

ADWR's InfoShare/DocuShare Training

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Outline

- Purpose
- Object Definitions
- Accounts/Login
- Content
- Working with Documents
- Demo

Purpose

- A web-based content management system
- Provides a central location for data sharing and collaboration
- Allows for multi-user access
- Ability to quickly search for content
- Maintains a history of a document's versions

Definitions



User—A registered DocuShare user.



Group—One or more DocuShare users, groups, or both.



Collection—A container for storing objects.



Document—A stored document. The icon can vary, depending on the document's file type.



View in HTML – Provides an alternative viewer for certain document types.



Versioning – Allows users to check in/out a document for editing. Maintains a viewable history of changes.



Lock/Unlock – Allows a user to temporarily disable a document's Versioning function.



Comment – An informal commentary about a document.



Properties – Allows a user to view an object's properties.



Favorites – Adds an object to a DocuShare user's My Favorites list.



Notification—Email notification after a change occurs to a specified object.



More Actions – A drop down menu of more actions for the user to choose from.



URL—An Internet address for a web page.



Calendar—An online monthly or weekly calendar.



Event—A calendar entry.



Wiki—A collaborative web site.



Weblog—A simple web site for frequent postings.



Discussion—An online forum where topics can be posted.



Topic—A posting to a discussion.

Accounts/User Levels

- Public/Login not required
 - 👤 Guest – Read & download
- Accounts/Login required
 - 👤 User – Read, download & upload
 - 👤 Admin – Read, download, upload & delete

Login

- DocuShare is available via that web at: <http://infoshare.azwater.gov>
- To access an account, right click the **Login** link under **My Links**

The screenshot shows a Windows Internet Explorer browser window displaying the DocuShare ADWR website. The address bar shows the URL <http://infoshare.azwater.gov/docushare/dsweb/HomePage>. The website header includes navigation tabs for About Us, Data Center, Divisions, Management/ Planning, Permits/ Reporting, Programs, and Water Resources. The main content area is titled "Welcome! Guest" and features sections for Collections (ADWR Projects), Other Links, Communities (Wikis, Weblogs), What's New, and Getting Started. At the bottom, there is a footer with "Explore", "Related Links", "My Links", and "History" sections. A red arrow points to the "Login" link in the "My Links" section.

DocuShare ADWR - Windows Internet Explorer

http://infoshare.azwater.gov/docushare/dsweb/HomePage

File Edit View Favorites Tools Help

Contribute Edit in Contribute Post to Blog

ADWR - Home Page DocuShare ADWR

About Us Data Center Divisions Management/ Planning Permits/ Reporting Programs Water Resources

Acting Director
Sandra A. Fabritz-Whitney

ADWR
Arizona Department of Water Resources

eGovernment

AZ.GOV
Arizona's Official Web Site

Guest

Welcome! Guest

Collections
Top level collections
ADWR Projects
ADWR Project Area

Other Links
Links to other content

Communities
Explore our community areas
Wikis
Weblogs
more »

What's New
Lists all modified content. See what's new today!
in the last hour Go

Getting Started
Not sure what to do? Take a Tutorial

Home What's New Help

Explore
Home
What's New
Help

Related Links
About ADWR/DocuShare
Site Statistics
Tutorials
ADWR/DocuShare Downloads
DocuShare.xerox.com

My Links
Login (As a Different User)
My ADWR/DocuShare
My Tasks
Account Settings (Guest)

History
Home
Login

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ADWR

Login

- Enter your *Username* and *Password**

Login

Location: [Home](#) » [Login](#)

Login

→ Login using an existing account

Username

Password

Domain

Retain login for future

 **Note:** You must login to add content or see restricted content.

*Contact Karen Henriksen (kahenriksen@azwater.gov) to request a login

My DocuShare

My DocuShare is a personal workspace assigned to individual user accounts. It is customized to display a user's Personal Collections, Favorites, Groups, Tasks and Calendars.

My DocuShare

Your DocuShare Personal Home Page

▼ Personal Collection

Show:

(Page 1 of 1)

Title	Owner	Edited	Size	Actions
 DocushareHowTo.docx <small>NEW!</small> Basic instructions on how to use DocuShare	ssmorris	01/07/11	683 KB	

▼ Site Home

View the top level contents.

(Page 1 of 1)

Type	Title	Owner	Edited	Size	Actions
	ADWR Projects ADWR Project Area	admin	11/17/10	1	  

▼ Favorite Calendars Combined

Show:

◀ January 2, 2011 - January 8, 2011 ▶

▼ Favorites

Show:

(Page 1 of 1)

-  [ADWR Projects](#)
-  [Committees](#)

▼ My Groups

View the groups you belong to.

(Page 1 of 1)

-  [WRDC Population](#)
-  [All Users and Guest](#)
-  [All Users Except Guest](#)
-  [All Users Except Read-Only](#)

▼ Tasks

View your current tasks.

(Page 1 of 1)

Content

- Adding
- Viewing (object and its properties)
- Searching
- Editing
- Permissions
- Notifications
- Changing location
- Deleting (Admin. Only)

Adding Content

1. Within a Collection, use the **Add...** drop down list to choose the item that you want to add to that Collection

Location: [Home](#) » [ADWR Projects](#) » [WRDC Listing](#)



WRDC

Water Resource Development Commission

The Arizona Legislature this last session passed H.B.2661, which created the Water Resources Development Commission for the purpose of assessing the current and future water needs of Arizona. The Legislature tasked the Director of the Arizona Department of Water Resources to appoint a Water Resources Development commission, whose members must possess knowledge about various water resource and water management issues in Arizona and represent a regional and geographic cross-section of the state. Director Herb Guenther serves as the Chairman.

