



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 *Collaboration Tools* menu on the Portal's navigation bar and select *Workspaces*. The ***My Workspaces*** screen is displayed.
2. 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.

The screenshot shows the 'Collaboration Suite Workspaces' interface. On the left, a navigation menu has 'library' highlighted with a red circle. The main content area displays a table of files in a 'Library' folder. The table has columns for Name, Action, Status, Size, Last Modified By, Last Modified, and Description. The files listed are 'Help Document', 'Trash', and 'Contact List'. Below the table, there are buttons for 'New Folder', 'Upload', and 'Go to Content Services'. The user is logged in as 'John Doe Empl Mgr'.

Select	Name	Action	Status	Size	Last Modified By	Last Modified	Description
<input type="checkbox"/>	Help Document				John Doe Empl Mgr	Nov 30, 2006 2:24 PM	
<input type="checkbox"/>	Trash				John Doe Empl Mgr	Nov 14, 2006 10:01 AM	
<input type="checkbox"/>	Contact List			19.5 KB	John Doe Empl Mgr	Nov 14, 2006 1:31 PM	Team Member Contact Info

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.

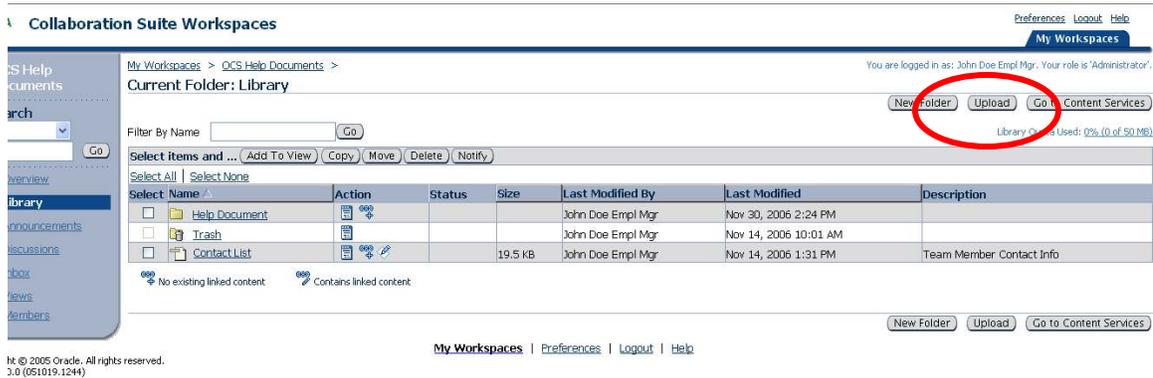


Figure 2: Upload Files to Library

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.

