

# WorkSite Web

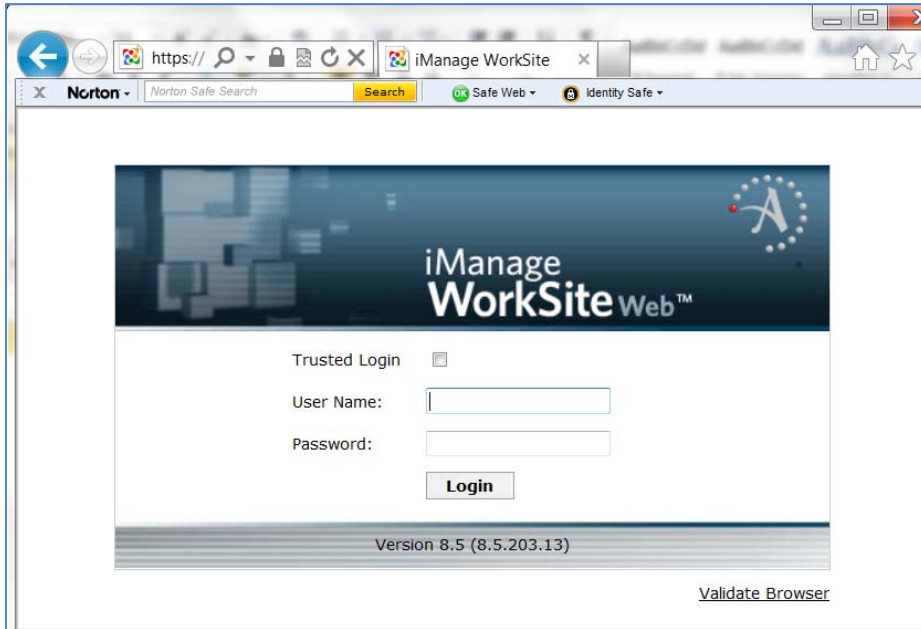
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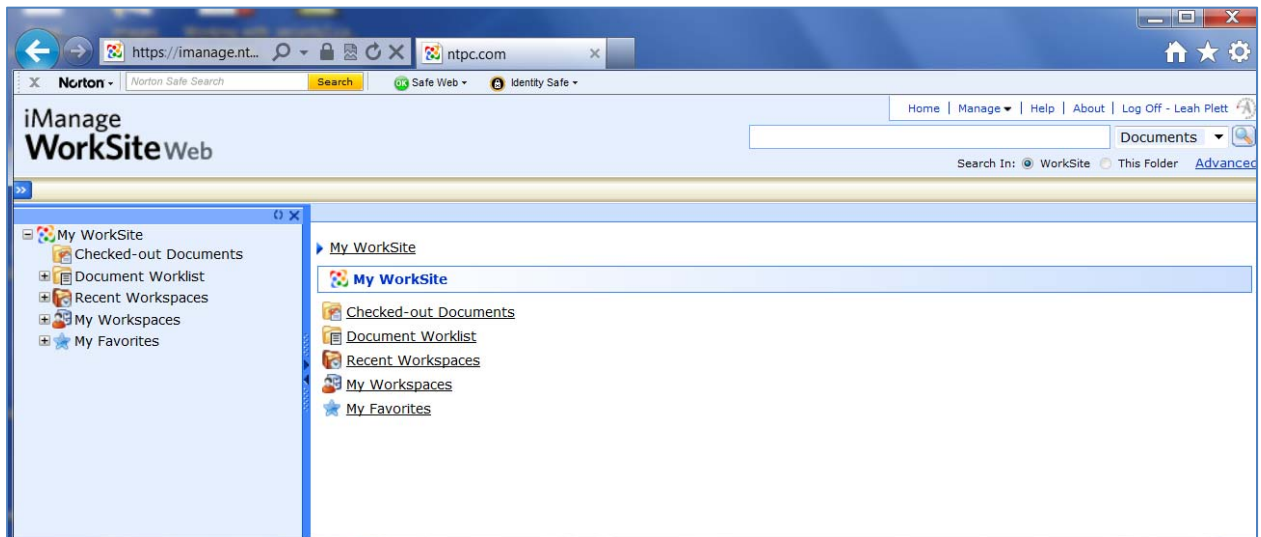
WorkSite Web is an internet based version of FileSite that allows you to work with your iManage documents from anywhere you have internet access.

