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.

DocMGR	Home	Q)
Home	Welcome Augustana.	
🕑 New Task	Bookmarks	Current Subscriptions
🚺 Edit My Profile	helpdesk	No subscriptions to display
🚺 Add Applet To Page	Cont Level	
Documents	Tacke 2	Subscription Alerts
Address Book		No alerts to display
Tasks	No tasks to display	
Email		
Workflow		
Admin		
Logout		

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.

DocMGR	DocMGR
Home Documents Chelpdesk Chelp	Home Documents helpdesk Root Level Kugustana Self Study 2001 General General General General General Home
Logout	Address Book Tasks Email Workflow Admin Logout

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.

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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		_							
DocMGR	Augustana Self Study 2001	_	-		-	-		٩	
Home	🖉 Action 🔄 Share 🔉 Move 🎯 Delete 🔳	List 👯 Thumbnail	s Q Search	🌡 Bookmarks					
Documents	⊙ This Collection ○ Everywhere ☑ Nam	e 🗹 Summary	✓ Conten	My Shares Select 🗘					۲
i helpdesk	4441 ≥ ₩						Viewing Resu	lts 1-5 of 5	Save Search
Root Level		Name			Size	Rank	Edited		Options
2001 B Contemporal Evidence_General B LC Reference Materials B Self Study Process	Progress Reports and Commission Res Augustana Self Study 2001	ponse on Financial	s.pdf		1.57 MB	100%	11/08/2010 at 2:10 PM	Ē 6	
	Letter of Affiliation.pdf				343.76 KB	100%	11/08/2010 at 2:10 PM	i	

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.

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DocMGR	Root Level				Q	
Home	Action	🕄 Share 🖸 Move 🧊 Delete 🗏 List 👯 Thumbnails 🔍 Search 🌡 Bookmarks				
Documents	1	Name	Size	Edited	Options	
helpdesk	i 🔶 🛒	Augustana Self Study 2001	12.39 MB	11/08/2010 at 2:02 PM	🖺 🗳 🕌 😰	
🗉 🥯 Root Level	0 📹	Evidence_General	1.25 GB	11/08/2010 at 2:02 PM	🖺 🌍 📓 🐲	
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