Properties

Add to Favorites



Edit Selected... <input type="button" value="Go"/>		Add... <input type="button" value="Go"/>			Refresh		
<input type="checkbox"/>	Type Title		Owner	Edited	Size	Actions	
<input type="checkbox"/>	Committees WRDC Committ	Add... Calendar Collection Discussion Document URL Weblog Wiki	admin	12/01/10	6		
<input type="checkbox"/>	Guidelines and Guidelines and		admin	12/03/10	0		
<input type="checkbox"/>	Meetings Meeting agendas, notes, handouts, and presentations for WRDC meetings		admin	12/13/10	5		
<input type="checkbox"/>	WRDC Blog Water Resource Development Commission Weblog		admin	12/30/10	0		
<input type="checkbox"/>	WRDC Calendar Meeting calendar for all of WRDC meetings		admin	11/30/10	6		
<input type="checkbox"/>	WRDC How To Use DocuShare How to tips for using this docuShare site		admin	12/01/10	2		
<input type="checkbox"/>	WRDC Members WRDC roster of members as of 10/12/2010		admin	12/03/10	0		
<input type="checkbox"/>	WRDC Mission.pdf Overview of the mission of WRDC		admin	12/03/10	84 KB		
<input type="checkbox"/>	WRDC Workplan.pdf Workplan for the WRDC		admin	12/03/10	137 KB		

Adding Content

2. Complete the **Add** dialogue box, begin by using **Browse...** to upload your file

Location: [Home](#) » [Personal Collection for ssmorris Listing](#) » [Personal Collection for ssmorris Add](#)

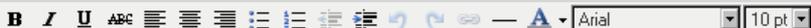
Add Document

Add Document By: Uploading a document now
 Scanning a document using a cover sheet
 Uploading a document later

Filename: (required) C:\Documents and Settings\ssmorris\ Browse... 

Title: (required) DocushareHowTo.docx Update with filename 

Summary: Brief overview on how to use DocuShare 

Description:  Arial 10 pt

wysiwyg

Keywords: training, login, accounts, InfoShare 

Expiration Date: mm/dd/yyyy 

Max Versions: (required) 4 

Author: Sharon Morris 

Initial Permissions: Same as container
 Same as container except write restricted to owner
 Restricted to owner

Document Routing: Do not route the document
 Route the document and publish it later
 Publish and then route the document



Viewing Content

Click hyperlink

Guest Login

Location: [Home](#) » [ADWR Projects](#) » [WRDC](#) » [Committees Listing](#)

 **Committees**
WRDC Committees

Type	Title
	Environmental Environmental Committee for WRDC
	Finance Finance Committee for WRDC
	Population Population Committee for WRDC
	Report WRDC Report
	Water Supply / Demand Water Supply and Demand Committee for WRDC
	WRDC Staffing.pdf ← WRDC Committee Staff

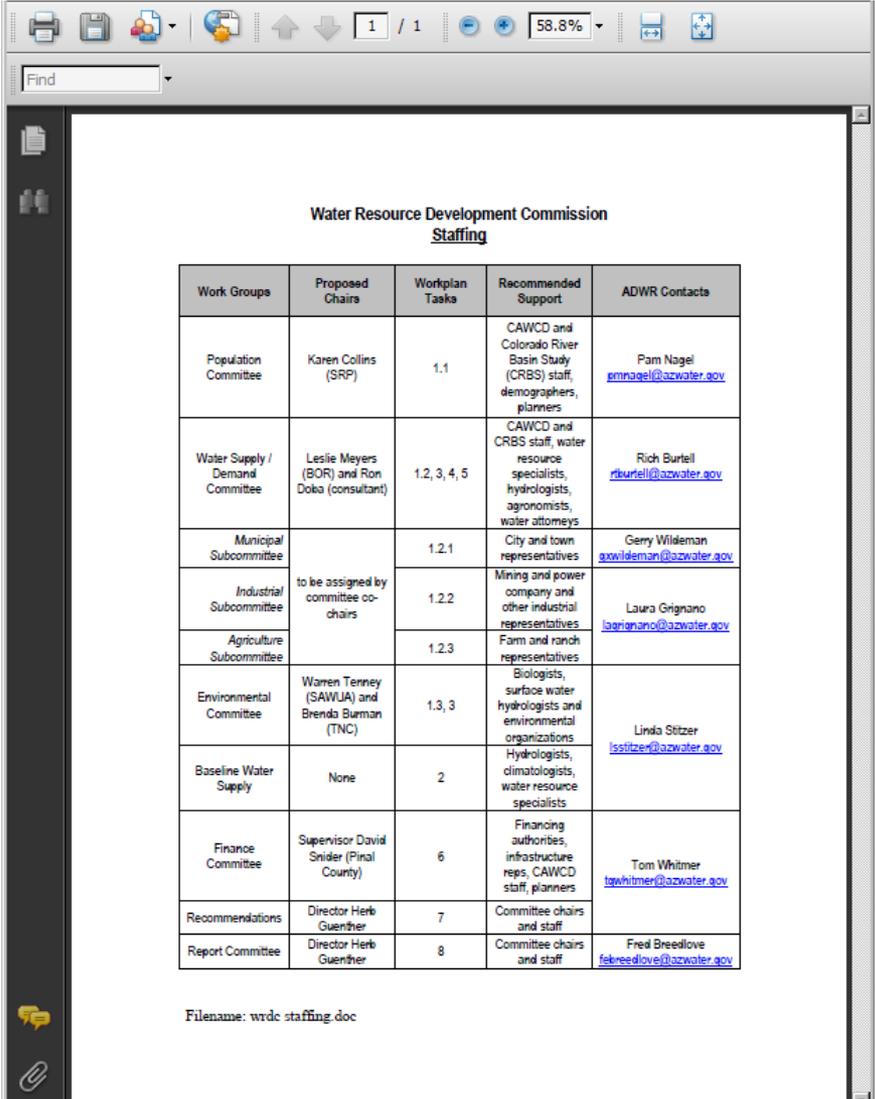
Explore **Related Links** **My Links**

[Home](#) [About ADWR/DocuShare](#) [Login \(As a Different User\)](#)
[What's New](#) [Site Statistics](#) [My ADWR/DocuShare](#)
[Help](#) [Tutorials](#) [My Tasks](#)
[ADWR/DocuShare Downloads](#) [Account Settings \(Guest\)](#)
[DocuShare.xerox.com](#)