## Signing In

1. From any internet browser, type in the address [www.ntpc.com/iManage](http://www.ntpc.com/iManage).

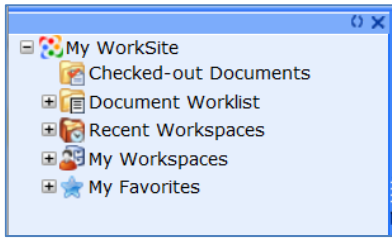


2. You will be directed to the iManage **WorkSite Web** login page. Enter your NTPC windows User Name and Password and click Login. You will be taken to the WorkSite Web home page.



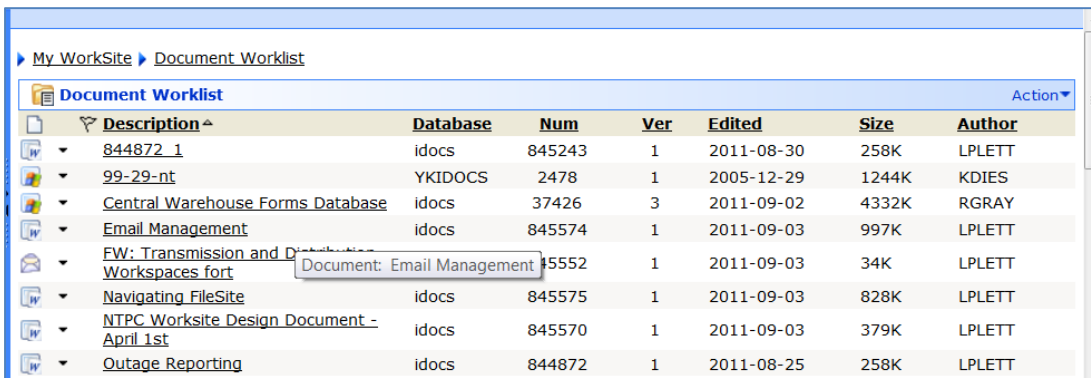
## Navigating

The layout of WorkSite Web is very similar to your FileSite layout in Outlook.



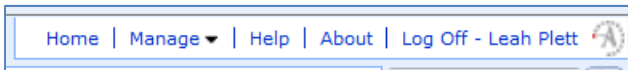
Along the left is the **FileSite folder list** containing links to your Checked-out Documents, Document Worklist, Recent Workspaces, My Workspaces and My Favorites.

The **document grid** is shown on the right hand side. Results of the folders you select from the folder list will be displayed here.

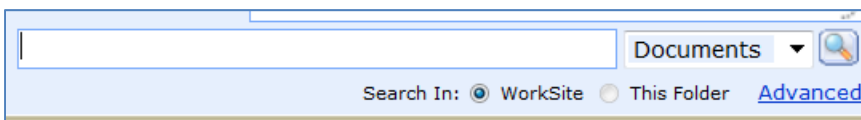
A screenshot of a web browser window showing a document grid. The grid is titled 'Document Worklist' and has a table with columns: Description, Database, Num, Ver, Edited, Size, and Author. The table contains several rows of document information. A tooltip is visible over one of the rows.

Description	Database	Num	Ver	Edited	Size	Author
844872_1	idocs	845243	1	2011-08-30	258K	LPLETT
99-29-nt	YKIDOCs	2478	1	2005-12-29	1244K	KDIES
Central Warehouse Forms Database	idocs	37426	3	2011-09-02	4332K	RGRAY
Email Management	idocs	845574	1	2011-09-03	997K	LPLETT
FW: Transmission and Distribution Workspaces.fort		15552	1	2011-09-03	34K	LPLETT
Navigating FileSite	idocs	845575	1	2011-09-03	828K	LPLETT
NTPC Worksite Design Document - April 1st	idocs	845570	1	2011-09-03	379K	LPLETT
Outage Reporting	idocs	844872	1	2011-08-25	258K	LPLETT

Along the top is the **WorkSite toolbar** with useful links like the Home button and the Log Off button.

