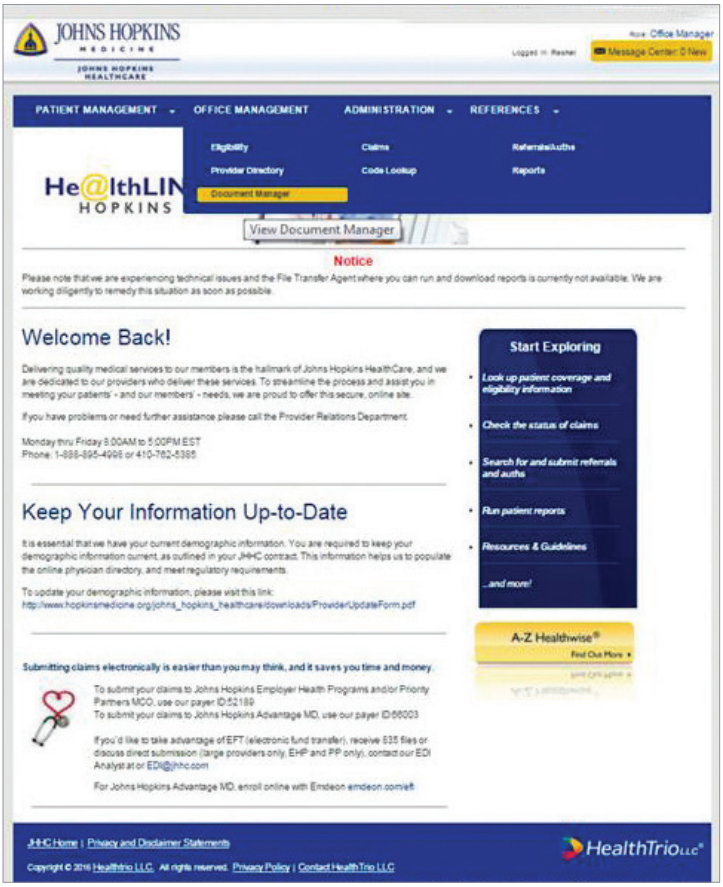
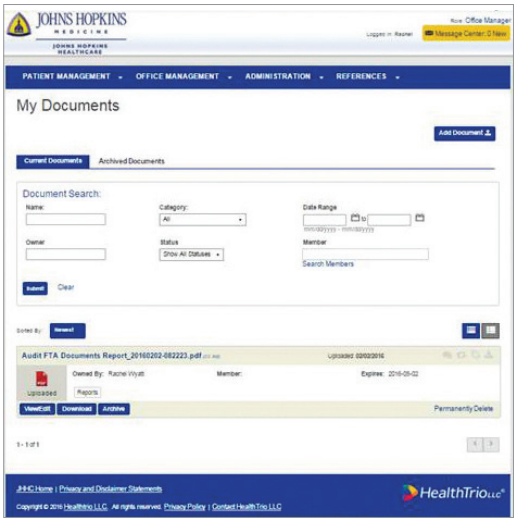
JOHNS HOPKINS MEDICINE
JOHNS HOPKINS HEALTHCARE

