

## Enable Collaboration, Quick Start Guide

The basic function of the Enable collaboration system is to provide a shared folder on the web for accessing and transferring documents among team members from different organisations and at different locations.


Documents uploaded to the Enable system have an author, who is able to set and change the permissions for the documents they upload to Enable.

Enable is a file system that uses folders to store files. A folder is created for each project on Enable and users will have access to appropriate project folders.

This guide will use an account named *Demo User* and a project folder named *Abley Demo Project*, and will outline the common tasks that Enable users will perform to use the system successfully. This document is a quick introduction to the core functions of Enable, please contact us if you would like a more detailed user guide for Enable.

**Documents in Enable are managed with attribute information about the document, including document status. All tasks and operations carried out within enable refer to the management of the attribute data, rather than the actual content of the document itself. Your ability to perform document check-in and check-out depends on the document status. This is important to keep in mind when using Enable.**

### Uploading a new document

1. Click on the Add Document button 
2. Choose which Project Folder you wish to upload your document to. If you have access to only one project folder then this project folder will be selected automatically.
3. Choose *Upload with browse* radio button and browse to the file you wish to upload. In most cases you will not want to set an expiration date for documents, so make sure the *Never Expired* box is ticked. Complete the expiration information if you require your document to be deleted on a set date. Leave the *Number of downloads* box blank and provide a description of the document for other team members.
4. Click *Save* to upload and save your document(s).
5. After you receive the message *Document Posted Successfully*, proceed to *Change Document Details / Permissions*.

#### Document Posted Successfully

We have successfully added your document(s).

[Document List](#) | [Change Document Details/Permissions](#)

- To allow other users to edit your documents, it is **essential** to choose **modify** as the default option for permissions, click *Save Changes*.

\*The default permissions shows the permissions all users will have to this file that have access to the /root/Abley Demo Project/ folder.

\*To give individual access permissions for this document you should select the user from below. The user must already have access to the /root/Abley Demo Project/ folder before they will appear below.

Permissions: \* Click on text to get more info on the different options

Michael Chou Add User

Default:  Deny  View  Read  Modify  Admin

[Delete All File\(s\)](#) | [Check Out File\(s\)](#) | [Save Changes](#)

Modify allows all users to check the document in and out. Other options here include *view* which only allows users to view a document but not edit it. Your uploaded document now has a status of *Un-locked*. The author of each document is able to edit the document information, permissions and also delete the document from the project folder.

## Document Download

- Navigate to the desired folder, in this case, click on *Abley Demo Project*

root /

	Name	Size/Number	Title	Rights	Author	Created	Modified	Action
	<a href="#">Abley Demo Project</a>	53k (4)	---	User	Reuben Williams	8/10/2008	8/10/2008	

- To download the document, click on the Name of the document.

root / Abley Demo Project /

	Name	Size/Number	Title	Rights	Author	Created	Modified	Action
<input type="checkbox"/>	<a href="#">Demo document.doc</a>	24k	Demo Documents	Admin	Demo User	8/20/2008	8/20/2008	
<input type="checkbox"/>	<a href="#">Steve Abley.vcf</a>	1010 bytes	Steve Abley business card <b>(Review Required)</b>	Admin	Demo User	8/20/2008	8/20/2008	
<input type="checkbox"/>	<a href="#">demo.zip</a>	5k	demo Zip Archive	Admin	Demo User	8/20/2008	8/20/2008	


Open folder Edit file View file Delete

- Your browser will give you the option to view or save the document, choose your preference.

**Please Note: Downloading a document allows you to view the content of the document, it is not the same as performing a document check-out to edit the document.**

## Document Check-out

Document Check-out allows users to make edits to a document with the knowledge that they are working on the most recent version of the document and also that no other user is editing the document concurrently.

1. Navigate to the project folder. In the row of the document you wish to check-out, click on the View file icon . Viewing a file means viewing the attributes that describe the file, not view the actual contents of the file.

Folder: **root / Abley Demo Project /**  
File: **Demo document.doc** (24k) [Download](#)  
Title: Demo Documents  
Created on: Aug 20, 2008 1:49 am  
Modified on: Aug 21, 2008 6:52 pm  
Author: Demo User  
Status: Un-locked  
Description:  
Test and demo

If you would like to add or delete file to the list above [click here](#)

[Check Out](#) | [Delete](#) | [Cancel](#)

2. A set of information about the file will be displayed. If the document has a status of Un-locked, then you have the option to check out the file. Click on *Check Out* to initiate document Check-out.
3. In the Check Out Document screen, click on *process* to complete document Check-out. Clicking on the document file name will allow you to download the document for viewing, but will not complete document check-out.

