



The Oracle Collaboration Suite (OCS) Library function on the EPA Portal is designed to allow users to post, edit, and collaborate on documents that are relevant to their work.

How Do I Access the Library for My Workspace?

1. To access the Library function, click on the *Team Resources* link under the General Page header on the Portal's left navigation bar. The Portal *Team Resources* page is displayed.
2. Click on the link to *Enter Collaborative Workspaces* in the Collaborative Workspaces portlet. The My Workspaces screen is displayed. Select the Workspace for which you would like to access the Library. The Collaborative Suite Workspaces screen is displayed.
3. Select "Library" on the left navigation bar to access the Library function, as seen in Figure 1.

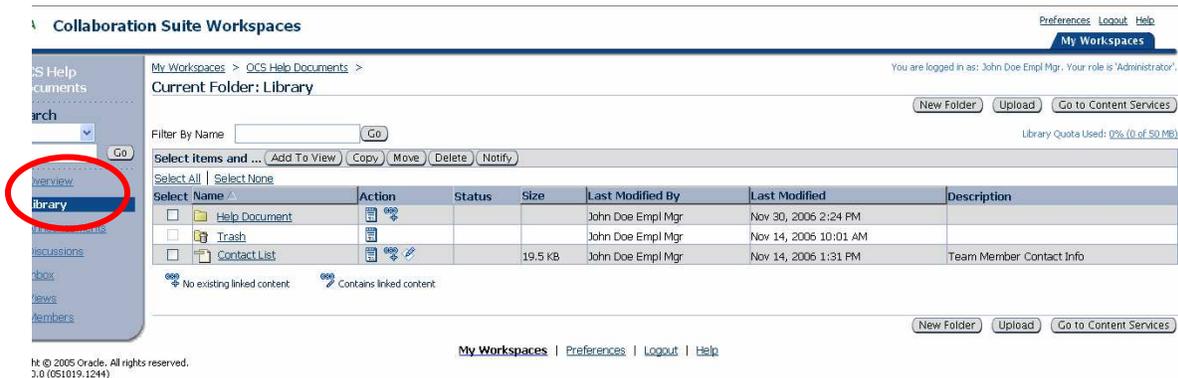


Figure 1: Library Screen

What Should I do if the Library Features are not Functioning? (Installing ActiveX)

ActiveX must be installed on your desktop before the Library will function. If you do not have ActiveX installed on your machine, upon trying to use the Library feature, a pop-up box will appear indicating that ActiveX needs to be installed. Follow the prompts and install the application. If you do not see a pop-up box, a pop-up blocker may be installed on your machine and should be disabled (temporarily) so that ActiveX can install. Once you (temporarily) disable the pop-up blocker, the prompt box will appear. Follow the instructions to install ActiveX.

How Do I Upload Files Into The Library?

Workspace members with Writer or Administrator access, can upload documents to the Library to share with other Workspace members. To do this:

1. Click the *Upload* button (see Figure 2). The Upload Files to Library screen is displayed as shown in Figure 3.

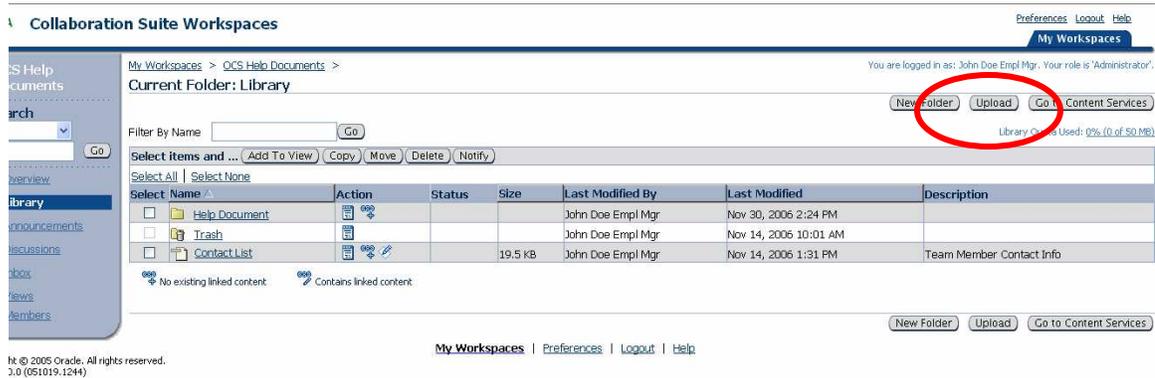


Figure 2: Upload Files to Library

2. Click *Browse* to select the document/file you would like to upload, and then click *Open*. The selected document/file will be displayed on the Upload Files to Library screen. Fill in a description of the file and rename the file if you desire to do so. When you have finished selecting files to upload, click *OK*. The document will be displayed in the Library. At this point, the document is available for use by any member of the Workspace. Members may copy the library file, move it, delete it, or edit it.