Document Manager Quick Reference Guide

1

The Document Manager

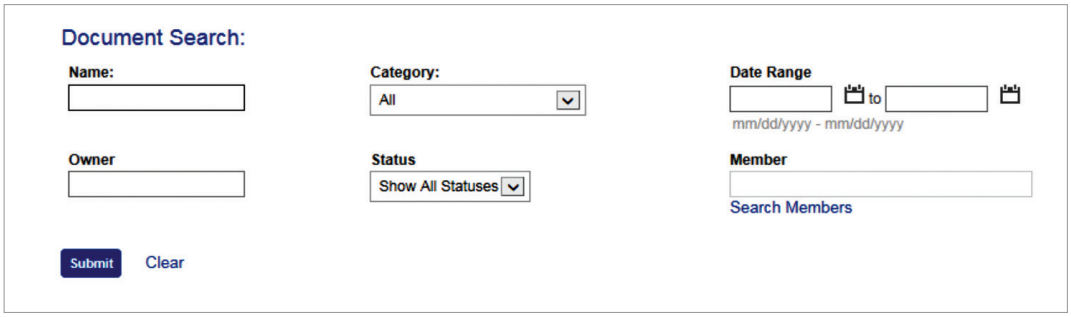




2

Search Documents – Filters

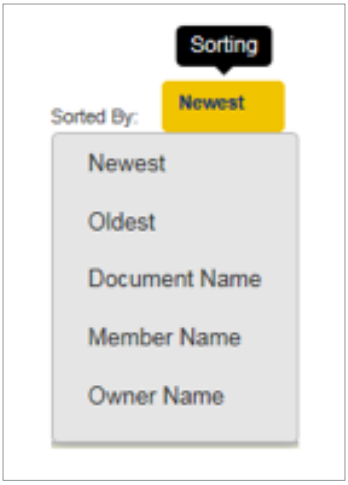
- Document Name
- Category
- Date Range
- Member
- Status (Downloaded, Received, Uploaded)



3

Sort Documents – Options

- Newest
- Oldest
- Document Name
- Member Name
- Owner Name



4

View Current or Archived Documents

Snapshot View

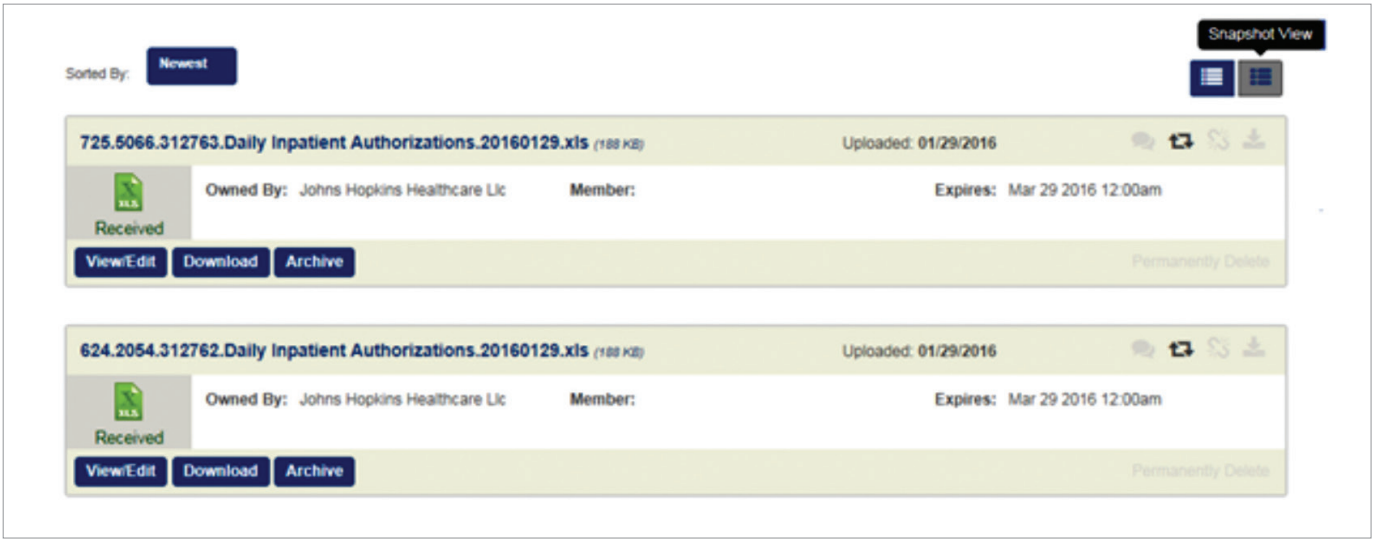
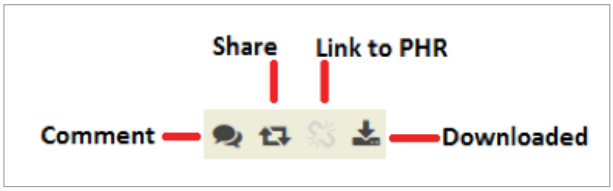