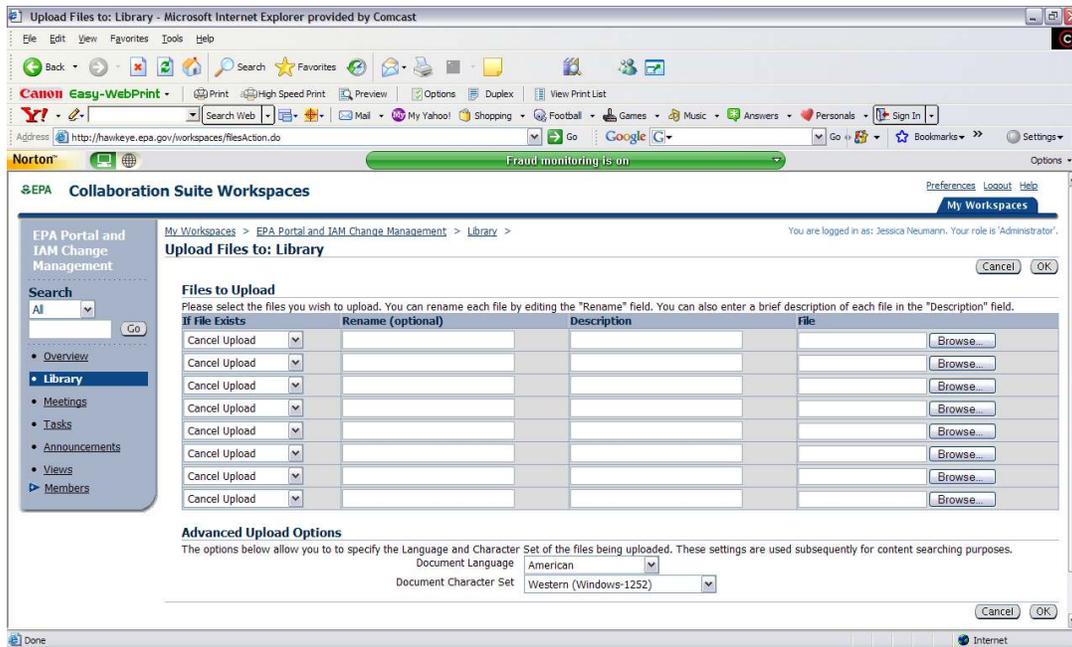


Figure 3: Upload Content

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

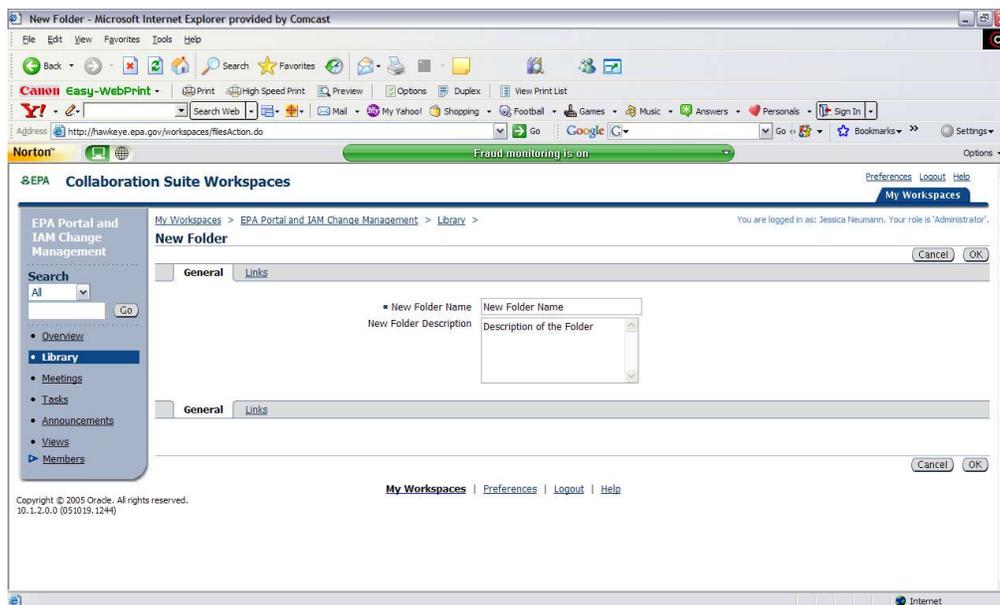


Figure 5: New Folder Screen



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 interface includes a search bar, a left sidebar with navigation options (Overview, Library, Announcements, Discussions, Inbox, Views, Members), and a main content area. The main content area has a 'Copy Items' section with a message: 'The listed files/folders are copied to the selected destination folder.' Below this is a table 'Items to Be Copied' with columns: Name, Size, Last Modified By, Last Modified, and Description. The table contains one row: 'Contact List', 19.5 KB, John Doe Empl Mgr, Nov 14, 2006 1:31 PM, Team Member Contact Info. Below the table is a 'Destination Folder' section with a message: 'Current Folder: OCS Help Documents >'. It contains a table 'Select Name' with columns: Name, Last Modified By, Last Modified, and Description. The table contains one row: 'Library', John Doe Empl Mgr, Nov 29, 2006 11:30 AM. There are 'Cancel' and 'OK' buttons at the bottom right of the interface.