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<http://infoshare.azwater.gov/docushare/dsweb/Get/Document-175/WRDC%20Staffing.pdf>

Opens document in appropriate software



Water Resource Development Commission Staffing

Work Groups	Proposed Chairs	Workplan Tasks	Recommended Support	ADWR Contacts
Population Committee	Karen Collins (SRP)	1.1	CAWCD and Colorado River Basin Study (CRBS) staff, demographers, planners	Pam Nagel pnagel@azwater.gov
Water Supply / Demand Committee	Leslie Meyers (BOR) and Ron Doka (consultant)	1.2, 3, 4, 5	CAWCD and CRBS staff, water resource specialists, hydrologists, agronomists, water attorneys	Rich Burtell rburtell@azwater.gov
Municipal Subcommittee	to be assigned by committee co-chairs	1.2.1	City and town representatives	Gerry Wildeman gwildeman@azwater.gov
Industrial Subcommittee		1.2.2	Mining and power company and other industrial representatives	Laura Grignano lgrignano@azwater.gov
Agriculture Subcommittee		1.2.3	Farm and ranch representatives	
Environmental Committee	Warren Tenney (SAWUA) and Brenda Burman (TNC)	1.3, 3	Biologists, surface water hydrologists and environmental organizations	Linda Stitzer lstitzer@azwater.gov
Baseline Water Supply	None	2	Hydrologists, climatologists, water resource specialists	
Finance Committee	Supervisor David Snider (Final County)	6	Financing authorities, infrastructure reps, CAWCD staff, planners	Tom Whitmer twhitmer@azwater.gov
Recommendations	Director Herb Guenther	7	Committee chairs and staff	
Report Committee	Director Herb Guenther	8	Committee chairs and staff	Fred Breedlove fbreedlove@azwater.gov

Filename: wrdc staffing.doc

Searching Content

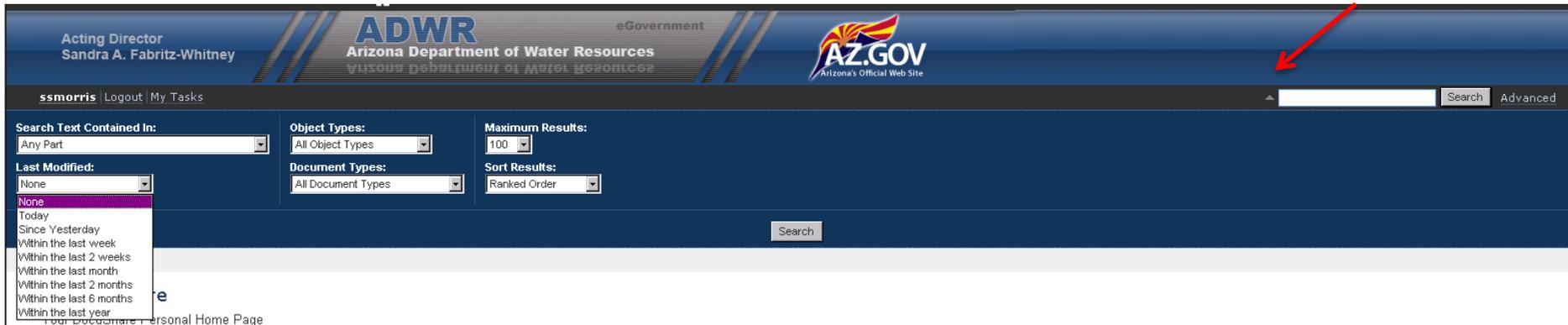
- Searches metadata & document content

1. Type in your search criteria and click **Search**



The screenshot shows the top navigation bar of the ADWR website. On the left, it identifies the Acting Director as Sandra A. Fabritz-Whitney. The center features the ADWR logo and the text 'Arizona Department of Water Resources'. On the right, there is the AZ.GOV logo and 'Arizona's Official Web Site'. Below the navigation bar, a search bar contains the text 'population' and a 'Search' button. A red arrow points to the search bar. Below the search bar, there are sections for 'Collections' (with a link to 'ADWR Projects'), 'Other Links', and 'Communities' (with links to 'Wikis' and 'Weblogs').

*View additional search options by clicking the **More Actions** ▼ arrow



The screenshot shows the search interface of the ADWR website. The top navigation bar is identical to the previous screenshot. Below it, there is a search bar with a dropdown arrow on the right. A red arrow points to this dropdown arrow. Below the search bar, there are several search filters: 'Search Text Contained In:' (set to 'Any Part'), 'Object Types:' (set to 'All Object Types'), 'Maximum Results:' (set to '100'), 'Last Modified:' (set to 'None'), 'Document Types:' (set to 'All Document Types'), and 'Sort Results:' (set to 'Ranked Order'). A 'Search' button is located below these filters. A dropdown menu is open under 'Last Modified:', showing options like 'None', 'Today', 'Since Yesterday', 'Within the last week', 'Within the last 2 weeks', 'Within the last month', 'Within the last 2 months', 'Within the last 6 months', and 'Within the last year'.

