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

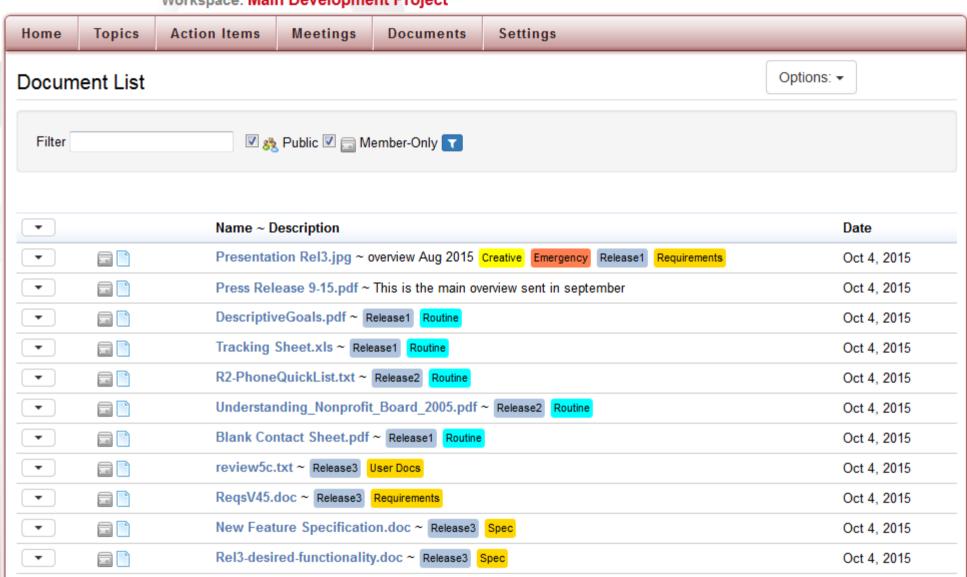
Workspaces | Updates | Goals | Settings | Administration | Log Out