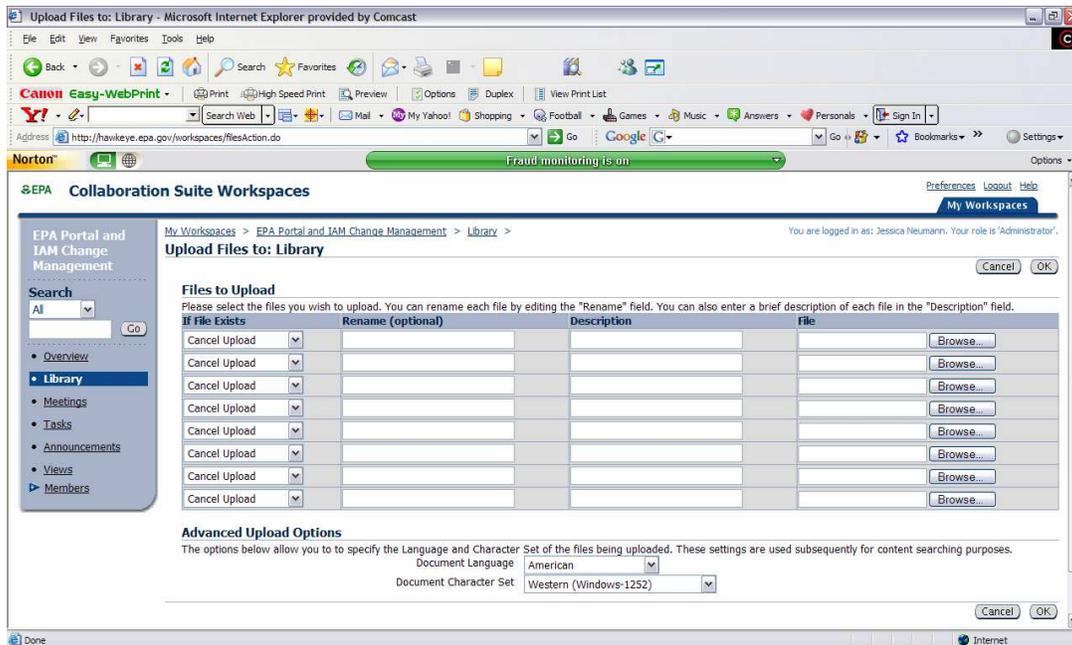


Figure 3: Upload Content

3. If you wish to notify members of the Workspace that you have posted a new document, simply click the *Select* check box next to the document and click the



Notify button. An email message will be displayed allowing you to enter a message about the new Library posting.

How Do I Create Folders?

To create files into which you may organize the Library postings, click the *New Folder button* on the Library screen as shown in Figure 4 below. The New Folder screen will be displayed allowing you to enter a name and description of the folder (see Figure 5). Click OK. The new folder will be displayed in the Library.



Figure 4: Library New Folder Button

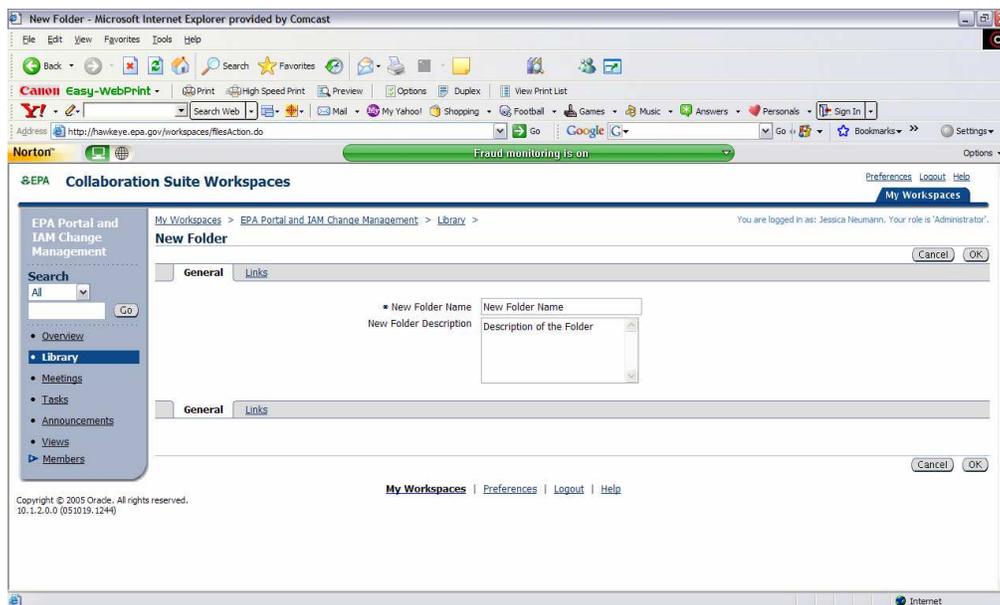


Figure 5: New Folder Screen



How Do I Copy, Move And Delete Files?