Searching Content

2. Search Results appear

Search Results

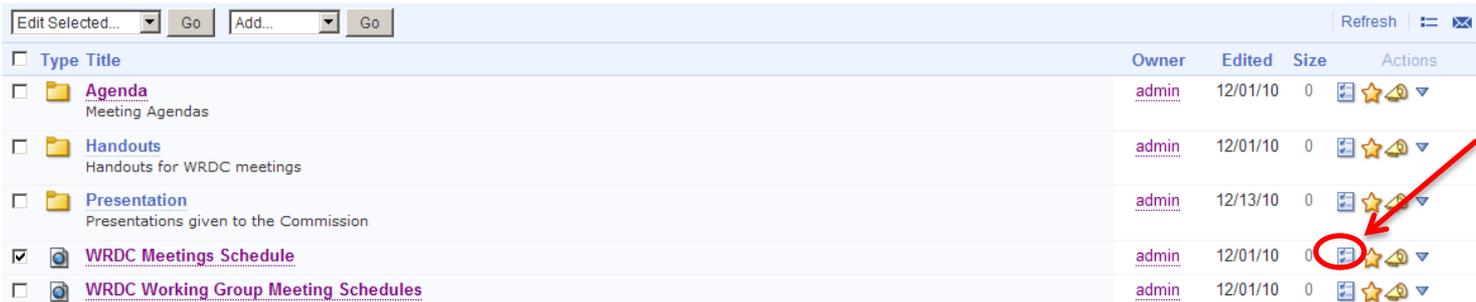
There were 22 matches found.

[Refine Search](#) | [Query Details](#) ▼

Type	Title	Owner	Edited	Size	Actions
	WRDCWSDAgenda01102011.doc *NEW Agenda for the Water Supply/Demand meeting on 1/11/2011 Appears In: Agenda Content Snippet: JANICE K. BREWER Governor HERBE.... JANICE K. BREWER Governor HERBERT R. GUENTHER Director ARIZONA DEPARTMENT OF WATER RESOURCES Water Resources Development Commission (HB 2661) Water Supply & Demand Working Group Public Meeting Notice Date...	wsd1	01/10/11 09:07 AM	49 KB	   ▼
	Scripts Scripts used for Population Committee's GIS analysis Appears In: GIS	admin	01/07/11 03:00 PM	0	 ▼
	WRDC Staffing.pdf WRDC Committee Staff Appears In: Committees Content Snippet: Filename: wrdc staffing.doc Water Resource Develop.... Filename: wrdc staffing.doc Water Resource Development Commission Staffing Work Groups Proposed Chairs Workplan Tasks Recommended Support ADWR Contacts Population Committee Karen...	admin	12/01/10 10:07 AM	99 KB	   ▼
	WRDC_PopulationCommittee_Report_Final12-10-10.ppt An overview of the Population Committee's work process Appears In: Presentation Content Snippet: The CCD name is often the same as that of the largest population center within the CCD. Places include incorporated cities and towns and CDPs, which are unincorporated population centers identified by local officials using Cen...	ssmorris	01/05/11 01:43 PM	4 MB	   ▼
	Population Committee Discussion Informal discussion site for Committee members Appears In: Population	admin	12/03/10 03:27 PM	0	 ▼

