

## Columbia Knowledge Base

5/21/2012

The following is a "Quick Reference Guide" to the Columbia Knowledge Base

- ✓ To access the Knowledge Base
- ✓ To search for documents
- ✓ How to save and email documents

## From the Vault Tool

Select **WEB Intr** tab, (Please note; your tabs may be in a different order)

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(click on WEB Intr tab)



Once you have the **WEB Intr** tab selected, the following screen will be displayed.

To gain access the Knowledge Base, type in this field



Type the letters **sp** then press the **enter** key





You should now have the following screen displayed, note; title of this application is "**Columbia Machine SharePoint Applications**" now (click) on the **Knowledge Base** tab

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You now are in the Columbia Knowledge Base,

For CP Division searches, (click) on CP





To search for a document, type in search field (see picture below),

my search example is; hydronix,

First select from pull-down, "This List: CP", then , I have typed hyd\* in the field, then (click) on the "search button"

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Search results will list all documents that have "hyd' in the name,

(see example of search in picture below), (hydronix, hydraulic) are a few that were found..

My example is; Hydronix HydroMix Adjustment

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To send a document by email, you must first save the document to your computer.

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To save; (right click) on document,

on the pull-down menu (click) on "Save Target As"

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Note: If you want to view document (click) on **Open**.



To email document, go to the location where file was saved, (right click) on file, from pull-down menu (click) on **Send to**,

then from second pull-down menu (click) on Mail recipient

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