To “copy a file for placement in another folder in your Workspace, select the item you would like to copy. Click the *Copy* button and then select the folder to which it should be copied. Once you click on this folder it will display the subfolders that you have in your Library and then you can select the destination folder where you would like to copy the file.

The screenshot shows the 'Copy Items' interface in the EPA Portal. The page title is 'EPA Collaboration Suite Workspaces'. The breadcrumb trail is 'My Workspaces > OCS Help Documents > Library > Library >'. The user is logged in as 'John Doe Empl Mgr. Your role is 'Administrator''. The page contains a search bar, a table of items to be copied, and a table of destination folders. The 'Library' folder is selected as the destination.

Name	Size	Last Modified By	Last Modified	Description
Contact List	19.5 KB	John Doe Empl Mgr	Nov 14, 2006 1:31 PM	Team Member Contact Info

Select	Name	Last Modified By	Last Modified	Description
<input type="radio"/>	Library	John Doe Empl Mgr	Nov 29, 2006 11:30 AM	

Figure 6: Copy Content

To move a file, select the document to be modified and then select the *Move* button. Select the folder in which you would like to move the file by clicking on the specific folder underneath the Destination Folder header. This will list all of the available folders. Select the location into which you would like your folder.

The screenshot shows the 'Move Items' interface in the EPA Portal. The page title is 'EPA Collaboration Suite Workspaces'. The breadcrumb trail is 'My Workspaces > OCS Help Documents > Library >'. The user is logged in as 'John Doe Empl Mgr. Your role is 'Administrator''. The page contains a search bar, a table of items to be moved, and a table of destination folders. The 'Help Document' folder is selected as the destination.

Name	Size	Last Modified By	Last Modified	Description
Contact List	19.5 KB	John Doe Empl Mgr	Nov 14, 2006 1:31 PM	Team Member Contact Info

Select	Name	Last Modified By	Last Modified	Description
<input type="radio"/>	Help Document	John Doe Empl Mgr	Nov 30, 2006 2:24 PM	

Figure 7: Move Content

To delete an object, select the item you would like to delete, and then click the *Delete* button. You will be asked to confirm if you would like delete the content. If you are sure, click *OK*.

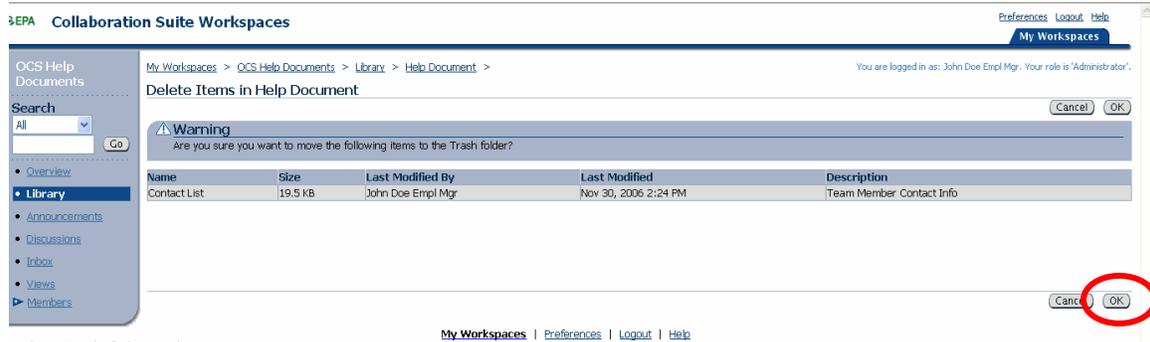


Figure 8: Delete Content

How Do I Notify Other Members of Changes?

To notify another member about an item, select the item, and then click the *Notify* button. You will be asked to fill in the email address(es) of the person(s) whom you would like to notify. Enter the required information then click the *Send* button.