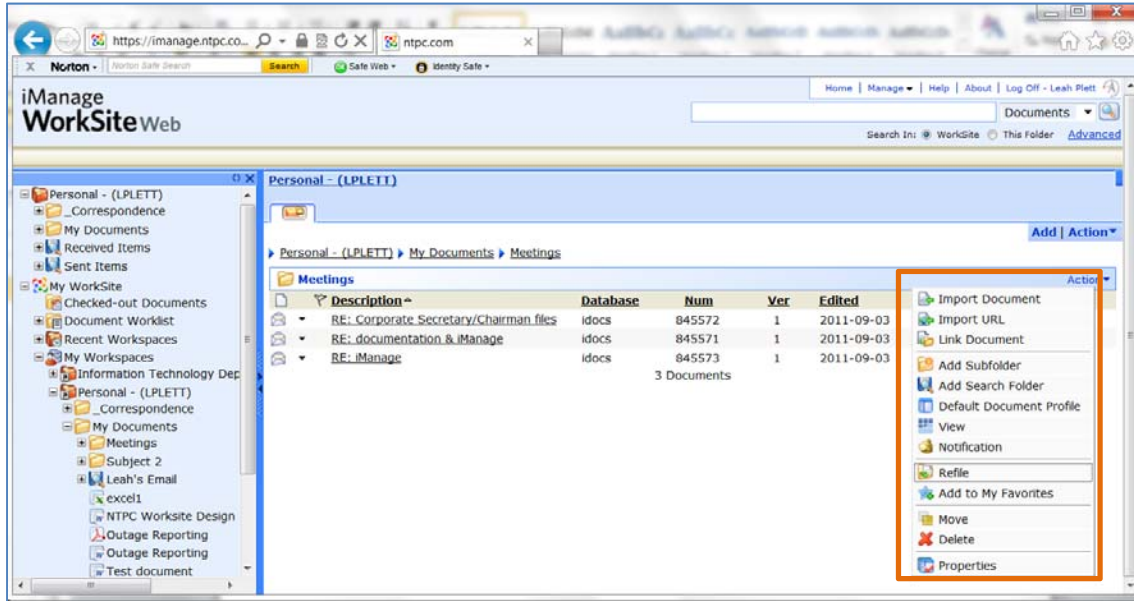


Express searching and access to Advanced Searching options are available just below the WorkSite toolbar.

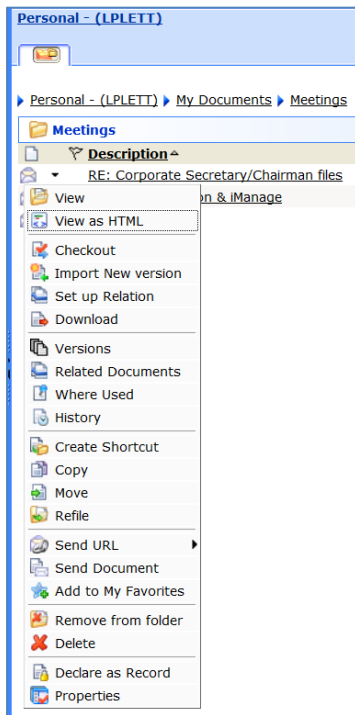


## Action Menus

Actions on folders and workspaces can be performed by clicking the **Actions** button drop-down arrow when a folder or workspace is selected in the folder list. All of the standard FileSite actions are available from here: import document, access property information, add subfolder.



Actions on documents can be performed by clicking the drop-down arrow beside a document in the document grid.



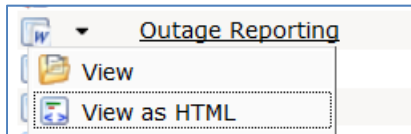
## Working with your documents from the web

### Opening a document

Click on the document name to open the document in read-only mode.



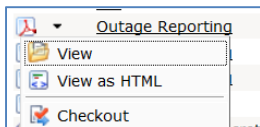
If you do not have the associated application on the computer you are using, you can choose to open it in HTML mode. Click the action button next to the document and select **View as HTML**.