Welcome, Keith Swenson

=Weaver

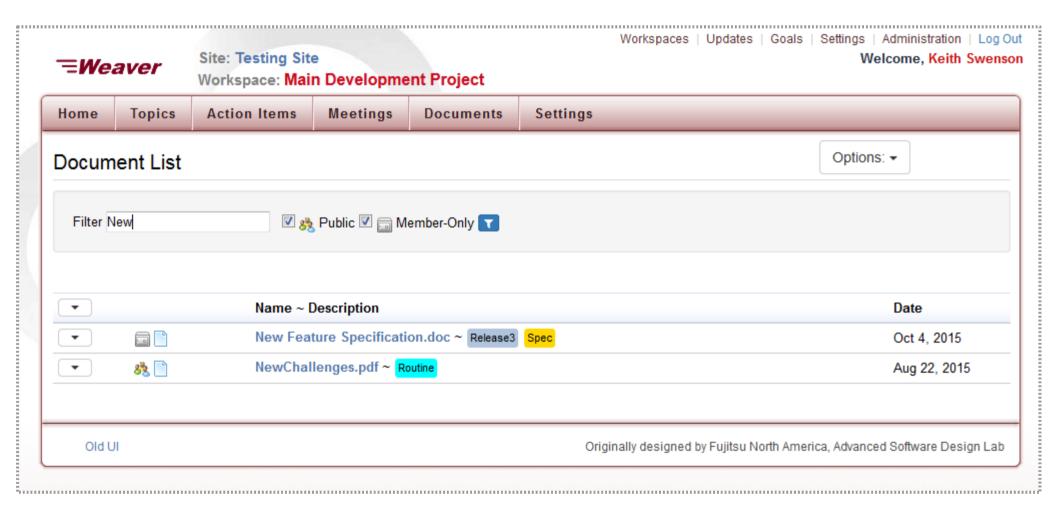
Site: Testing Site

Workspace: Main Development Project

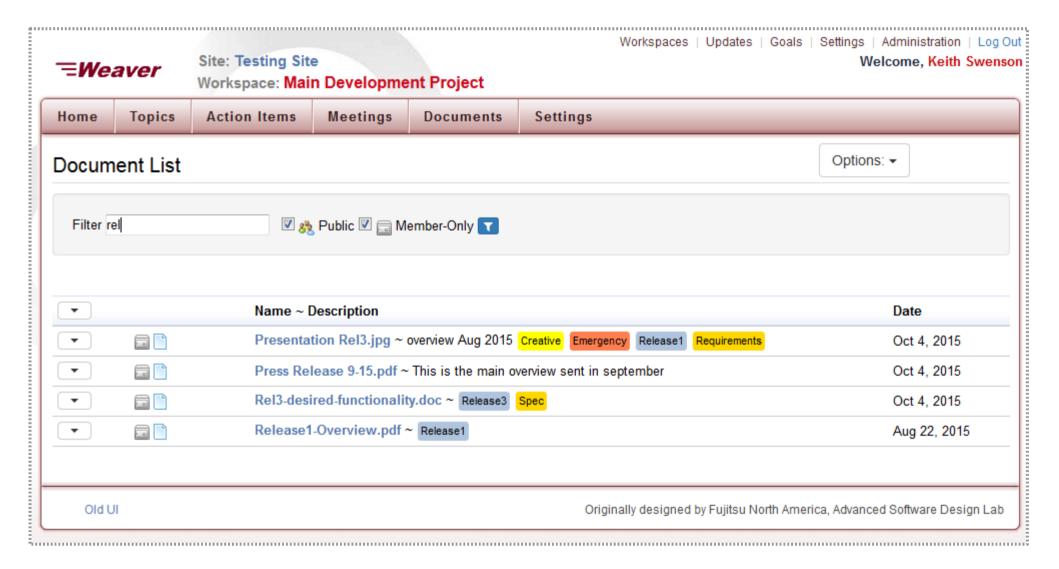


- No alphabetical list is offered
- But if you know the name of what you are looking for, type a few letters in the filter box
- The word or phrase you type will be found in the
 - Name
 - Description
- Filtering is displayed instantly as you type
- When the list is short enough, you are done
 - Usually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

