listing, which in turn attracts more people.

How to relate your Oi or Listing to another Oi or Listing?

There are a couple of **convenient** ways of doing it.

First approach

While viewing **another Oi or Listing**, look for the following buttons:



Click/tap on either of them in order to **relate your Oi's or Listings** respectfully.

This allows you to **relate your multiple** Oi's or Listings to **another single** Oi or Listing.

Second approach

While viewing **My Oi's** or **My Listing**, pick **one Oi** or **one Listing**, and look for the following buttons:



Click/tap on either of them in order to make it **related** to any Oi or Listing which you previously **saved**.

This allows you to **relate your single** Oi or Listing to **other multiple** Oi's or Listings.

Sharing your interest in Oi's, Listings, and People

Others may learn about your **interest** in Oi's, Listings, and other People, but only **if you allow** them to. Here is how.

When you look for Oi's, Listings, or People, matching items are shown to you.

If you decide to **save** one or a few such items, you have to click/tap on the following button.



Save and **Share** cells will appear in front of every item.

Click/tap on **Save** cell in order to save corresponding item. Content of the cell would **instantly** reflect your action.

You may additionally click/tap on **Share cell** for the saved item to indicate that you **want to share** your interest in such item with others.

How others may learn about your interest?

Others **may learn** about your interest in Oi, Listing, or another Person.

Similarly, you may also learn about **others' interest**.

This may occur in a couple of different ways.

First approach

Whenever viewing an item (such as Oi, Listing, or Person), seeing **interested people** is just one click away.

Look for '**People**' icon in the upper right corner of an item. There would be one or two **numeric buttons** under it.



For Oi or Listing, using the **upper button** would show interested people.

For a Person, using the **lower button** would show interested people.

Second approach

Whenever viewing an item representing a **Person** - Oi's, Listings, and People this person finds **interesting**, are just **one click away**.

Look for the following **icons** in the upper right corner of an item representing a **Person**.



Using **Numeric buttons** under these icons would respectfully show **interesting Oi's, Listings, and People** (as has been decided by that person).

Appreciations and Disapprovals

Any logged in user is able to **appreciate** or **disapprove** any Oi, Listing, or another Person.

If you found certain content or person to be **helpful**, why not express your gratitude, and **appreciate** Oi, Listing, or another Person accordingly.

If you strongly **disagree** with certain content or a person to a degree that you want to take action, then you may **disapprove** Oi, Listing, or another Person accordingly.

Either action requires a **small contribution**. Why? So that your action is **meaningful** and **carries weight**. Therefore, you should have **funds in your account** for either action to be completed.

Appreciating Oi's, Listings, and other People would **increase** their **reputation**.

Disapproving Oi's, Listings, and other People would **reduce** their **reputation**.

Appreciating others **increases** your **own reputation**.

Disapproving others **does not** affect your reputation. However, **excessive disapprovals** (many times over a short period of time) may **reduce** your own reputation.

You **cannot** appreciate or disapprove your own Oi's, Listings, or yourself.

Where do your contributions go?

When you **appreciate**, most of your contribution is turned into **financial reward** which goes to Oi owner/administrator, Listing owner, or another Person respectfully.

When you **disapprove**, all of your contribution goes into **Appreciation Fund**.

Later on, when someone is being **appreciated**, their appreciation reward is partially matched with **additional reward** from such **Appreciation Fund**.

When you **disapprove**, Oi owner/administrator, Listing owner, or another Person respectfully are charged **disapproval fee** which is equal to a **small percentage** of your original **disapproval contribution**.

Full amount of such **disapproval fee** goes into **Appreciation Fund** as well.

How to appreciate or disapprove?

You have to be **logged in**.

While viewing **someone else's** Oi, Listing, or another Person, look for the following buttons **on the right side** of such item.



Click/tap on the respective button, and complete your action.

Deployment by Company, Organization, or Group of People

Term '***oithis***' (pronounced '**O-I-THIS**'), also refers to ***oasis*** of information where users may **enter, exit**, register, log in, create Oi's and listings, look for information, interact with each other, etc.

When users come to Oithis website, they automatically enter '**Global Oithis**' by default.

What if a **company, organization**, or a **group of people** wants to have their **own oithis**?

What if they want such oithis to behave like a **completely different website**?

What if they want to establish their **own rules**, and decide **who may enter** such oithis and **who may not**?

What if they want to **allow access** to such oithis only for a certain **range of IP addresses**, like from a company's **internal network**?

All of the above can be accomplished by utilizing **Dedicated oithis**, or **Secure oithis**.

Dedicated oithis

Every item such as Oi, Listing, or Person may host their respective **dedicated oithis**.

If this is the case, the following button would be shown in front of item name:



Enter oithis

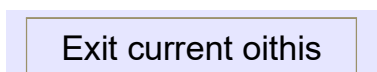
Anyone may click/tap on the button and **enter** such **oithis**.

Once entered, think of it as if you went to a completely **different website**, which is utilizing the **same software**.

Look and feel would be similar. However, Oi's, Listings, and People would all be different.

Name of current oithis is always shown in the upper left corner of the main screen.

To **exit oithis**, click/tap on its name, then choose the following option:



Exit current oithis

If you are **not sure** which oithis you are currently in or how you got there, you can always view **path to current oithis**.

Click/tap on **oithis name** in the upper left corner of the main screen, then choose the following option:

Path to current oithis

Path to current oithis will be shown.

How to create dedicated oithis?

On the main screen, select any of the following:

- **Oi → My Oi's**
- **Li → My Listings**
- **Your screen name → Myself - all about me**

Decide **which item** you want to create **dedicated oithis** for, then click/tap on the following button located after the item name:

Create oithis

'**Create Dedicated Oithis**' panel will be shown.

After reading explanations and instructions, click/tap on '**Create Dedicated Oithis**' button.

Create dedicated oithis

Secure oithis

A company, organization, or a group of people may have designated **range of public IP addresses** which is assigned to them by their ISP (Internet Service Provider) or by a Cloud Service Provider.

They may choose to **create secure oithis**, which would only be **accessible** from an IP address which falls within the **range** mentioned above.

If a computer/device has such IP address, entering corresponding **secure oithis** is done via the following web address (URL):

oithis.com/secure

This is **the only way** to enter secure oithis. There is **no other way**.

Once entered, think of it as if you went to a completely **different website**, which is utilizing the **same software**.

Look and feel would be similar. However, Oi's, Listings, and People would all be different.

Name of secure oithis is always shown in the upper left corner of the main screen.

It is **not possible to exit** secure oithis similar to how you would exit dedicated oithis. Closing the web page is your only option.

How to create secure oithis?

Make sure you are currently entered into **Global oithis**.

Check **oithis name** in the upper left corner of the main screen.

All users enter **Global oithis** automatically when they go to the website:

oithis.com

Click/tap on **oithis name** in the upper left corner on the main screen.

Select the following option from the menu:



Create secure oithis

'**Create secure oithis**' panel will be shown.

Read explanations and instructions. Then, fill mandatory fields.

Once you are done, click/tap on '**Create secure oithis**' button.



Create secure oithis