

Cognoscenti

Introduction to Document List and Document Folders

Cognoscenti Documents

- A workspace can collect many documents
- They are displayed with
 - most recently changed document first,
 - oldest last
- Document title, description is displayed
- Colored labels can be put on documents from a prepared list of labels

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Document List

Options: ▼

Filter



Public




Member-Only



▼	Name ~ Description		Date
▼		Presentation Rel3.jpg ~ overview Aug 2015 Creative Emergency Release1 Requirements	Oct 4, 2015
▼		Press Release 9-15.pdf ~ This is the main overview sent in september	Oct 4, 2015
▼		DescriptiveGoals.pdf ~ Release1 Routine	Oct 4, 2015
▼		Tracking Sheet.xls ~ Release1 Routine	Oct 4, 2015
▼		R2-PhoneQuickList.txt ~ Release2 Routine	Oct 4, 2015
▼		Understanding_Nonprofit_Board_2005.pdf ~ Release2 Routine	Oct 4, 2015
▼		Blank Contact Sheet.pdf ~ Release1 Routine	Oct 4, 2015
▼		review5c.txt ~ Release3 User Docs	Oct 4, 2015
▼		ReqsV45.doc ~ Release3 Requirements	Oct 4, 2015
▼		New Feature Specification.doc ~ Release3 Spec	Oct 4, 2015
▼		Rel3-desired-functionality.doc ~ Release3 Spec	Oct 4, 2015

- No alphabetical list is offered
- But if you know the name of what you are looking for, type a few letters in the filter box
- The word or phrase you type will be found in the
 - Name
 - Description
- Filtering is displayed instantly as you type
- When the list is short enough, you are done
 - Usually only a couple of letters are needed

Typing "New" in the filter box



Site: **Testing Site**

Workspace: **Main Development Project**

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Document List

Options: ▼

Filter


☒  Public ☒  Member-Only 

▼		Name ~ Description	Date
▼		New Feature Specification.doc ~ Release3 Spec	Oct 4, 2015
▼		NewChallenges.pdf ~ Routine	Aug 22, 2015

Old UI

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Typing "rel" into filter box






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Document List

Options: ▼

Filter ☒  Public ☒  Member-Only 


▼	Name ~ Description	Date
▼	  Presentation Rel3.jpg ~ overview Aug 2015 Creative Emergency Release1 Requirements	Oct 4, 2015
▼	  Press Release 9-15.pdf ~ This is the main overview sent in september	Oct 4, 2015
▼	  Rel3-desired-functionality.doc ~ Release3 Spec	Oct 4, 2015
▼	  Release1-Overview.pdf ~ Release1	Aug 22, 2015

Old UI

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- Filter by labels
 - Pick from a list of all labels
 - Click on a label on a document
- Remove label filters
 - Remove option in label filter list
 - Click on a label on a document
- Filtered documents appear instantly

List of Labels to pick from





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Document List


Options: ▼

Filter ☒  Public ☒  Member-Only ▼

		Name ~ Description		Date
▼	 	Presentation Rel3.jpg ~ overview Aug	Release1 Requirements	Oct 4, 2015
▼	 	Press Release 9-15.pdf ~ This is the r	member	Oct 4, 2015
▼	 	DescriptiveGoals.pdf ~ Release1 Rou		Oct 4, 2015
▼	 	Tracking Sheet.xls ~ Release1 Routine		Oct 4, 2015
▼	 	R2-PhoneQuickList.txt ~ Release2 Rc		Oct 4, 2015
▼	 	Understanding_Nonprofit_Board_200		Oct 4, 2015
▼	 	Blank Contact Sheet.pdf ~ Release1	Routine	Oct 4, 2015
▼	 	review5c.txt ~ Release3 User Docs		Oct 4, 2015
▼	 	ReqsV45.doc ~ Release3 Requirements		Oct 4, 2015
▼	 	New Feature Specification.doc ~ Release3 Spec		Oct 4, 2015
▼	 	Rel3-desired functionality.doc ~ Release3 Spec		Oct 4, 2015

Administrators
Creative
Emergency
Members
Notify
Ordinary
Release1
Release2
Release3
Requirements
Routine
Spec
User Docs

After clicking on "Routine" label





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Document List

Options: ▼


Filter ☒  Public ☒  Member-Only **Routine** ✕ ▼

▼	Name ~ Description		Date
▼	 	DescriptiveGoals.pdf ~ Release1 Routine	Oct 4, 2015
▼	 	Tracking Sheet.xls ~ Release1 Routine	Oct 4, 2015
▼	 	R2-PhoneQuickList.txt ~ Release2 Routine	Oct 4, 2015
▼	 	Understanding_Nonprofit_Board_2005.pdf ~ Release2 Routine	Oct 4, 2015
▼	 	Blank Contact Sheet.pdf ~ Release1 Routine	Oct 4, 2015
▼	 	NewChallenges.pdf ~ Routine	Aug 22, 2015