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 interface includes a search bar, a left sidebar with navigation options (Overview, Library, Announcements, Discussions, Inbox, Views, Members), and a main content area. The main content area has a 'Move Items' section with a message: 'The listed files/folders are moved to the selected destination folder.' Below this is a table 'Items to Be Moved' with columns: Name, Size, Last Modified By, Last Modified, and Description. The table contains one row: 'Contact List', 19.5 KB, John Doe Empl Mgr, Nov 14, 2006 1:31 PM, Team Member Contact Info. Below the table is a 'Destination Folder' section with a message: 'Current Folder: OCS Help Documents > Library >'. It contains a table 'Select Name' with columns: Name, Last Modified By, Last Modified, and Description. The table contains one row: 'Help Document', John Doe Empl Mgr, Nov 30, 2006 2:24 PM. There are 'Cancel', 'OK', and 'New Folder' buttons at the bottom right of the interface. Red circles highlight the 'Help Document' row in the 'Select Name' table and the 'Cancel', 'OK', and 'New Folder' buttons.

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*.

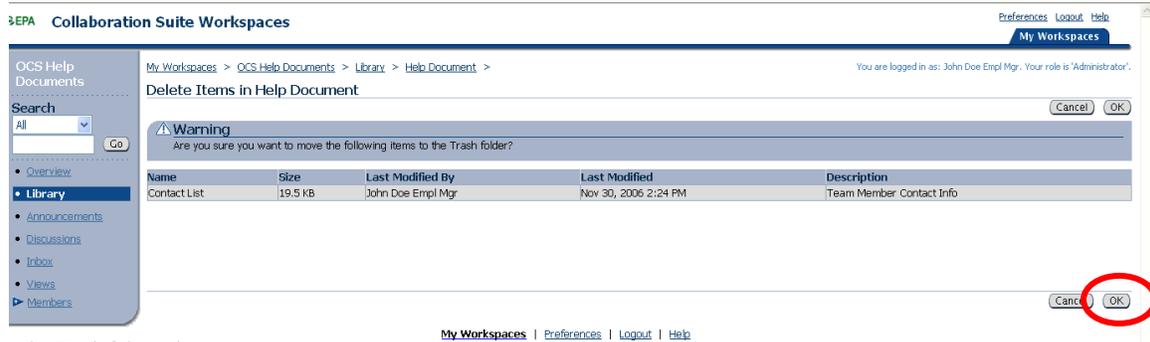


Figure 8: Delete Content

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.

