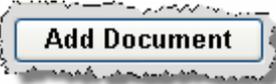
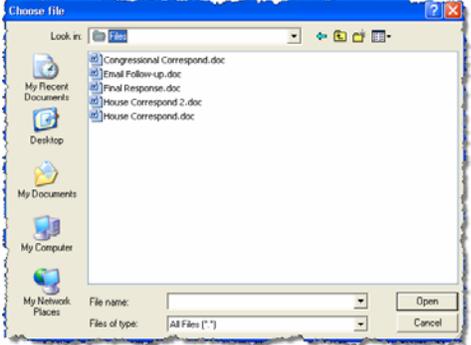


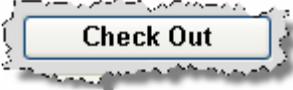
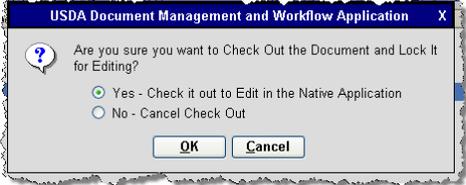
Adding a Document

The following steps allow you to add a document to a folder in ECM.

Step	Action	Look For
1.	From inside an ECM Work Folder, select the Documents tab.	
2.	Select Add Document .	
3.	From the Document Type drop-down, select a document type.	
4.	In the Document Title field, enter a name for the document.	
5.	Select Browse...	
6.	From the Choose File window, locate and select the file to be loaded. Note that any file type may be added to ECM as a document.	
7.	Select Open .	
8.	Select Add Document .	

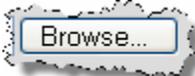
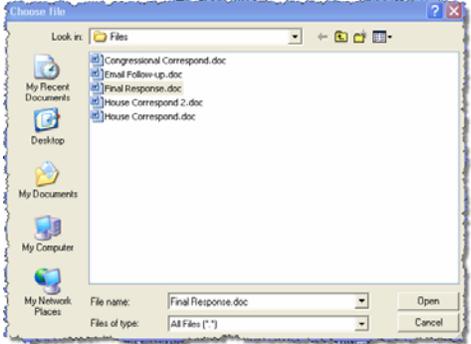
Checking a Document Out

The following steps allow you to check a document out of ECM. Whenever you wish to edit or revise a document, you must first check the document out, edit it on your local computer, and then check it back in.

Step	Action	Look For
1.	From inside an ECM Work Folder, select the Documents tab.	
2.	Select the document from the list.	
3.	Select Check Out .	
4.	Select OK to open the document in its native application.	
5.	Select Open to open the document. Select Save to save the document locally for editing or revision at a later time.	

Checking a Document In

The following steps allow you to check a document in to ECM. This is done once a document has been checked out and edited or revised locally.

Step	Action	Look For
1.	From inside an ECM Work Folder, select the Documents tab.	
2.	Highlight the document that you wish to check in from the list.	
3.	Select Check In .	
4.	Select Browse .	
5.	From the Choose File window, locate and select the file to be checked in.	
6.	Select Open .	
7.	Select Check In . Note: If the document has been saved with a new name, a warning will appear. Select Yes to check in the file.	

Set Document Security

The following steps allow you to adjust security settings for individual documents within a work folder. Note that the document security defaults to the same levels and settings as the folder.

Step	Action	Look For
1.	From inside an ECM Work Folder, select the Documents tab.	
2.	Highlight the document that you wish to check in from the list.	
3.	Select Doc Security .	
4.	Select a setting from the View drop-down list.	
5.	Select a setting from the Edit drop-down list.	
6.	Select a setting from the Delete drop-down list.	
7.	Select a setting from the Administrator drop-down list.	
8.	Select Update .	