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Removal of Label Filter




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Document List

Options: ▼

Filter ☒ Public ☒ Member-Only **Routine** 

Remove Filter:
Routine


		Name ~ Description	Date
▼		DescriptiveGoals.pdf ~ Release1 Routine	Oct 4, 2015
▼		Tracking Sheet.xls ~ Release1 Routine	Oct 4, 2015
▼		R2-PhoneQuickList.txt ~ Release2 Routine	Oct 4, 2015
▼		Understanding_Nonprofit_Board_2005.pdf ~ Release2 Routine	Oct 4, 2015
▼		Blank Contact Sheet.pdf ~ Release1 Routine	Oct 4, 2015
▼		NewChallenges.pdf ~ Routine	Aug 22, 2015

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- Document Folder Mode
 - Shows documents with exactly same list of filters
 - Shows all drill-down labels that are available
 - Looks and acts like file folders
 - Click on parent folders to move back up

Show documents at "root level" (no labels)



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Workspace Documents by Folder

Options: ▾

 Workspace


Choose Folder: Creative Emergency Release1 Release2 Release3 Requirements Routine Spec User Docs

▾	Name ~ Description	Date
▾ 	Press Release 9-15.pdf ~ This is the main overview sent in september	Oct 4, 2015
▾ 	Tuolumne-Meadows-Trailheads.pdf ~	Aug 22, 2015
▾ 	Product-Sheet-V1.0.pdf ~	Aug 22, 2015
▾ 	Scv_brochure.pdf ~	Aug 22, 2015

[Old UI](#)

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Drill down on "Release 1"



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Workspace Documents by Folder

Options: ▼

Workspace

Release1


Choose Folder: Creative Emergency Requirements **Routine** Spec User Docs

▼	Name ~ Description	Date
▼ 	Release1-Overview.pdf ~ Release1	Aug 22, 2015

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Drilling down on Specs within Release 1



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Workspace Documents by Folder

Options: ▼

Workspace

Release1


Spec

	Name ~ Description	Date
<div>▼</div> <div> </div> <td>Agenda at a Glance.pdf ~ for the July show <div>Release1</div> <div>Spec</div></td> <td>Oct 4, 2015</td>	Agenda at a Glance.pdf ~ for the July show <div>Release1</div> <div>Spec</div>	Oct 4, 2015
<div>▼</div> <div> </div> <td>SpecFor-R1.pdf ~ <div>Release1</div> <div>Spec</div></td> <td>Oct 4, 2015</td>	SpecFor-R1.pdf ~ <div>Release1</div> <div>Spec</div>	Oct 4, 2015

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Start over, this time choosing "Spec" first



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Workspace Documents by Folder

Options: ▼

▶ Workspace

▶ **Spec**


Choose Folder: Release1 Release2 Release3

▼	Name ~ Description	Date
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And then "Release 1" within "Spec" folder


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Workspace Documents by Folder Options: ▼

 ▶ Workspace

 ▶ **Spec**

 ▶ **Release1**


	Name ~ Description	Date
	 Agenda at a Glance.pdf ~ for the July show Release1 Spec	Oct 4, 2015
	 SpecFor-R1.pdf ~ Release1 Spec	Oct 4, 2015

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- Folder view allows you
 - Group documents into collections
 - deal with groups of documents as if in a folder
- You can upload to a folder
 - By setting labels at the time of upload

Files dropped and uploaded will have "Release1" and "Spec"



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Upload Document

Options: ▼

Drop Here:

Drop Files Here

Labels:

Release1 ✕

Spec ✕


🔍

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- Labels are
 - Set up for the entire workspace
- Can be used for grouping and filtering
 - Documents
 - Topics
 - Action Items

Add, Remove, Edit Labels on the Labels Page



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Labels

Options: ▼

Label	Color	
<div>Creative</div>	yellow	<div>Edit</div>
<div>Emergency</div>	<div>Coral ▼</div>	<div>Save</div> <div>Delete</div>
<div>Ordinary</div>	Thistle	<div>Edit</div>
<div>Release1</div>	LightSteelBlue	<div>Edit</div>
<div>Release2</div>	LightSteelBlue	<div>Edit</div>
<div>Release3</div>	LightSteelBlue	<div>Edit</div>
<div>Requirements</div>	Gold	<div>Edit</div>
<div>Routine</div>	Aqua	<div>Edit</div>
<div>Spec</div>	Gold	<div>Edit</div>

Summary

- Document lists are long, and ordered by date
- Filter names by typing a few letters
- Labels can be applied to documents
 - When attaching
 - Later when organizing
- Filter by label by clicking on a label
- Folder view makes labels group documents
 - As if they were in a folder
 - Keeps all the similar documents together