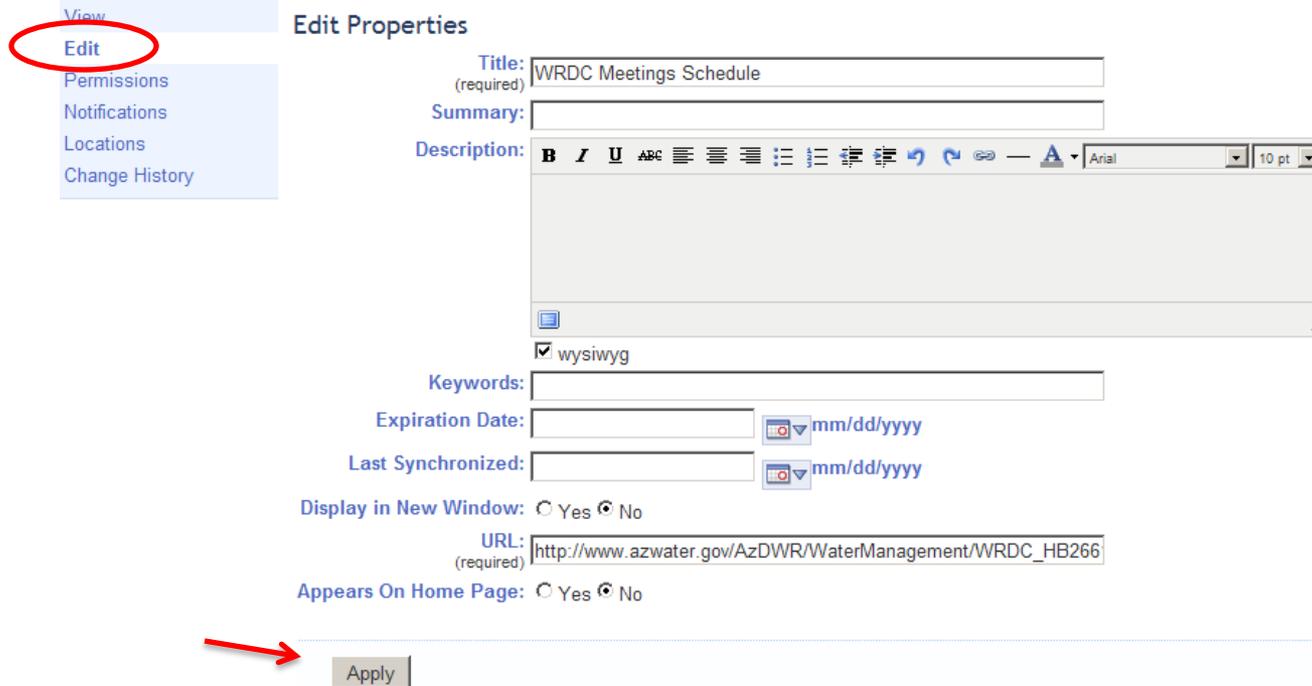
Editing Properties

1. Click the object's **Properties** icon



Type	Title	Owner	Edited	Size	Actions
<input type="checkbox"/>	Agenda Meeting Agendas	admin	12/01/10	0	
<input type="checkbox"/>	Handouts Handouts for WRDC meetings	admin	12/01/10	0	
<input type="checkbox"/>	Presentation Presentations given to the Commission	admin	12/13/10	0	
<input checked="" type="checkbox"/>	WRDC Meetings Schedule	admin	12/01/10	0	
<input type="checkbox"/>	WRDC Working Group Meeting Schedules	admin	12/01/10	0	

2. Select **Edit** from the left menu and complete the dialogue box then click **Apply**



Edit Properties

Title: (required) WRDC Meetings Schedule

Summary:

Description:

Keywords:

Expiration Date: mm/dd/yyyy

Last Synchronized: mm/dd/yyyy

Display in New Window: Yes No

URL: (required) http://www.azwater.gov/AzDWR/WaterManagement/WRDC_HB266

Appears On Home Page: Yes No

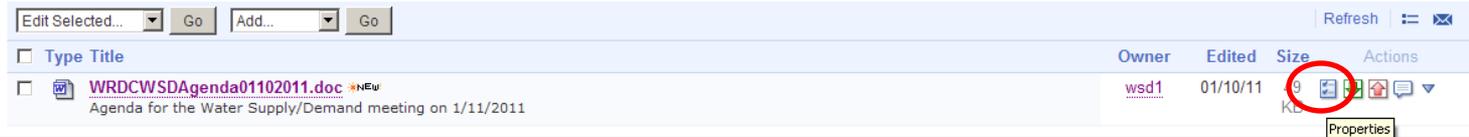
Apply

Permissions

- ✔ **Reader:** allows the user or group to **read** the content of the object and **view** its associated properties and permissions
- ✔ **Writer:** allows the user or group to **change** the object's properties and **add** new objects, including new versions of documents
- ✔ **Manager:** allows the user or group to **delete** the object, and **change** the object's permissions and owner.

Permissions

1. Click on the object's **Properties** icon



2. Select **Permissions** in the left menu, change user permission then click **Apply**

- View
- Edit
- Permissions**
- Notifications
- Locations
- Version History
- Comments (0)
- Scan Cover Sheet
- Routing
- Change History

Permissions

Title: WRDCWSDAgenda01102011.doc

Owner: WRDC Water Supply/Demand Committee (User-64, wsd1:DocuShare)^{DS} [Change Owner](#)

Search Available to: Anyone Access list only

Access List:	User/Group	Reader	Writer	Manager
	WRDC Water Supply/Demand Committee (wsd1) ^{DS}	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Content Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	All Users and Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All Users Except Read-Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Guest (Guest) ^{Anonymous}	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Read-Only Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site Administrator (admin) ^{DS}	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	WRDC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	WRDC_Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	WRDC Commission Administrator (commissionadmin) ^{DS}	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Change Access List](#)

Options: Apply all permissions to:

- This document and its versions
- This document only

[Apply](#)

Notifications

- Add notification & create recipient list

1. Click on the object's **Notification** icon

Location: [Home](#) » [ADWR Projects](#) Listing

 **ADWR Projects**
ADWR Project Area

 Properties
 Add to Favorites
▼

<input type="checkbox"/>	Type	Title	Owner	Edited	Size	Actions
<input type="checkbox"/>	Folder	WRDC Water Resource Development Commission	admin	12/02/10	9	   ▼

2. Select **Notifications** on the left menu and click the **Create a New Notification** link

View
Edit
Permissions
Notifications
Locations
Scan Cover Sheet
Change History

Notifications
Set up and view notifications

 [Create a New Notification](#)

Title	Owner	Date	Actions
No current notifications.			

3. Click the **Show Advanced Options** link

View
Edit
Permissions
Notifications
Locations
Scan Cover Sheet
Change History

Notifications
Set up and view notifications

 [Create a New Notification - Show Advanced Options](#)

A notification sends you an email message when content is added. Select when you want to be notified from the Period menu. To select additional options, click Show Advanced Options.

Period: (required)

Notifications

4.

- View
- Edit
- Permissions
- Notifications**
- Locations
- Scan Cover Sheet
- Change History

Notifications

Set up and view notifications

 Create a New Notification - Hide Advanced Options

Events of Interest:
(required)

- Any Change
- Something added**
- New Document Version added
- Something deleted
- Properties edited
- Permissions edited
- Change in ownership
- Location edited
- Document locked or checked out
- Document unlocked

Period:
(required)

Include Recipient Activity:
(required) Yes No

Notification Action:
(required)

Script:

Script Data:

External Recipients: 

Sender:
(required) Admin Owner

Notification Applies To:
(required)

Initial Permissions: Same as object
 Same as object except write restricted to owner
 Restricted to owner

