

## What do I need?

DocuShare is a web based tool. Here at LPS we recommend and support the latest version of the **Firefox** web browser. Other than that, the only software needed is whatever software is required to view the individual files you are choosing to open (Word, Excel, PowerPoint, etc.).

## Login & Password?

DocuShare uses the same user name and password as the rest of your LPS web based applications like Web Mail & Calendar.

## Help

The Help link in the top right corner of each page provides a great deal of support. Download in-depth user's manuals, participate in discussion areas, view examples of ways in which you might use DocuShare, or find a link to the LPS HelpDesk.

## My DocuShare

Your personal home page, which includes your favorites, personal collection and calendar.

## Personal Collection

A private repository for your Documents and other electronic objects.

## Navigation

The blue banners at the top and bottom of each page in DocuShare contains links to a number of frequently accessed areas like Home, My DocuShare, Help and recently viewed pages.

## Find Items

The top of each page in DocuShare contains a search box. For more structured searches, click the small triangle to the left of the search box, or the word Advanced to the right of it.

## Downloading a Document

**1)** Navigate to the Document you wish to download.

**2A)** If you are planning to read the document, but not to make any changes (edit), you may simply click the title. This will prompt Firefox to download the Document to your local computer.

OR

**2B)** If you intend to make changes to (edit) the Document while it is on your local computer, click the green 'Check Out' arrow to the right of the Document in the file list. This tells anyone else who looks at the file that you are currently making changes to the document.

## Uploading a Document

**1)** Navigate to the Collection in which you want to upload a file.

**2)** In the second drop down menu beginning with the word 'Add...' select the type of object that you want to add to this collection. In this case we want to add a Document. A Document could be any electronic file.

**3)** Click the Browse button to find your document on your computer.

**4)** [OPTIONAL] Enter any additional information that will make your document more easily identifiable in the future.

**5)** Click the **Apply** button to upload your document.

## Breadcrumbs

Directly below the blue banner at the top of the page is a "breadcrumb trail" providing a path from the home page to your current location or the last few pages you have visited. You can click any link in the breadcrumb trail to go to the page.

DocuShare Term	Also Known As	Definition
<b>Collection</b>	Folder, directory	A container for storing DocuShare objects.
<b>Object</b>	Documents, calendars, wikis, weblogs, discussions, URLs	Objects are things that you can add to collections. Icons for objects will vary.
<b>Document</b>	ANY electronic file you upload; word processing, spreadsheet, picture, music, movie.	Documents are electronic files stored on the DocuShare site. The icon will vary, depending on the document's file type.
<b>Properties</b>	Description, meta-data	The Title, Description, Owner and other important information about every object.
<b>Permissions</b>	Access, rights, privileges, ACL	Rules that control who can see what ( <b>READ</b> ), and who can edit what ( <b>WRITE</b> ).
<b>Weblog</b>	Blog	A simple web site for posting text or other data. Each "entry" is date stamped and listed in order.
<b>Wiki</b>		A collaborative web site that is easy to update or edit. Often maintained by a group of people.
<b>Discussion</b>	Forum, thread, board	An online forum where topics can be posted and discussed. Convenient for gathering opinions or exploring ideas without needing to meet face-to-face.
<b>URL</b>	Link, address, direct download link	The place where every file lives. You can copy and paste this so that others can download your file or see your collection.

## Permissions

	The user or group can...	Useful for...
<b>Reader</b>	Read (or download) the contents of the object and view its properties and permissions.	Sharing a file that you want to maintain control of.
<b>Writer</b>	Everything a Reader can do, plus edit the object's properties and add new objects, including new versions of documents.	Sharing a file with colleagues as well as the ability to revise it if needed.
<b>Manager</b>	Everything a Writer can do, plus delete the object, and change the object's access permissions and owner.	Sharing complete ownership of a file with a colleague so that they can also change who can see or edit it.

  

	They are really...	Useful for...
<b>All Users</b>	Anyone in LPS who can log into DocuShare.	Sharing a document that is appropriate for anyone in LPS to see, but not people outside of LPS.
<b>Guest</b>	Anyone on the planet with a computer and Internet access. (And maybe some Astronauts too.)	Sharing a document with people inside of LPS as well as Internet users outside of LPS.

## Object Handle

The Object Handle is required when scanning or emailing into the DocuShare system. You can locate the object handle in a few different ways:

- 1) If you navigate to a document or object, you will see the Number or Handle in the URL for that object.
- 2) Another way to locate an object's handle is to put your mouse over a link to the Document or Object and look in the status bar at the bottom of your web browser window.
- 3) You can also go to the Properties window of the document and look for the field titled Handle.

## Email to DocuShare

Address: [documail@lps.org](mailto:documail@lps.org)

First line of text in email body must read **To: Collection-xx** in which xx is the Object Handle of the Collection you are emailing to.

## Scan to DocuShare

Scan to DocuShare is utilized when you need a digital copy of a document to add to your resources or to share with others.

- 1) Place the documents to be scanned face up in the Document Feeder, adjusting the page guides as necessary.
- 2) Login to MFD as always
- 3) Press 'Network Scanning' button on the MFD touch screen.
- 4) Enter email username & password.
- 5) Select the X\_DocuShareOCR template from the MFD touch screen.
- 6) Enter as indicated
  - Collection #
  - Password
  - Scan Title/Filename
- 7) Press Done, OK, green Start button.
- 8) Log off

If an error sheet prints immediately following the scan, the document was not scanned to DocuShare.

## Changing Access Permissions

You can change an object's access permissions if you are the logged-in owner or Manager of the object.

- 1) Locate the object whose permissions you want to change.
- 2) From the object's More Actions menu, select Permissions.
- 3) To change the list of users and groups who have access to the object, click the Change Access List button.
- 4) In the Show field, select the type of account you want to search for to display in the Possible Users/Groups field.
- 5) Do one of the following:
  - a) To find a specific account, enter part of the user's first name, last name, or username or the group's title in the Search field. Click the Go button.
  - b) To display all accounts, click Show All, or to display your favorite accounts, click Show Favorites.
- 6) In the Possible Users/Groups field, select the accounts that you want to add to the access list and click the Add button.
- 7) In the Selected Users/Groups field, select any accounts that you want to remove from the access list and click the Remove button.
- 8) Click Update Access List.
- 9) The Permissions page appears, displaying the new access list.
- 10) Check the permission boxes you want for each user and group displayed in the access list.
- 11) Click Apply.