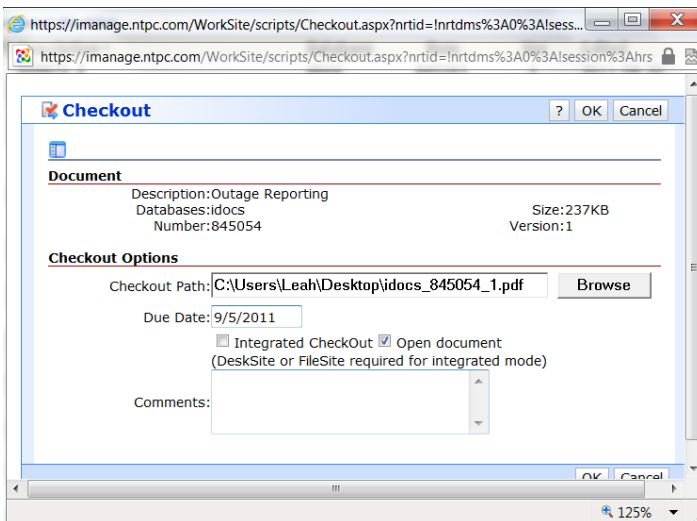
### Editing a document

Because you are connected to iManage through the internet, your integrated applications will not be connected to the FileSite server. To open a document and make changes to it, you need to check it out, make your changes, then check it back in.

1. Click the action button next to the document and select **Checkout**.



2. The Checkout window will open. Browse for a checkout path and check **Open document** if you wish to open the document in its associated application as soon as it's copied to the path specified.

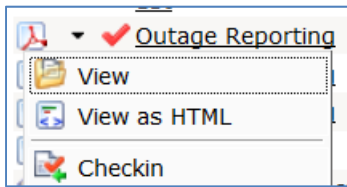


**Remember to never change the name of a checked out document. iManage uses this file name for checking it back in.**

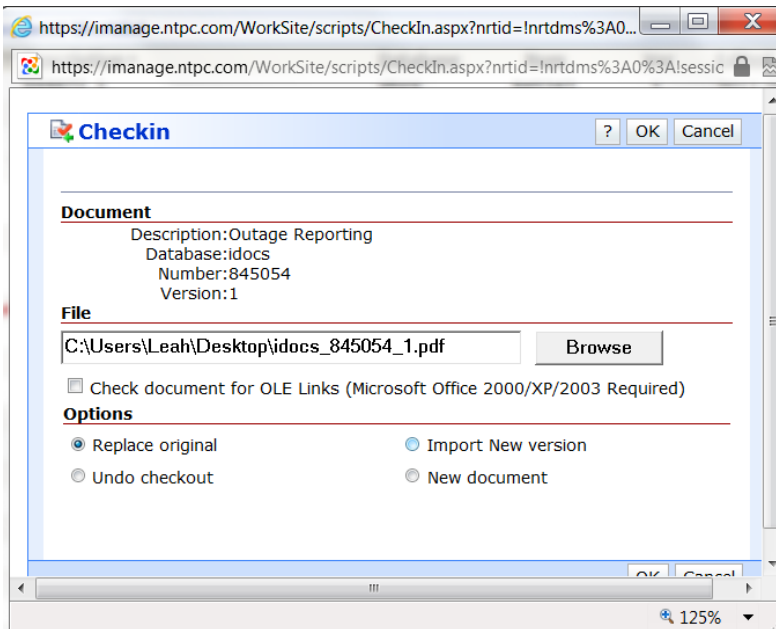
3. The document will show checked out in the document grid and will be listed in your checked out documents.



4. Once you are done working with the document, check it back in by selecting the Actions button and clicking **Checkin**.



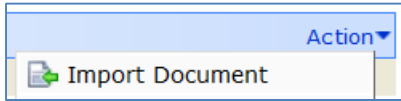
5. The Checkin window will open. The path you entered for checkout will show in the file box. If you've moved the file, click the browse button to select it. Options include **replace original**, **import new version**, **create a new document** or **undo checkout**.