Title

Notifications

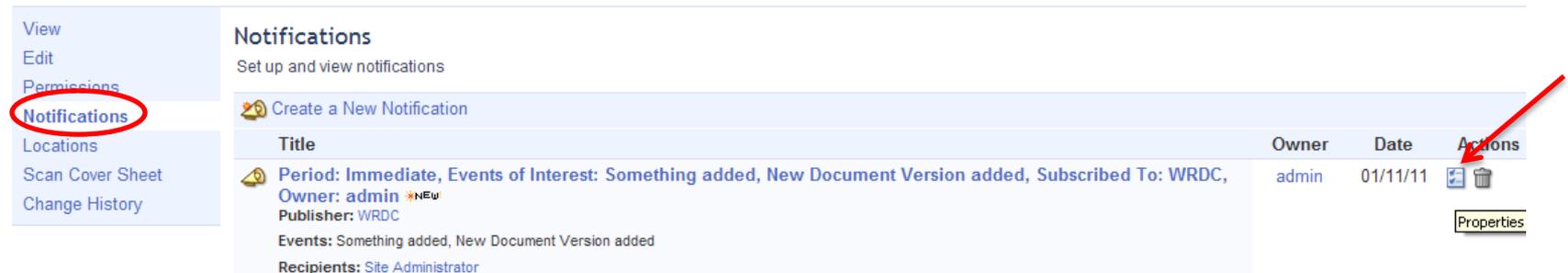
- Enable/disable notification

1. Click on the object's **Properties** icon



The screenshot shows the ADWR Projects interface. At the top, there is a navigation bar with a folder icon, the text "ADWR Projects", and "ADWR Project Area". On the right side of the navigation bar, there are icons for "Properties", "Add to Favorites", and a dropdown arrow. Below the navigation bar is a search bar with "Edit Selected..." and "Go" buttons, and "Add..." and "Go" buttons. To the right of the search bar are "Refresh" and "Email" icons. Below the search bar is a table with columns: "Type", "Title", "Owner", "Edited", "Size", and "Actions". The table contains one row for a folder named "WRDC" (Water Resource Development Commission) with owner "admin" and edited date "12/02/10". The "Actions" column for this row contains icons for "Properties", "Add to Favorites", and a dropdown arrow. A red arrow points to the "Properties" icon in the "Actions" column. Below the table, there is a "Properties" button.

2. Select **Notifications** from the left menu and click the **Properties** icon on the notification to be changed



The screenshot shows the Notifications interface. On the left side, there is a navigation menu with items: "View", "Edit", "Permissions", "Notifications" (circled in red), "Locations", "Scan Cover Sheet", and "Change History". The main content area is titled "Notifications" and has the subtitle "Set up and view notifications". Below the subtitle is a "Create a New Notification" button. Below that is a table with columns: "Title", "Owner", "Date", and "Actions". The table contains one row for a notification with the following details: "Period: Immediate, Events of Interest: Something added, New Document Version added, Subscribed To: WRDC, Owner: admin (NEW), Publisher: WRDC, Events: Something added, New Document Version added, Recipients: Site Administrator". The "Actions" column for this row contains icons for "Properties" and "Delete". A red arrow points to the "Properties" icon in the "Actions" column. Below the table, there is a "Properties" button.

Notifications

3. Select **Edit** from the left menu and change the **Enabled** property to **Yes** or **No**

 Period: Immediate, Events of Interest: Something added, New Document Version added, Subscribed To: WRDC, Owner: admin  [Delete This Notification](#)

[View](#)
Edit
[Permissions](#)
[Recipients](#)
[Change History](#)

Edit Properties

Title:
(required)

Summary:

Description:

B *I* U ABC       Arial 10 pt

wysiwyg

Keywords:

Expiration Date:  mm/dd/yyyy

Last Synchronized:  mm/dd/yyyy

Enabled: Yes No

Events of Interest:
(required)

- Something added
- New Document Version added**
- Something deleted
- Properties edited
- Permissions edited
- Change in ownership
- Location edited
- Document locked or checked out
- Document unlocked

External Recipients:

Include Recipient Activity:
(required) Yes No

Notification Action:
(required)

Period:
(required)

Script:

Script Data:

Sender:
(required) Admin Owner

Notification Applies To:
(required)

Changing location

Options:

1. Move an object using the ***Cut/Paste*** from the ***Edit Selected*** menu
2. Use the ***Copy/Paste*** or ***Locations*** property to create a reference to an object in several containers (similar to creating a shortcut)

Changing location

Options:

1. Move using the ***Cut/Paste*** from the ***Edit Selected*** menu



Meetings

Meeting agendas, notes, handouts, and presentations for WRDC meetings

Properties

Add to Favorites



The screenshot shows a file management interface with a table of items. A context menu is open over the item 'WRDC Meetings Schedule'. The 'Cut' option is highlighted in blue, and a red arrow points to it. The 'Cut' option is also circled in red. The table has columns for 'Owner', 'Edited', 'Size', and 'Actions'. The 'WRDC Meetings Schedule' item is highlighted in orange.

	Owner	Edited	Size	Actions
WRDC Meetings Schedule	admin	12/01/10	0	[Icons]
WRDC Working Group Meeting Schedules	admin	12/01/10	0	[Icons]

Changing location

Options:

2. Create an object reference using **Copy/Paste** from the **Edit Selected** menu

 **Meetings**
Meeting agendas, notes, handouts, and presentations for WRDC meetings

 Properties
 Add to Favorites



The screenshot shows a file manager interface with a table of meeting schedules. A context menu is open over the table, and the 'Copy' option is highlighted. The table has columns for 'Owner', 'Edited', 'Size', and 'Actions'. The selected row is 'WRDC Meetings Schedule'.