Table View or List View

5

Quick View Icons:

- **Comment –** Shows if there are comments added to the document
- **Share –** Shows if the document has been shared
- **Link to PHR –** Currently not available
- **Downloaded –** Shows if the document has been downloaded



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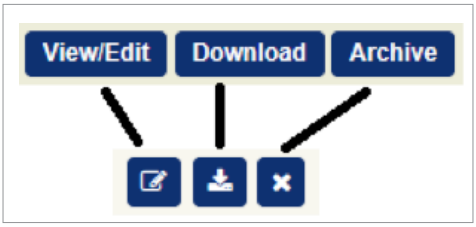
Action Buttons

- **View/Edit –** Displays Document Detail Screen
- **Download –** To download the document
- **Archive –** To archive the document



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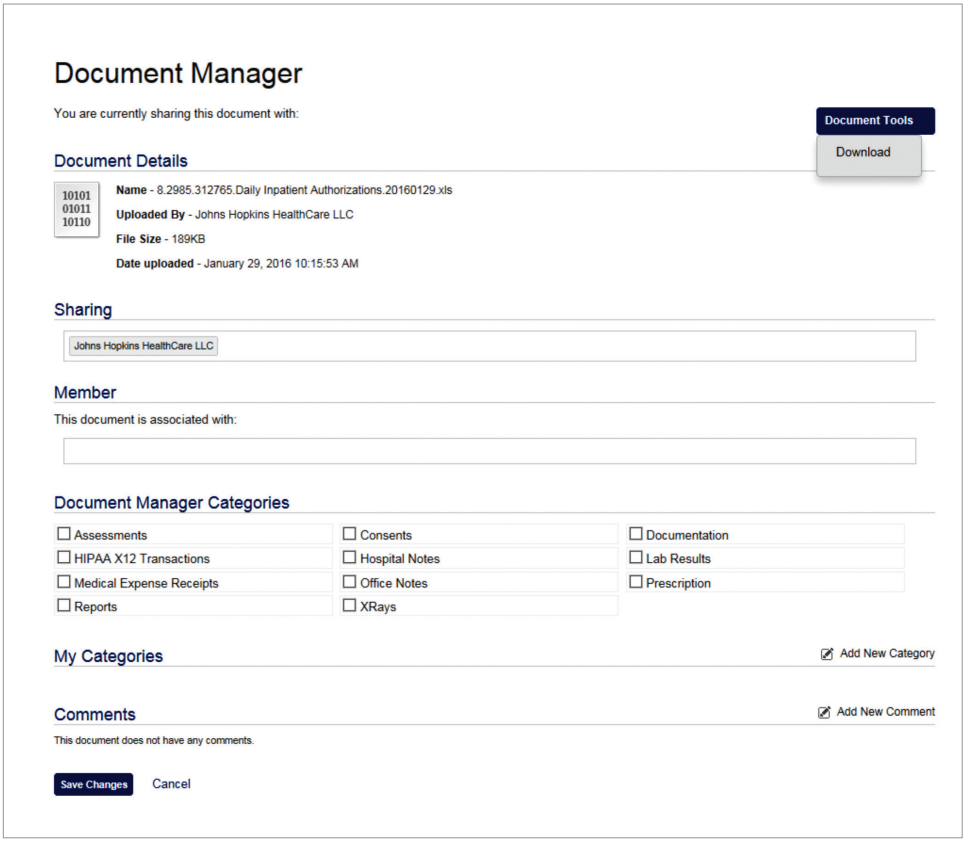
Document Detail Screen

- **Document Details –** Document Name, Uploaded by, File Size, Date Uploaded
- **Document Tools –** Download document
- **Sharing –** Share the document depending on the user's access list
- **Member –** Associate documents with a member
- **Document Manager Categories –** Documents can be assigned to system defined categories
- **My categories –** Documents can be assigned to user specific categories (not shared with other users)
- **Comments –** Comments can be added to the document