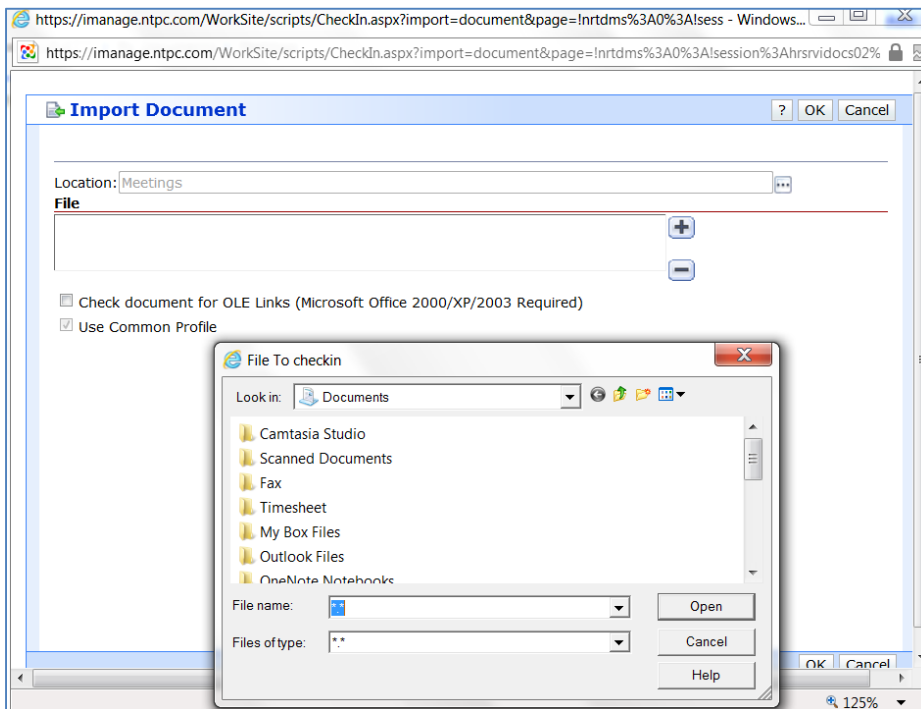
## Import an Existing document


To import an existing document to iManage:

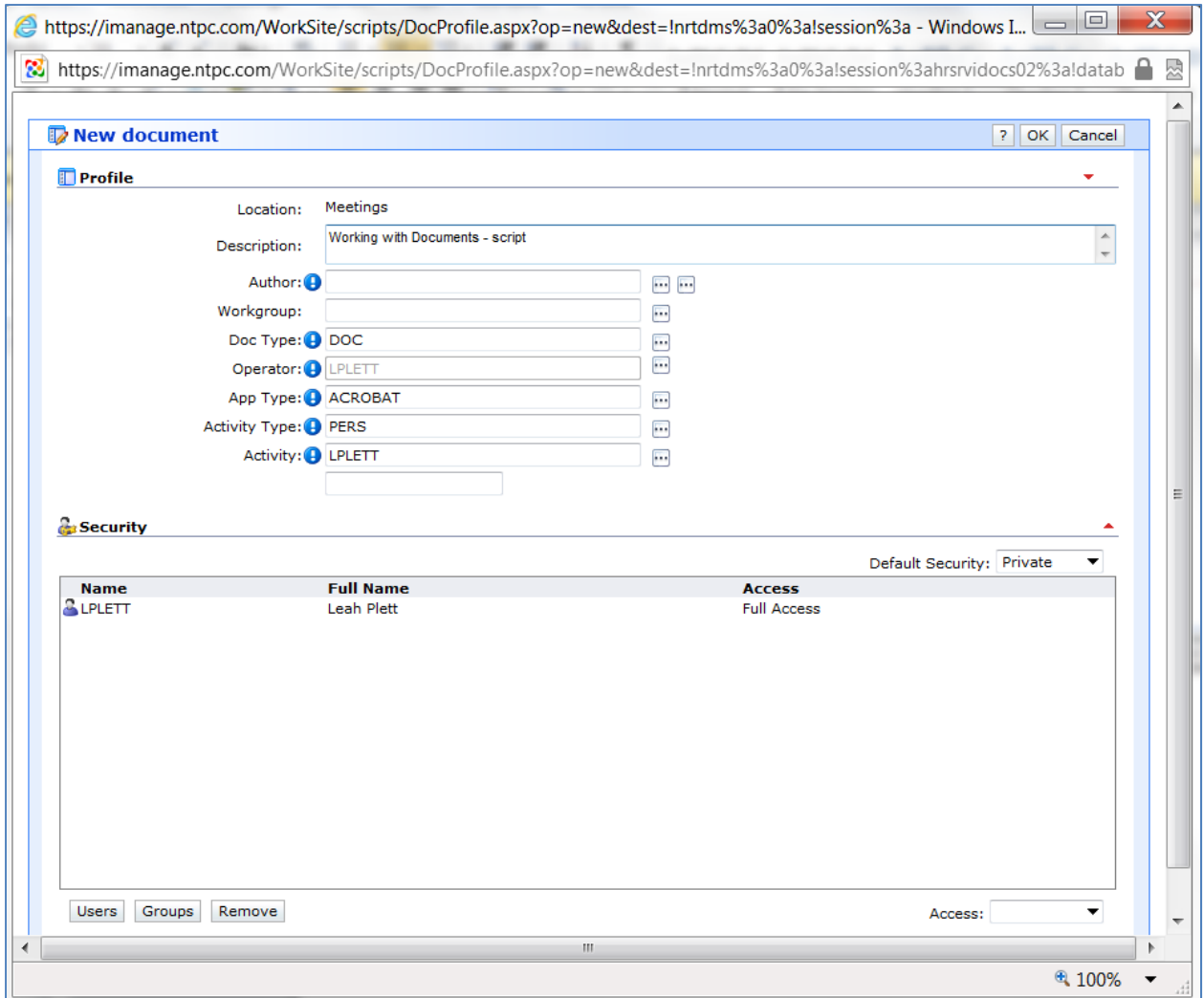
1. Select the folder in the folder list where you would like to import the document.
2. Click the **Actions** button in the document grid and select **Import Document**.