	Owner	Edited	Size	Actions
<input type="checkbox"/>	admin	12/01/10	0	   
<input type="checkbox"/>	admin	12/01/10	0	   
<input type="checkbox"/>	admin	12/13/10	0	   
<input checked="" type="checkbox"/>	admin	12/01/10	0	   
<input type="checkbox"/>	admin	12/01/10	0	   

*An object reference can also be created using the Locations property

View Locations

Use the *Locations* property

View
Edit
Permissions
Notifications
Locations
Change History

Locations

Current Locations: Meetings

Sort By: Title

Search: POPULATION

Possible Locations:

- Personal Collection for population1 (Collection-244)
- Personal Collection for populationadmin (Collection-292)
- Population (Collection-124)**

Selected Locations:

- Meetings (Collection-148)**

Add desired location into this box

Deleting (Admin. Only)

1. Click the object's **More Actions** ▼ arrow and click **Delete Document**



2. Confirm delete by clicking the **Delete** button

Confirm Delete



Working with Documents

  Versioning

 Lock & unlock

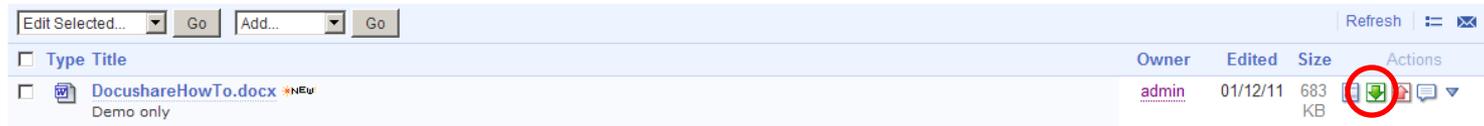
 Adding comments

Versioning

- Check out and edit an existing document, and check in the revised document as a new version.  
- Ensures only one user at a time edits a document. 

Versioning

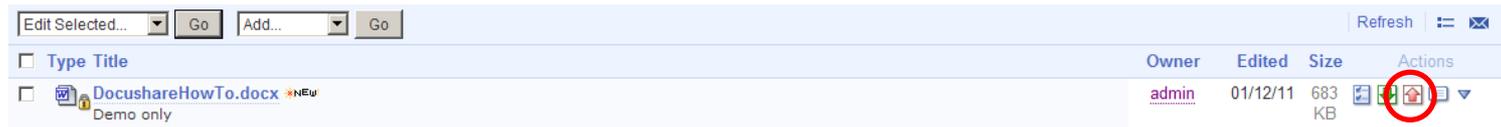
1. Click the document's **Check Out** icon



2. The document opens in its native editor*, make your desired edits

3. Select **Save As** in the native editor to your local drive. Do not change the name of the document

4. Click the document's **Upload a New Version** icon

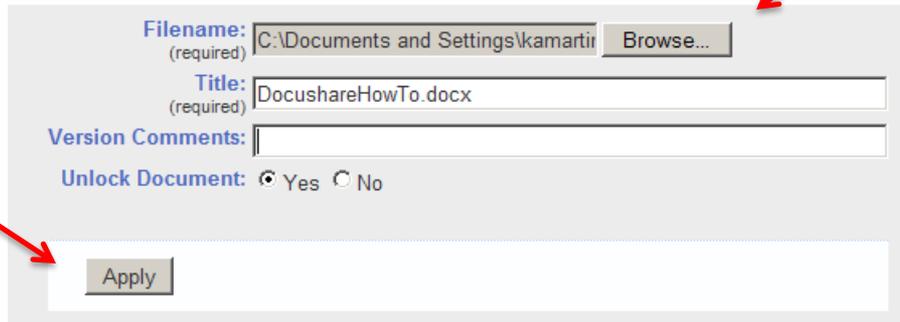


*Items can only be edited with software that is compatible with the source item's file type

Versioning

5. Complete the dialogue box by browsing to your locally saved file and click ***Apply***

Add Version



The screenshot shows a dialog box titled "Add Version" with the following fields and controls:

- Filename:** (required) C:\Documents and Settings\kamarti Browse...
- Title:** (required) DocushareHowTo.docx
- Version Comments:** (empty text box)
- Unlock Document:** Yes No
- Apply** button

Two red arrows are present: one pointing to the "Browse..." button and another pointing to the "Apply" button.

Viewing/Changing Versions

In the document's properties, view the **Version History**. All versions are listed here and available for viewing. Use the **Change Preferred Version** button to change the version.

DocushareHowTo.docx
Version 2

Check Out
Upload a New Version
Delete Document

View
Edit
Permissions
Notifications
Locations
Version History
Comments (0)
Scan Cover Sheet
Routing
Change History

Version History

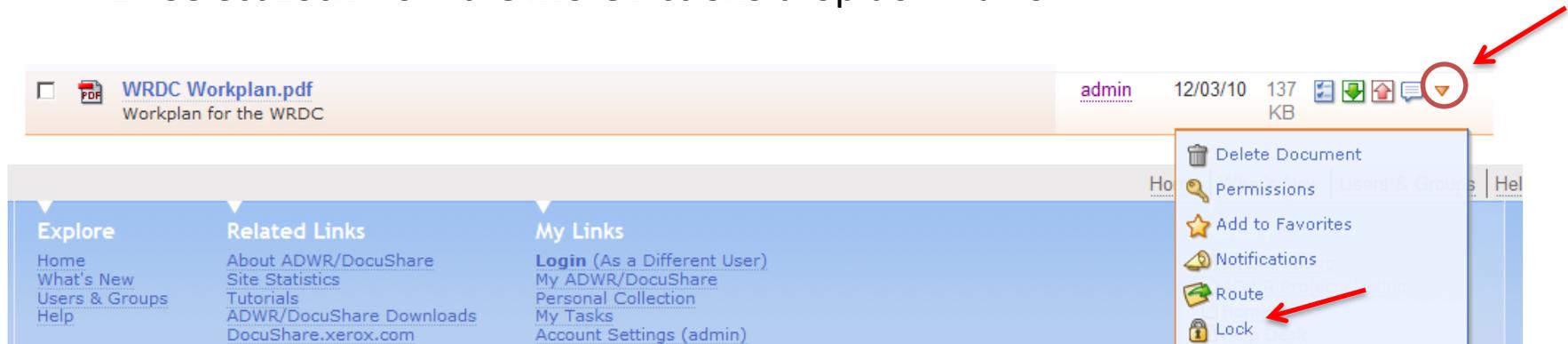
Preferred Type	#	Version	Owner	Created	Size
	2	DocushareHowTo.docx <i>No comment added</i>	admin	01/12/11 11:05 AM	699644
	1	DocushareHowTo.docx Initial Version	admin	01/12/11 10:51 AM	699809

