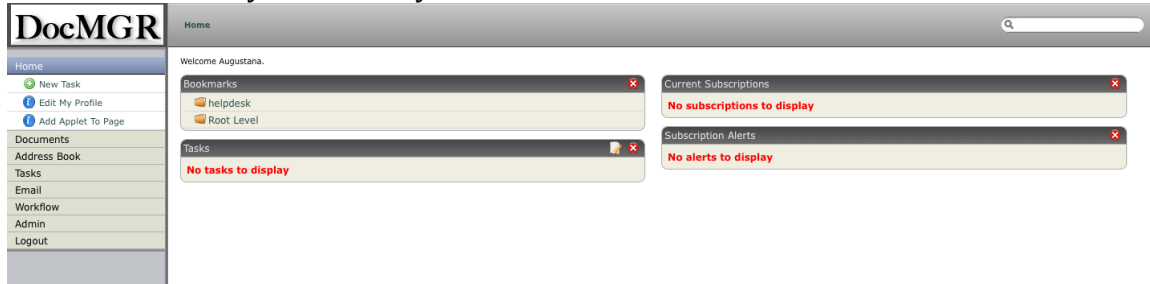# DocMGR

Get started by opening your web browser and going to https://hlc.augie.edu

Login using your usual Augustana password (email, Novel, my.augie)
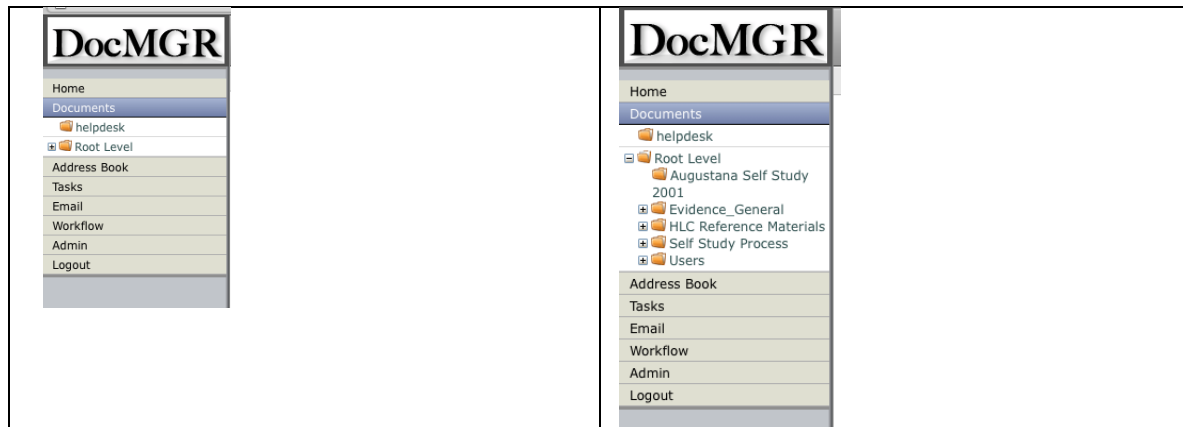
This opens up your Home screen.

On the left side of your screen you will see a menu.

Documents is the place you will find the files. Click once on Documents – (if you get an error, just say ok)

- The folder with your login on it is your Home Folder. This is the only place you have rights to save files right now. If you would like to have a working folder on DocMGR for your group, just let me know.

- Root is where you will find the HLC documents. Click Documents and then click the + in front of Root to see the folders.

To find a file :
If you know where the file is located, you can drill down to it through the folder structure, just like you would on the K:drive or your computer.
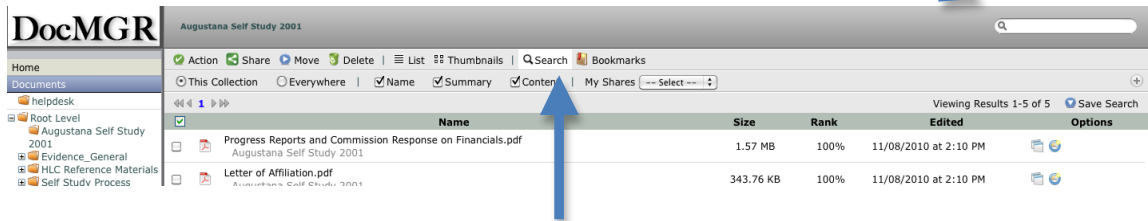
Or

You can search for the file.

To search you have two options.

Do a basic search by typing your search term or terms into this box at the upper right of your screen.

or

Click on Search in the DocMGR top menu to narrow your search.

- You can choose where to search -This Collection (folder) or Everywhere
- You can choose what to search – File name, Summary or Content. Now type your term/s into the seach box and the files that meet your search request will show up in the main window.

If you have a Collection (folder) that you will return to often, you can bookmark that folder by checking the box in front of the folder and then click Bookmark. This will put that collection on your Home screen in the Bookmark section.

THEN