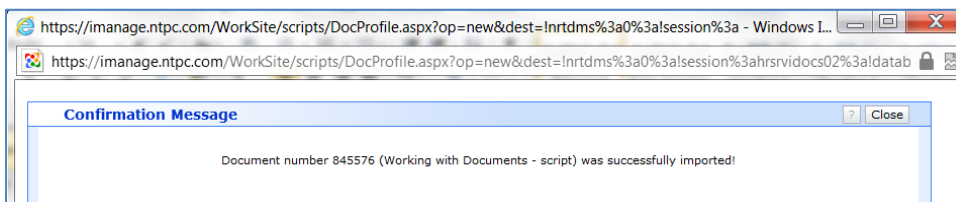
3. In the Import Document window, click the + button next to the File window to select a file(s) to import. Click OK.



4. The New Document window will open. Required fields have the exclamation mark  and they must contain valid criteria. Modify any profile or security information as required. Click OK.



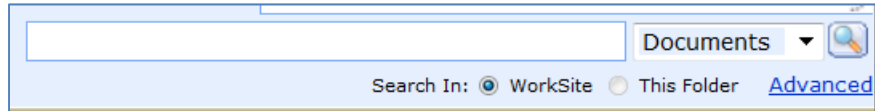
5. You will receive a confirmation if the import was successful.



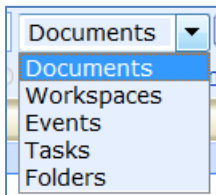
## Searching

### Quick Search

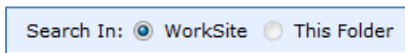
You can perform a Quick Search from the Quick Search toolbar found just below the WorkSite toolbar.




1. Select the type of search you wish to perform from the drop down box.



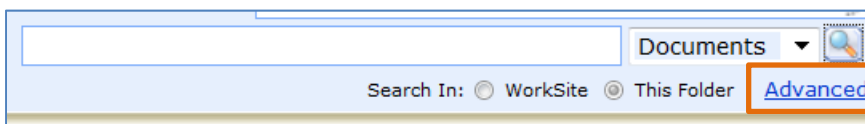
2. From the radial buttons select if you want to search all of WorkSite or just the current folder selected.



3. Enter your search criteria and click the Search button . Results will be displayed in the document grid.

### Advanced Search

1. Click the Advanced link to open the **Advanced Search** window.



2. Enter search criteria and click the Search button.

**Document Search** Action ▾

Basic

Description:

Number:

Version:

App Type:

Doc Type:

SUBCLASS:

Author:

Operator:

Activity Type:

Activity:

Create date:  ▾

Edit date:  ▾

Last user:

Full text:

Anywhere ▾

Database:

## Log Off

When you are finished working in WorkSite Web, its good practice to click the Log Off button



in the WorkSite toolbar to sign you out.