Typing "New" in the filter box

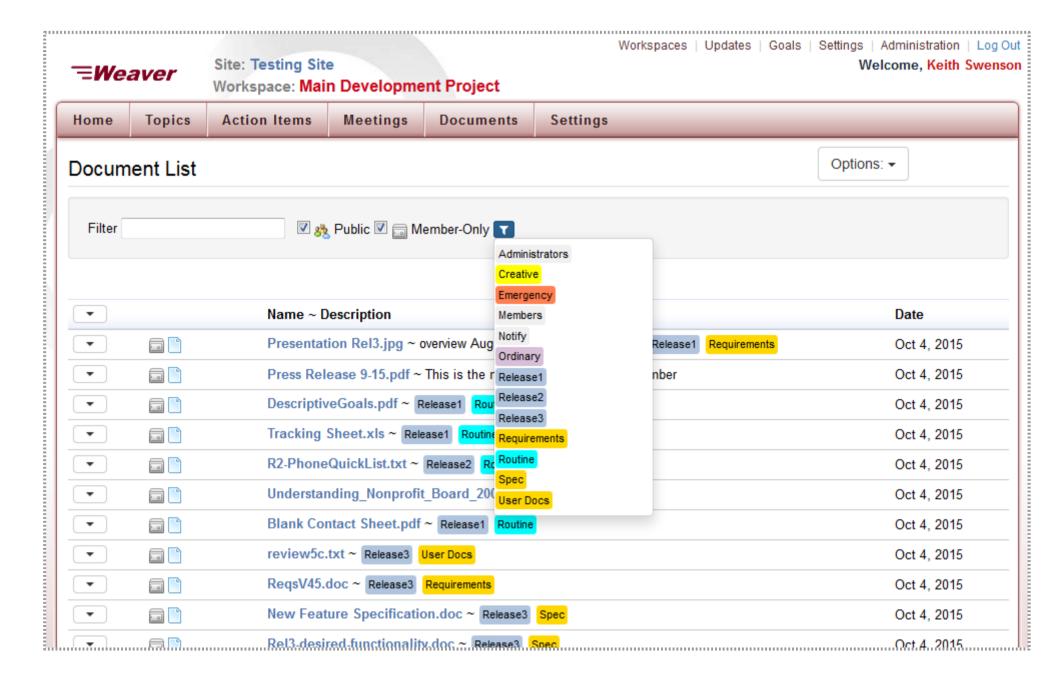


Typing "rel" into filter box

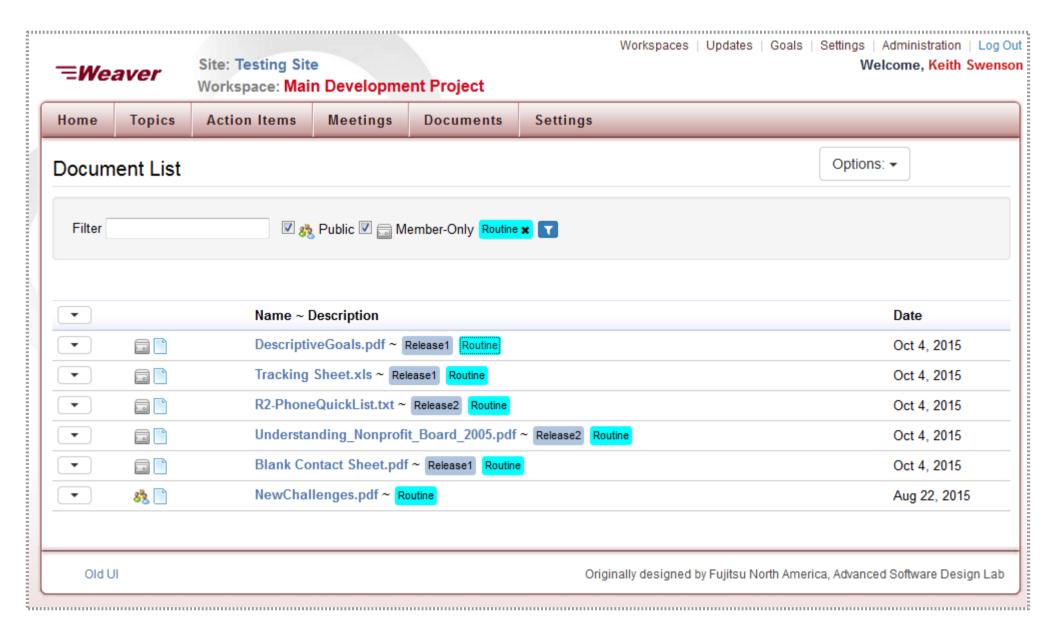


- Filter by labels
 - Pick from a list of all labels
 - Click on a label on a document
- Remove label filters
 - Remove option in label filter list
 - Click on a label on a document
- Filtered documents appear instantly

