

About the Library

The application now offers an online library feature for posting sales and marketing collateral, company announcements and more. Users with full access to

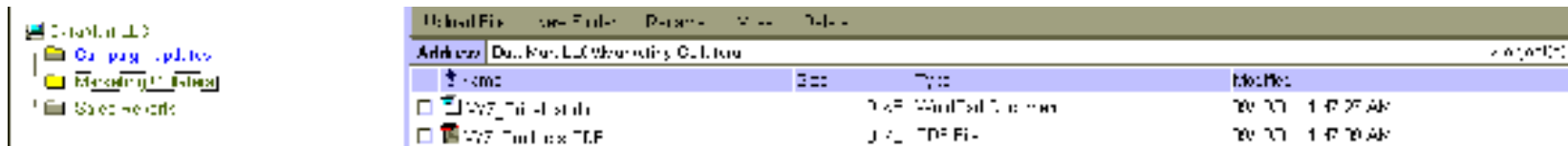


Figure 1: The Library Interface

Library functions can upload files, delete files, add and delete folders and sub-folders, rename folders and documents and move folders and files.

Note: Your access to certain features and functions is determined by your security profile (set by your Administrator). Depending on your access privileges, you may find that some of the options described are not displayed. If you have any questions about your security privileges, please contact your Administrator.

How to use the Library

The Library works much like a Windows-based file directory. To begin, click on Library from the top navigation bar on any page. The left-hand pane contains all folders available to Library users for your company database. To access the contents of a folder or sub-folder, simply click on that folder in the left-hand pane; the contents will display in the right-hand pane.

- **To access a document**, simply click on the file name in the right-hand pane to launch the document.
- **To add a new document**, click on the Upload File button in the gray bar. The system will prompt you to locate the desired document on your computer or network. Clicking on New Folder allows you to add and name new folders or sub-folders.
- **To rename, move or delete a document or folder**, click the checkbox next to the document or folder and then click the desired button in the gray bar.