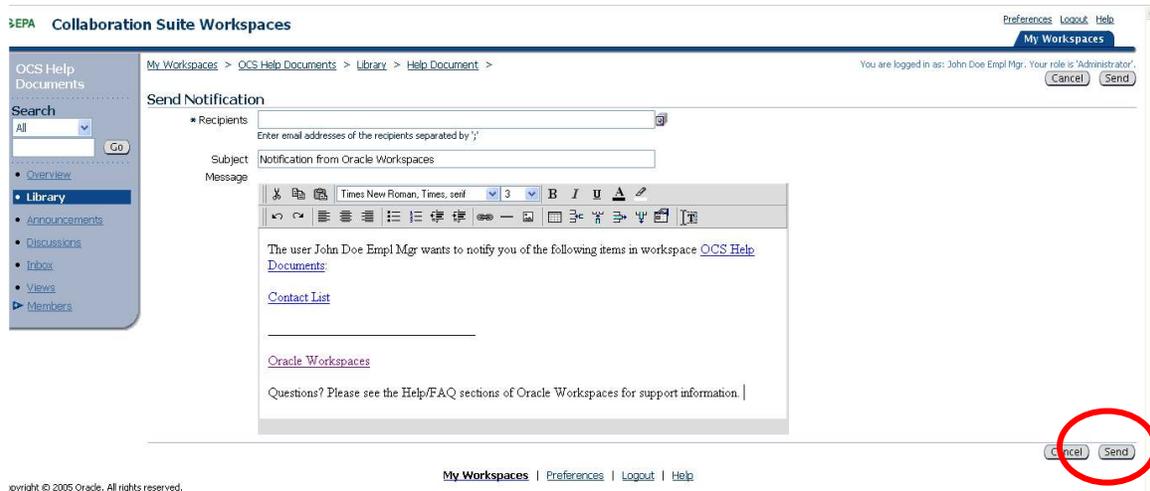


Figure 9: Notify Others of Content

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

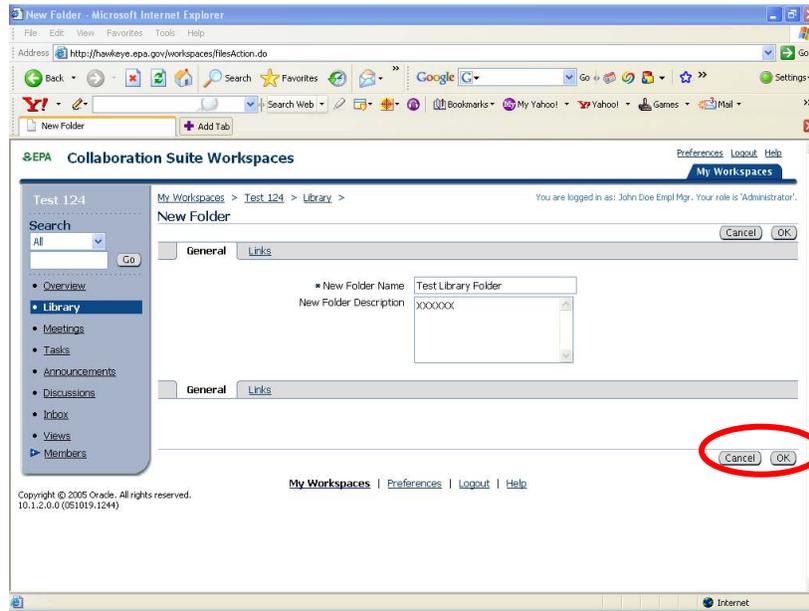


Figure 10: New Folder Input

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

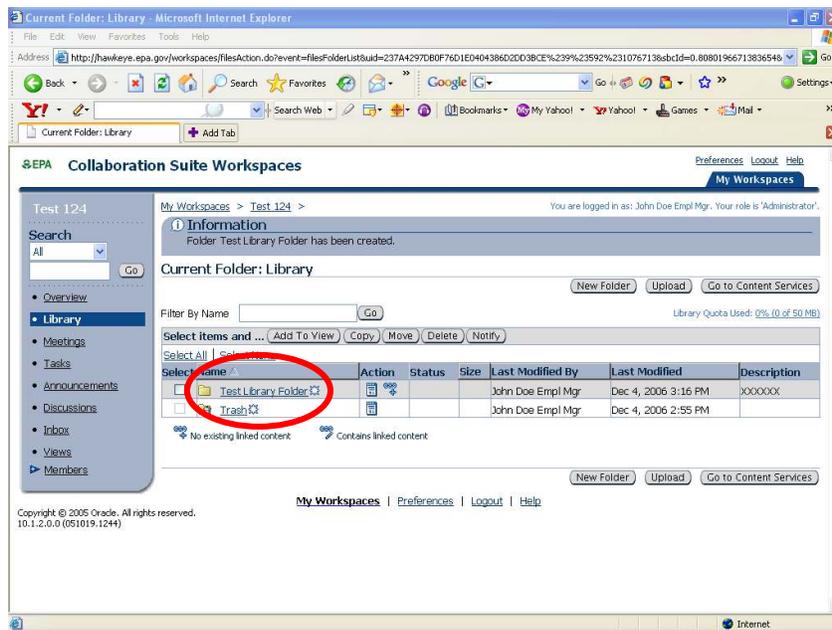


Figure 11: New Folder Created

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.