

2018

# Advanced File Library

USER GUIDE 1.0  
CDPS

CDPS | DHSEM

CONTENTS

Advanced File Library.....2

1-“Shared” Tab .....2

    1.1 Add a Folder (Field Managers) .....3

    1.2 Add a file (Field Managers) .....3

    1.3 Permissions on the Shared Tab (Field Managers).....4

    1.4 Default Permissions .....4

2-“My Position” Tab.....6

3-Embedded Files Links .....6

4-The My Position Tab .....6








5- Recycle Bin.....7

References .....8

## ADVANCED FILE LIBRARY

The Advanced File Library provides an enhanced document management tool for WebEOC users and administrators. It provides storage for documents and organizes them into folders and nested subfolders, while allowing important documents to be shared with WebEOC users. Deleting files is easy - and a recycle bin provides you with the ability to quickly restore deleted files into folder or subfolder.

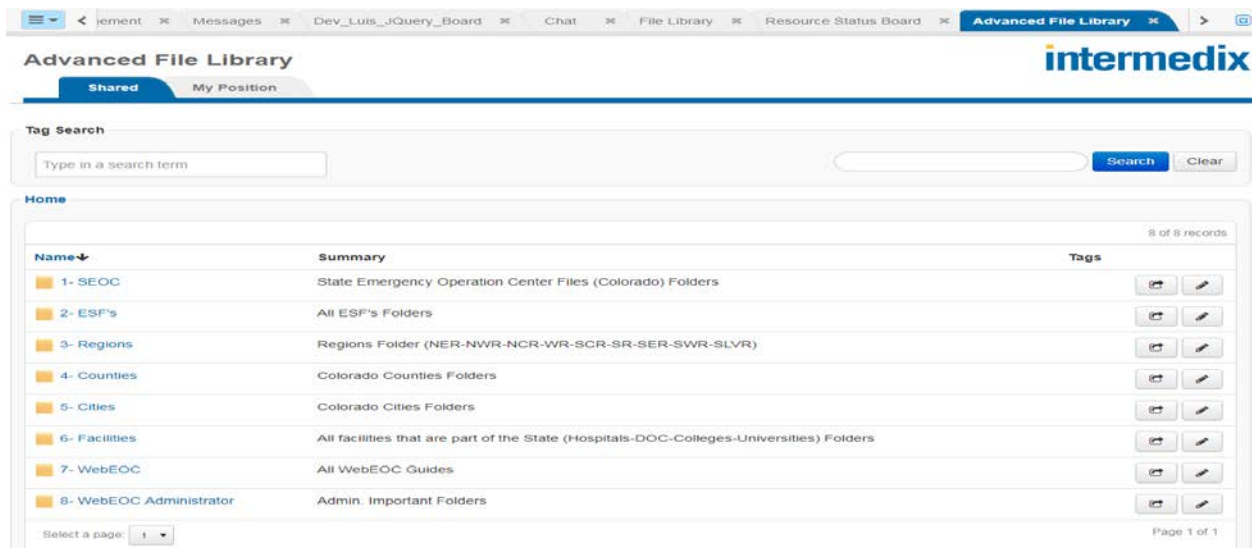
### Key Features:

-  Upload and store files in WebEOC
-  View uploaded files from any Web browser
-  Create nested folders to allow better organization of files
-  Move files into nested folders
-  Control access permissions at each level
-  Delete and restore files into specific folder locations
-  Search for files and folders using keywords or tags

















The Advanced File Library is divided on two tabs: “Shared” and “My Position”.

## 1-“SHARED” TAB


WebEOC Administrators and Field Managers can create folders and add files to the “Shared” tab. The “Shared” tab is control by the WebEOC Administrator and Field Managers. The Region, County, City, or Facilities send the folders and files that they would like to share to the WebEOC Administrator or Field Managers, along with who is allowed to “Ready Only” or “Edit” the file(s). You can make any folder or file available to ALL or available to the local users of your region, county, city, or facility.