### Check Out Document

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[File Info](#) | [Revision History](#) | [Document List](#)

To download document click right button on the link below and choose 'Save target as...'.  
To initiate checkout process click on Process.

**Demo document.doc** (24k)

[Process](#) | [Cancel](#)

4. After your document has been checked-out, you will be taken to the document check in screen to confirm your check out has been completed.
5. The checked out document now has a status of Checked out and is locked for editing, no other users are able to check out the same document at the same time. Others users are still able to download the document.

Folder: **root / Abley Demo Project /**  
File: **Demo document.doc** (24k) [Download](#)  
Title: Demo Documents  
Created on: Aug 20, 2008 1:49 am  
Modified on: Aug 21, 2008 6:52 pm  
Author: Demo User  
Status: Checked out to Demo User  
Description:  
Test and demo

[Cancel](#)

- Locked documents are identified in the project folder with a small padlock symbol next to the filename.

	Name	Size/Number	Title	Rights	Author	Created	Modified	Action
<input type="checkbox"/>	<u>Demo document.doc</u>	24k	Demo Documents	Modify	Demo User	8/20/2008	8/21/2008	
<input type="checkbox"/>	<u>Steve_Abley.vcf</u>	1010 bytes	Steve Abley business card <b>(Review Required)</b>	Modify	Demo User	8/20/2008	8/21/2008	
<input type="checkbox"/>	<u>demo.zip</u>	5k	demo Zip Archive	Modify	Demo User	8/20/2008	8/21/2008	
<input type="checkbox"/>	<u>223.gif</u>	6k	Screenshot image	Modify	Demo User	8/21/2008	8/21/2008	

### Document Check-in

- Click on the Check In link in the top navigation bar, the Check In List screen will appear and list all documents waiting for your Check-in. Click on the *Check In* link in the row of the document you wish to check-in.

#### Check In List

From this section you can check-in documents that you have checked- out. If you want to modify documents and insure that no other user modifies the document while you are making your modifications then you will be required to check out the document. When you are finished modifying the document you can check it back into the system.

1 documents are waiting for check-in

	Name	Size	Title	Author	Created	Modified	Action
	<u>223.gif</u>	6k	Screenshot image	Demo User	8/21/2008	8/21/2008	<b>Check In</b>

- Make sure the *Upload with Browse button* radio button is checked and click on *browse* to find your edited document. Enter some revision notes if needed and then click on *save* to complete document check in.

Choose new revision of Demo document.doc file

Title: Demo Documents

File\* :  Upload with Browse button (4MB max)  Access files already uploaded  Use Upload Tool

C:\Documents and Se

Revision after Park Decision



Notes (for revision log):

No document to check-in, just **Un-Lock** the file.

**Save** | **Cancel**

- If you have not made any changes to the document, but have the document checked out, then you are able to un-lock the document but clicking on the *Un-Lock* link.
- The document is now available for other users to check-out and edit.

### **Review Document History**

- Navigate to the project folder. In the row of the document you wish to view revision history for, click on the View file icon . Viewing a file means viewing the attributes that describe the file, not view the actual contents of the file.
- At the top of the View Document page, click on the *Revision History* button. 
- The document history page allows you to view document revision details and also download previous versions of the document.

<b>Documents : History</b>						
<b><u>Document Details</u>   <u>Document List</u></b>						
Folder: <b>root / Abley Demo Project /</b>						
File: <b>Demo document.doc (24k)</b>						
Title: Demo Documents						
<b>Rev.# ▲</b>	<b>Modified</b>	<b>Size</b>	<b>Revision Notes</b>	<b>Modified By</b>	<b>Approved By</b>	<b>Action</b>
3	8/21/2008	24k	Revision after Park Decision	Demo User	--	<b><u>Download</u></b>
2	8/20/2008	24k	review 3	Reuben Williams	--	<b><u>Download</u></b>
1	8/20/2008	24k	check in after review 56	Reuben Williams	--	<b><u>Download</u></b>
0	8/20/2008	24k		Demo User	Reuben Williams	<b><u>Download</u></b>