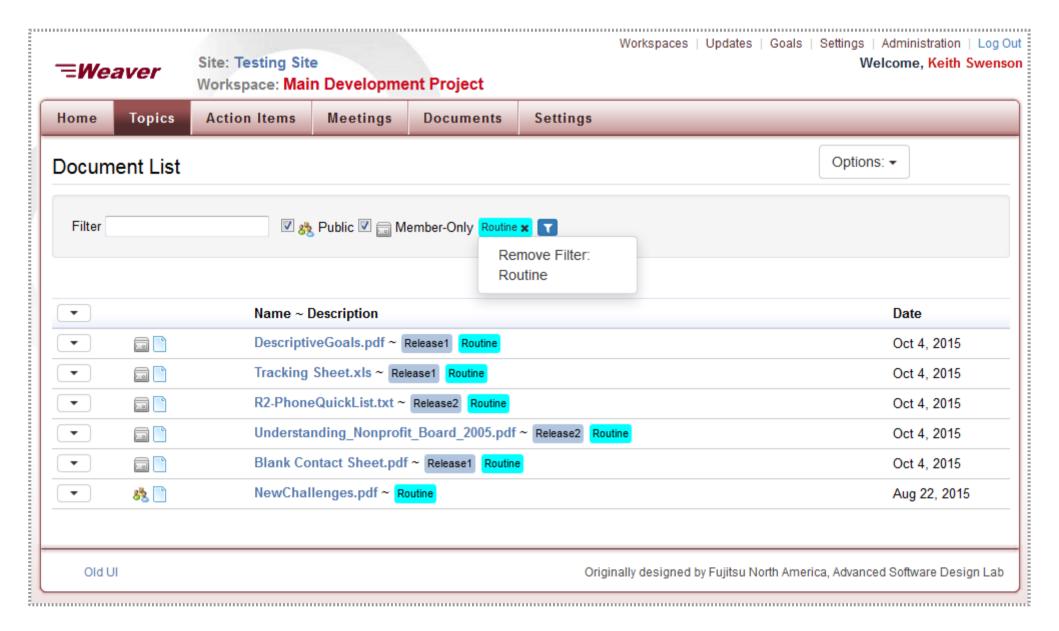
List of Labels to pick from



After clicking on "Routine" label



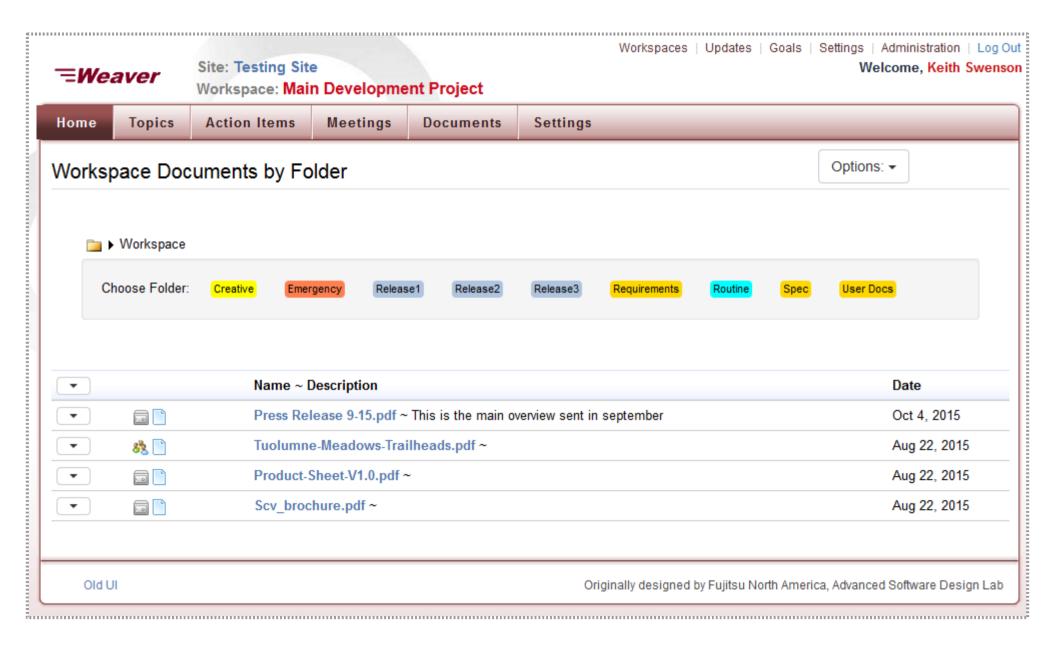
Removal of Label Filter



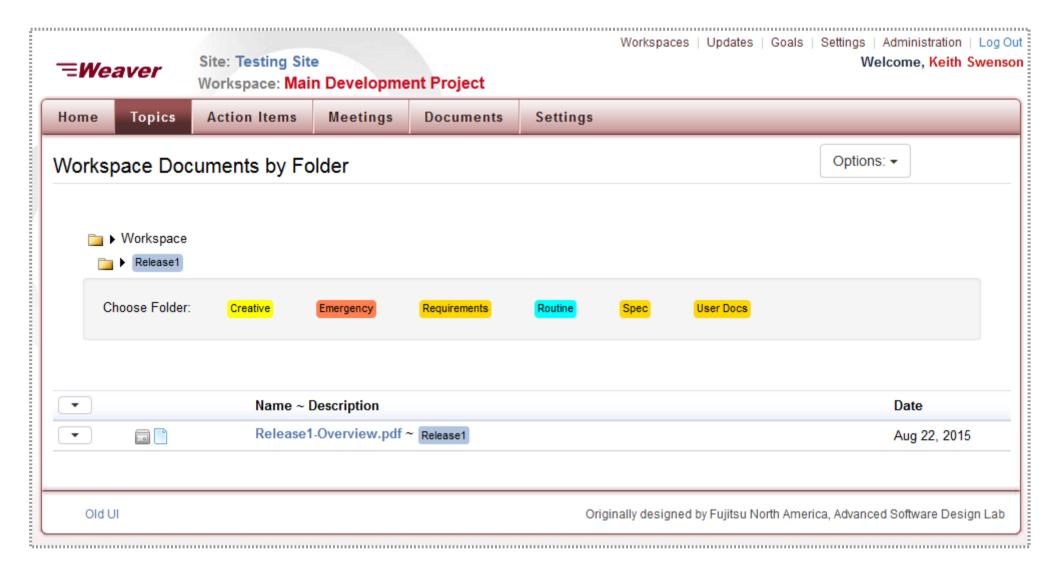
Document Folder Mode

- 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)