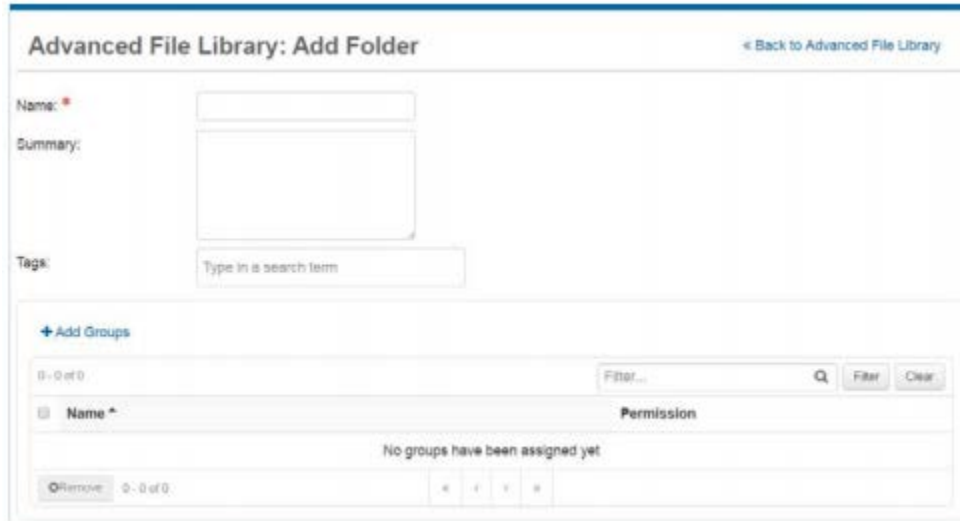


The screenshot shows the 'Advanced File Library' interface with the 'Shared' tab selected. The page title is 'Advanced File Library' and the logo 'intermedix' is visible in the top right. Below the header, there are two tabs: 'Shared' (active) and 'My Position'. A 'Tag Search' section contains a search input field with the placeholder 'Type in a search term', a 'Search' button, and a 'Clear' button. The main content area is titled 'Home' and displays a table of folders. The table has three columns: 'Name', 'Summary', and 'Tags'. There are 8 records shown, each with a folder icon, a name, a summary, and two action icons (a trash can and a pencil). At the bottom of the table, there is a 'Select a page' dropdown menu and the text 'Page 1 of 1'.

Name	Summary	Tags
1- SEOC	State Emergency Operation Center Files (Colorado) Folders	 
2- ESP's	All ESP's Folders	 
3- Regions	Regions Folder (NER-NWR-NCR-WR-SCR-SR-SER-SWR-SLVR)	 
4- Counties	Colorado Counties Folders	 
5- Cities	Colorado Cities Folders	 
6- Facilities	All facilities that are part of the State (Hospitals-DOC-Colleges-Universities) Folders	 
7- WebEOC	All WebEOC Guides	 
8- WebEOC Administrator	Admin Important Folders	 

## 1.1 ADD A FOLDER (FIELD MANAGERS)

- Click the Admin icon  in the header. The Admin window opens.
- Go to Plugins: Advanced File Library
- In the upper right corner of the page, click Add Folder. The Add Folder page opens.



Advanced File Library: Add Folder ← Back to Advanced File Library

Name:

Summary:

Tags:

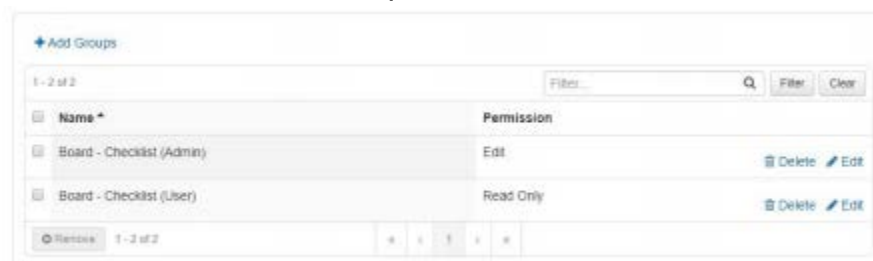
+ Add Groups

0 - 0 of 0 Filter...

Name *	Permission
No groups have been assigned yet	

0 - 0 of 0 ◀ ▶ ⌂

- Enter the information in the fields:
  - Name: Unique name of the folder.
  - Summary: Brief description of the folder and its contents.
  - Tags: Any applicable tags for the folder.
- Groups – The groups that can access this folder. To add groups, click “Add Groups”. In the Add Groups window, select the check box associated with each appropriated group. In Permission, select the permission level. Click “Add”. If needed, change the assigned group permission level, click the group’s Edit link and select the new level of permission. When finished, click “Save”.




+ Add Groups

1 - 2 of 2 Filter...

Name *	Permission
<input type="checkbox"/> Board - Checklist (Admin)	Edit <span style="float: right;"><input type="button" value="Delete"/> <input type="button" value="Edit"/></span>
<input type="checkbox"/> Board - Checklist (User)	Read Only <span style="float: right;"><input type="button" value="Delete"/> <input type="button" value="Edit"/></span>

1 - 2 of 2 ◀ ▶ ⌂

## 1.2 ADD A FILE (FIELD MANAGERS)

- Click the Admin icon  in the header. The Admin window opens.
- Go to Plugins: Advanced File Library
- In the upper right corner of the page, click Add File. The Add File page opens.