Change Preferred Version Show Renditions

Lock & unlock

 Lock keeps other users from editing a document

1. Select **Lock** from the **More Actions** drop down arrow



The screenshot shows a document titled "WRDC Workplan.pdf" (137 KB) uploaded on 12/03/10 by user "admin". A red circle highlights the "More Actions" dropdown arrow in the top right corner. A red arrow points to this arrow. The dropdown menu is open, showing options: "Delete Document", "Permissions", "Add to Favorites", "Notifications", "Route", and "Lock". A red arrow points to the "Lock" option. Below the document header, there are three main sections: "Explore" (Home, What's New, Users & Groups, Help), "Related Links" (About ADWR/DocuShare, Site Statistics, Tutorials, ADWR/DocuShare Downloads, DocuShare.xerox.com), and "My Links" (Login (As a Different User), My ADWR/DocuShare, Personal Collection, My Tasks, Account Settings (admin)).

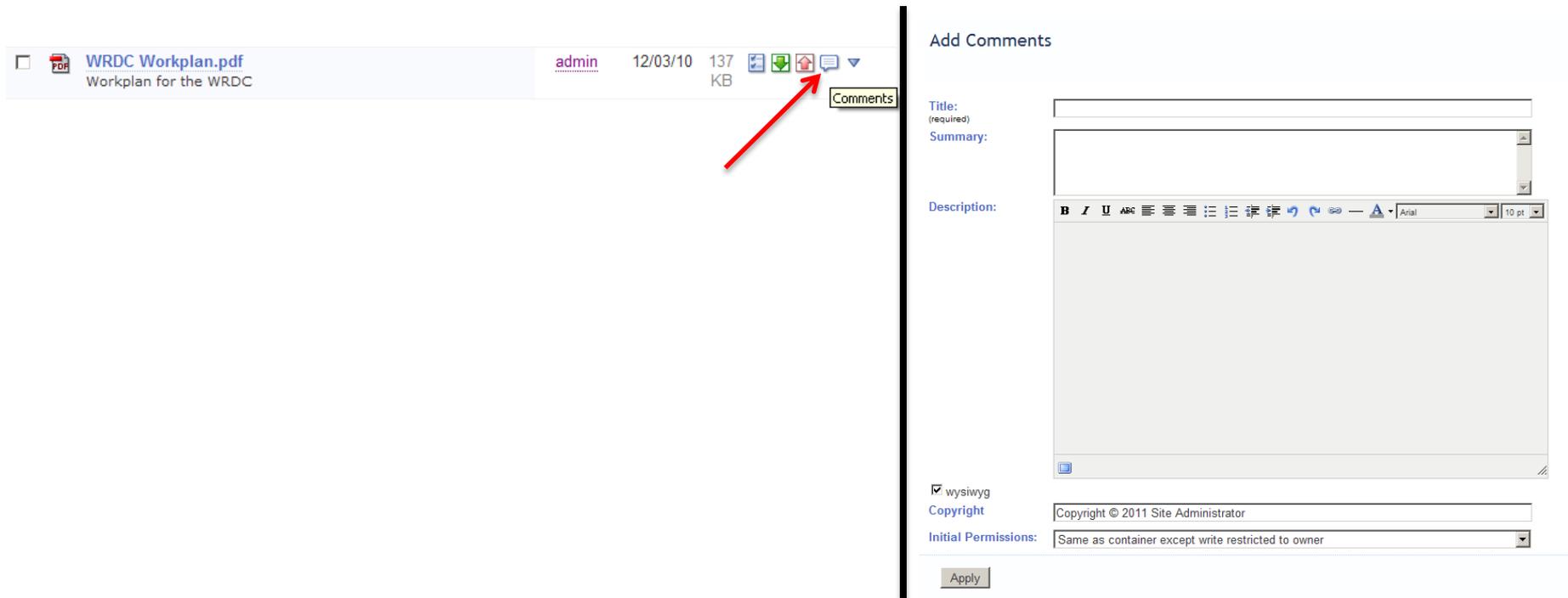


The screenshot shows the same document "WRDC Workplan.pdf" (137 KB) uploaded on 12/03/10 by user "admin". A red circle highlights the document icon in the top left corner, which now includes a lock symbol. Another red circle highlights the "More Actions" dropdown arrow in the top right corner, which is now disabled. The document title and description are "WRDC Workplan.pdf" and "Workplan for the WRDC".

*Other users can still view and download the locked document, but versioning is now disabled

Adding comments

- 🗨️ *Definition:* Informal commentary on a document
- 🗨️ *Example:* when co-authoring a document, add helpful comments for other authors



The screenshot shows a document interface. On the left, a file named "WRDC Workplan.pdf" is displayed with a PDF icon and the subtitle "Workplan for the WRDC". The file is owned by "admin" and was last modified on "12/03/10". The file size is "137 KB". A red arrow points to a comment icon in the top right corner of the file information bar. Below the file information, a vertical line separates the document content from the "Add Comments" form. The form includes fields for "Title: (required)", "Summary:", and "Description:". The "Description:" field is a rich text editor with a toolbar. Below the form, there are checkboxes for "wysiwyg" and "Copyright", and a dropdown menu for "Initial Permissions:". An "Apply" button is located at the bottom of the form.

Additional Help

- DocuShare tutorials & user guide

<http://infoshare.azwater.gov/docushare/dsweb/helpdesk/Documentation>

Questions?

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