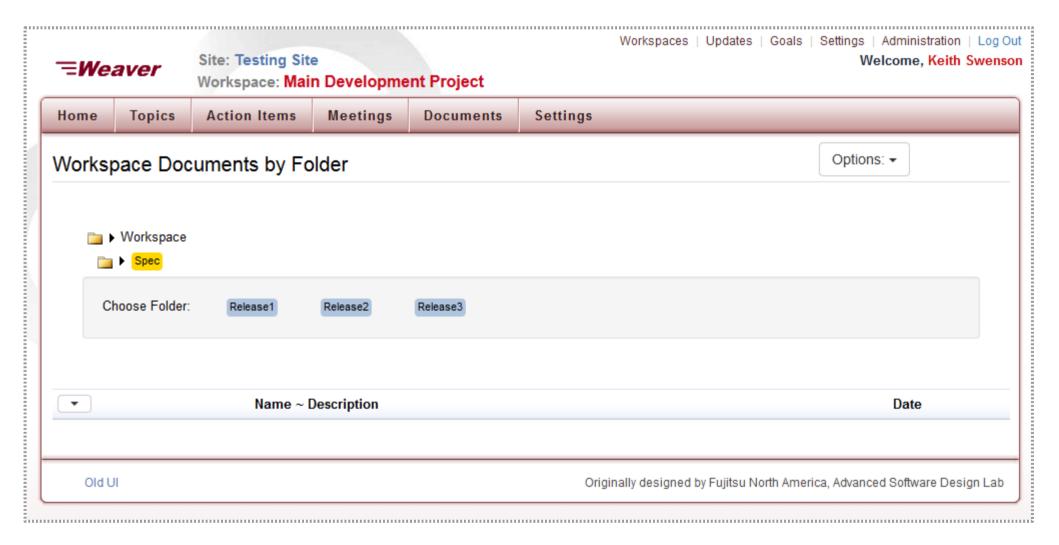
Drill down on "Release 1"



