Owl Knowledgebase – Quick Reference Card

Document Browser - Actions

Icon	Description / Use	Notes
	Opens the selected document file log	1
	Delete the selected document or folder	
	Opens the documents or folder, modify property page	
	Move the selected document to a new location in the directory tree	
	Update the selected file by uploading a new file (the new file must have the same file name as the existing file)	
	Download the selected file to your desktop	
	Post a comment about the selected file	
	Check out the selected file out to the user who is logged in, the icon will change to . Once a user checks out the file, other users can only view the document file log, no other options will be available.	1
	Check in the selected document (Most have been checked out first)	1
	Open a form to allow you to Email the selected document	
	Start monitoring the document or folder. Once monitoring is switched on the icon will change to	
	Stop monitoring the document or folder. (Most have monitoring activated)	
	Opens the selected document to view in the current browser window	
	Download all the documents in a folder to your desktop, packaged into a *tar* archive file	

Document Browser - Header

	Indicates that the column is sorted and the sort order (ascending or descending order). Can be applied to the following columns, *title, ver, file, size, posted by, modified*	

Document Browser – Status Column

	The document has been added to the knowledgebase since your last visit	
	The document has been updated since your last visit	
	This document has a user comment	

Miscellaneous

	View edit the users preferences (password, notification, Email address)	
	Move up one folder level	
	Select all documents in the document browser (This actually toggles you choice for example if you wanted to select every document except one, you can check the check box in front of the document you want to keep, and hit toggle)	2

1 – Only available if the version control system is activated.
2 – Only available if the bulk buttons option is activated.