

ACCESSING & USING YOUR D&S EXTRANET

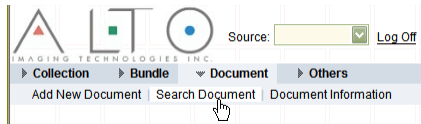
Logging On

Login:

User name :

Password :

Enter your **User Name** and **Password**; then click **Logon**.



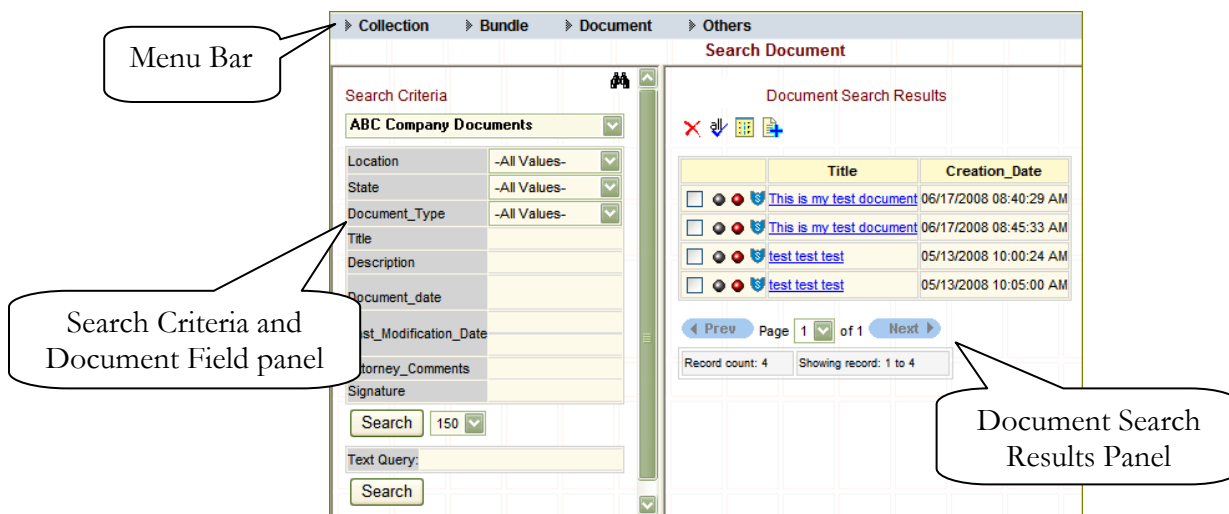
Source: Log Off

Collection Bundle Document Others

Add New Document Search Document Document Information

Point to **Documents** and click **Search Document**.

Environment & Orientation



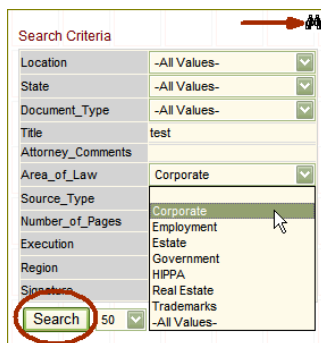
Menu Bar

Search Criteria and Document Field panel

Document Search Results Panel

Document Search Results	
Title	Creation_Date
<input type="checkbox"/> This is my test document	06/17/2008 08:40:29 AM
<input type="checkbox"/> This is my test document	06/17/2008 08:45:33 AM
<input type="checkbox"/> test test test	05/13/2008 10:00:24 AM
<input type="checkbox"/> test test test	05/13/2008 10:05:00 AM

Simple Searching



Search Criteria

Location -All Values-

State -All Values-

Document_Type -All Values-

Title test

Area_of_Law Corporate

Source_Type Corporate

Number_of_Pages 50

Execution Employment

Region Estate

Signatures Government

Real Estate

Trademarks

Search 50

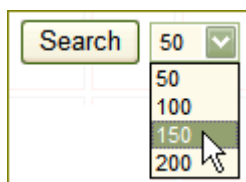
Fill in the **field** you wish to search by.

Click either the **Binocular** icon in the upper right hand corner or

... the **Search** button in the lower left hand corner.

Tip: Further define your search by filling in a few more fields.

Additional Search Options & Features



Search 50

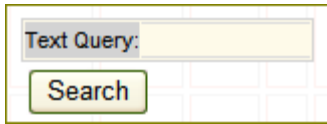
50

100

150

200

Control how many documents appear in the Display Panel.



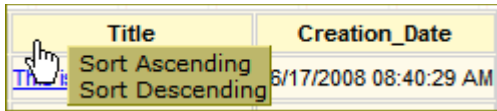
Use **Text Query** to search the contents of documents.

Note: Documents need to be “full text searchable” in order for this feature to work. A PDF document is not necessarily “full text searchable”.

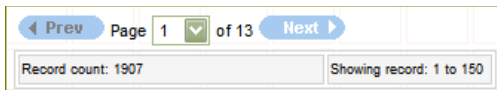
The Display Panel



The **Display Panel** toolbar allows you to mark documents for further use or add/remove fields that are displayed.



To sort, click the column headings.

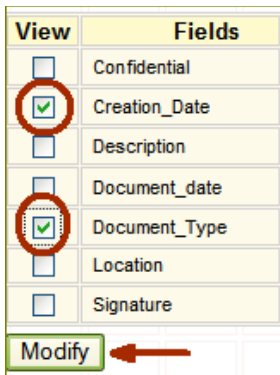


Navigate through and see how many documents are contained in your results.

Customizing the Display Panel



Click the **View Settings** icon to add/or remove fields that are displayed.

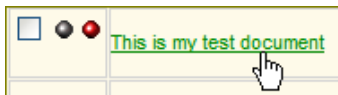


Check/Uncheck the fields you wish to display.

Click **Modify**.

Tip: This is a great way to further “filter” your results.

Viewing Documents



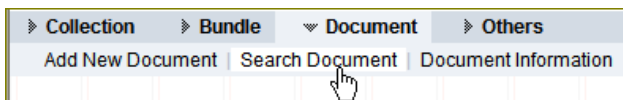
Click the **document link** from the **Display Panel**.

Printing Documents



While viewing the document, click the **Printer** icon.

Returning to the Display Panel and/or Search Results



Point to **Document** and click **Search Document**.