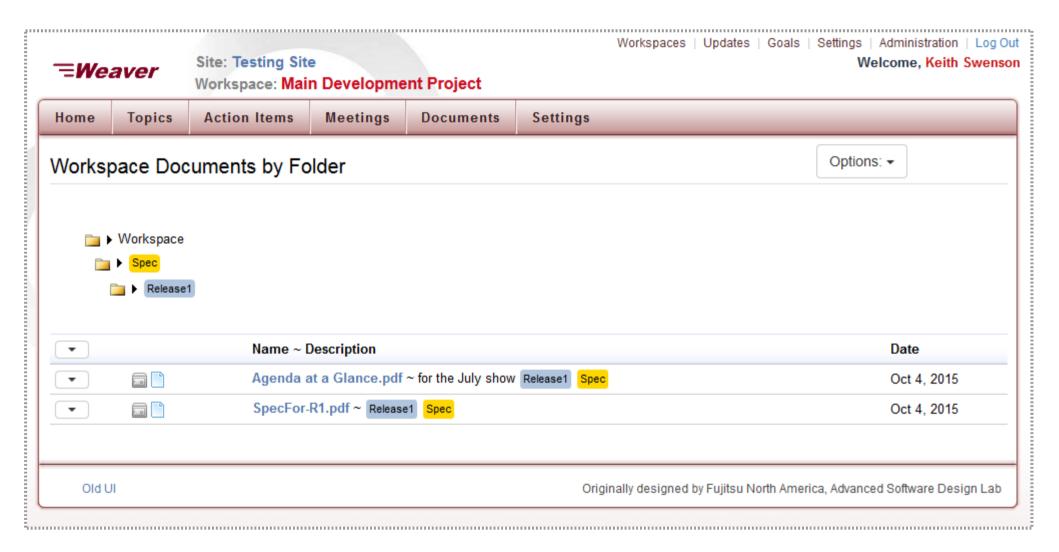
Drilling down on Specs within Release 1



Start over, this time choosing "Spec" first

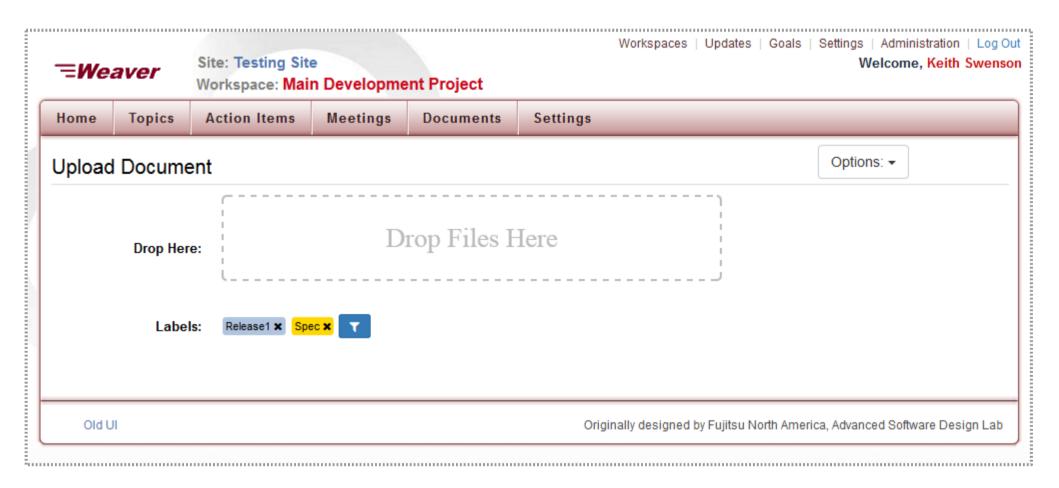


And then "Release 1" within "Spec" folder



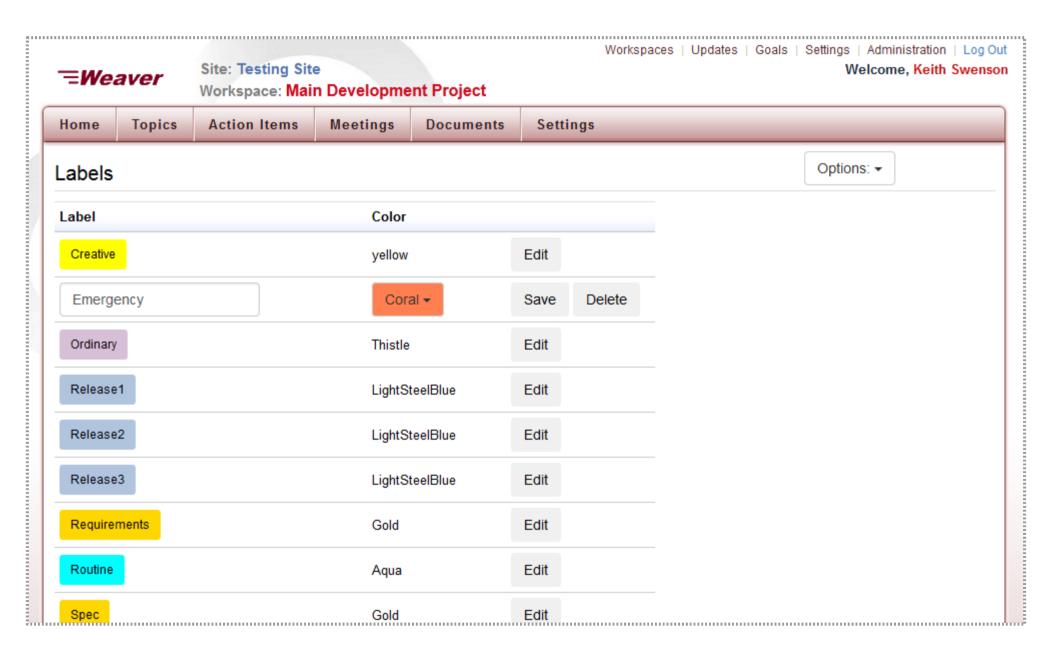
- Folder view allows you
 - Group documents into collections
 - deal with groups of documents as if in a folder
- You can upload to a folder
 - By setting labels at the time of upload

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



- 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



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