- Enter the information in the fields:
  - Name: Unique name of the folder.
  - Summary: Brief description of the folder and its contents.
  - Tags: Any applicable tags for the folder.
- File – To find the file on your computer and upload it, click “Browse”.
- Groups – The groups that can access this file  
To add groups, Click “Add Groups”. In the Ad Groups window, select the check box associated with each appropriate group. In Permission, select the permission level and click “Add”.
- When finished, in the Add File window, click “Save”.

---

### 1.3 PERMISSIONS ON THE SHARED TAB (FIELD MANAGERS)

When you create a folder or file, you can specify whether other users can make changes to it. The following two permissions are available:

**Edit** – This permission allows others to view a folder or file and make changes to it.

**Read Only** – This permission makes a folder or file visible to users but does not allow them to modify it.

These permissions are set for individual folders or files. Permissions levels can be changed at any time

---

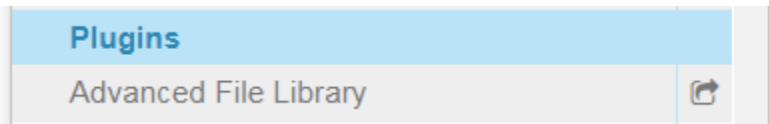
### 1.4 DEFAULT PERMISSIONS

These are the main categories, each main category is divide in subcategories. Subcategory Folder can have different types of permissions, the owner of the Subcategory Folder will decide what types of permissions should be applied to Folders and Files under the Subcategory Folder.

- 1- SEOC
  - All Users: Read Only
  - State Staff: Edit
  - WebEOC Administrator: Edit
  
- 2- ESF's
  - All Users: Ready Only
  - SEOC ESF's: Edit
  - State Staff: Edit
  - WebEOC Administrator: Edit
  
- 3- Regions
  - All Users: Ready Only
  - WebEOC Administrator: Edit
  - All Field Managers: Edit
  
- 4- Counties
  - All Users: Ready Only
  - All Field Managers: Edit
  - SEOC ESF's: Ready Only
  - State Staff: Ready Only
  - WebEOC Administrator: Edit
  
- 5- Cities
  - All Users: Ready Only
  - All Field Managers: Edit
  - SEOC ESF's: Ready Only
  - State Staff: Ready Only
  - WebEOC Administrator: Edit
  
- 6- Facilities
  - All Users: Ready Only
  - All Field Managers: Edit
  - State Staff: Ready Only
  - WebEOC Administrator: Edit
  
- 7- WebEOC
  - All Users: Ready Only
  - WebEOC Administrator: Edit

## 2-“MY POSITION” TAB

Users can add files based on their position on the tab called “My Position.” Any user that logs in under that position will be able to see the folder(s) and file(s). Users can access the file library, by clicking the Advanced File Library link on the control Panel, under Tools.



They can view and download folders and files under their positions.

 A screenshot of the 'Advanced File Library' interface. At the top, there are two green buttons: '+ Add Folder' and '+ Add File'. Below them are two tabs: 'Shared' and 'My Position', with 'My Position' being the active tab. Underneath, the user 'WebEOC Administrator' is identified. A 'Tag Search' field contains the placeholder text 'Type in a search term'. Below the search field is a table with columns for 'Name', 'Summary', and 'Tags'. The table shows one entry: 'Field Managers' with the summary 'Files related to Field Managers' and 'Move' and 'Edit' actions. A filter bar at the top right of the table contains a search input, a magnifying glass icon, and 'Filter' and 'Clear' buttons. The table also shows '1-1 of 1' items.
 

Name ^	Summary	Tags
Field Managers	Files related to Field Managers	Move Edit

## 3-EMBEDDED FILES LINKS

When requested, the WebEOC Administrator can add a Hyperlink or a button on any type of board. This will give the users a way to quickly access the file from the board without having to open the Advanced File Library. Remember this quick access can be created for files-but not folders.

## 4-THE MY POSITION TAB

This Tab contains folders and files that are administrated by the position name and can only be seen by the user that log-in in WebEOC under that position. It can be

divided in Folders and Sub-Folders. The My Position Tab has no Permission levels. It can only be seen and administrated by the position who created the files and folders. User have full control of the folders and files under the position root folder. The root folder contains folders automatically created for each position.

## 5- RECYCLE BIN

When you delete a folder or a file, WebEOC moves it to the Recycle Bin. To view deleted files and folders, click the Actions button in the upper right corner of the page, and click Recycle Bin. The Administrator can restore folders and files from the Recycle Bin, if needed, or delete them permanently.



## REFERENCES

Intermedix WebEOC (2018). WebEOC Advanced File Library 3.2.0