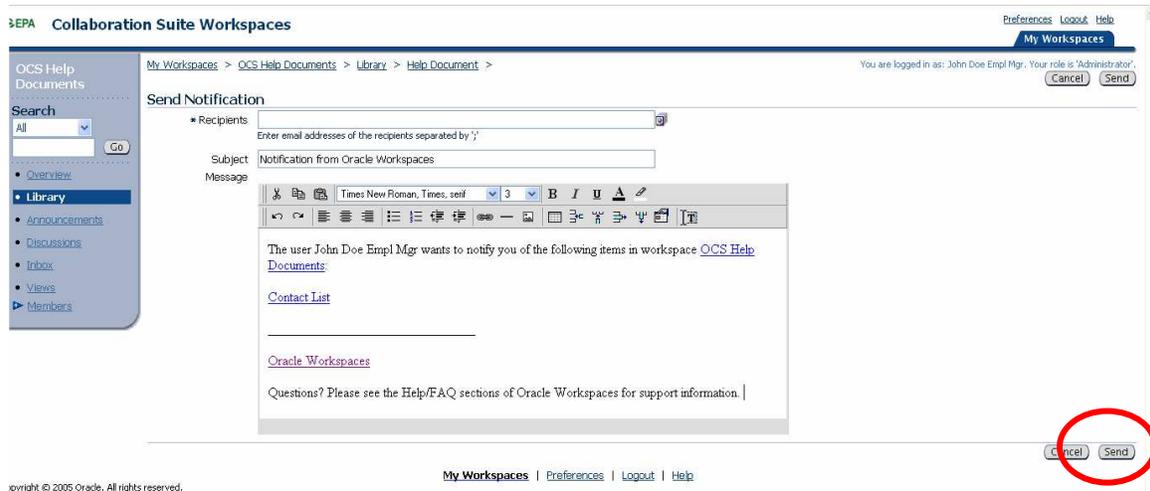


Figure 9: Notify Others of Content

Enter the required information for the folder, then click *OK* located on the bottom right hand corner as shown in Figure 10.

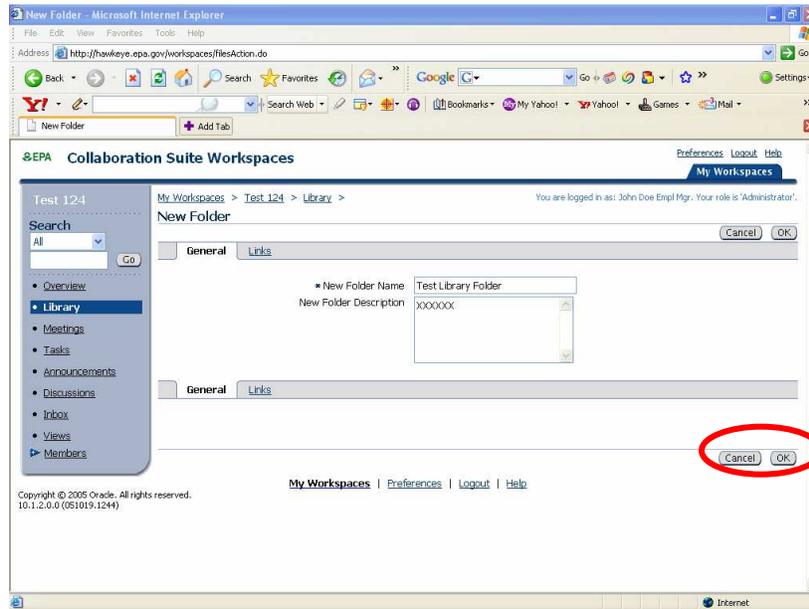


Figure 10: New Folder Input

You will then see your new folder within the Library, as seen in Figure 11.

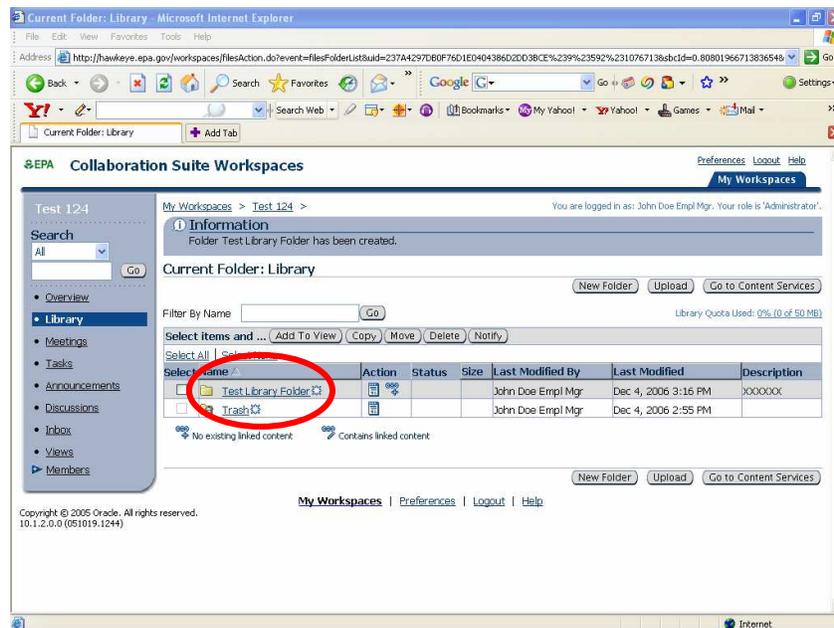


Figure 11: New Folder Created