Columbia
75 Years
of Innovation

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)
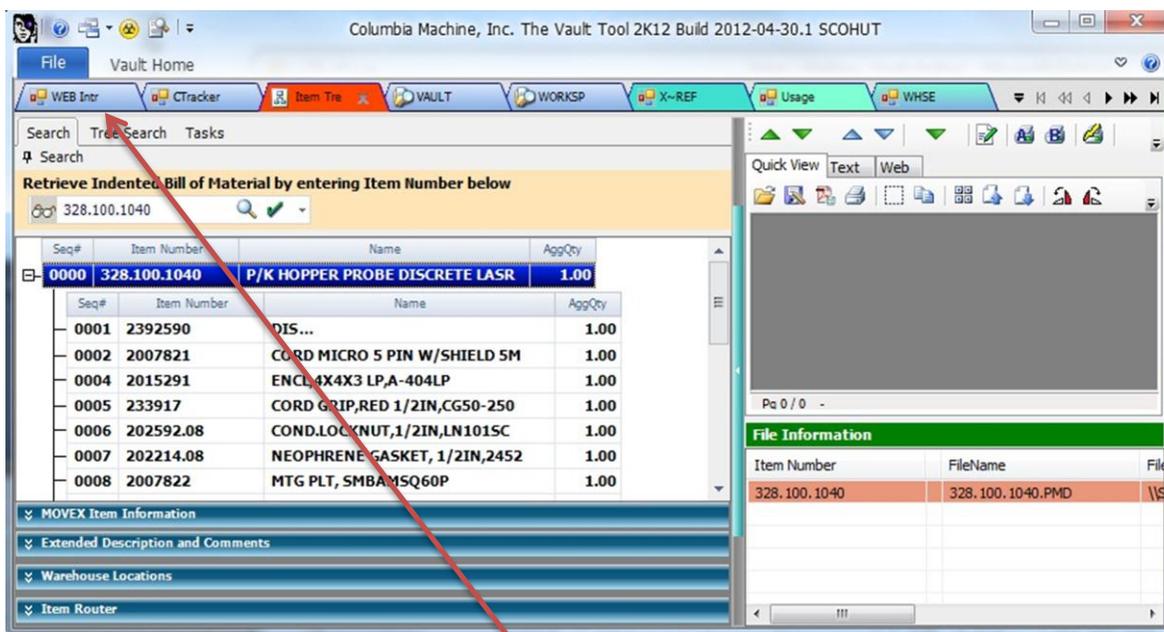
(click on **WEB Intr** tab)

(continued next page)

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

To gain access the Knowledge Base, type in this field
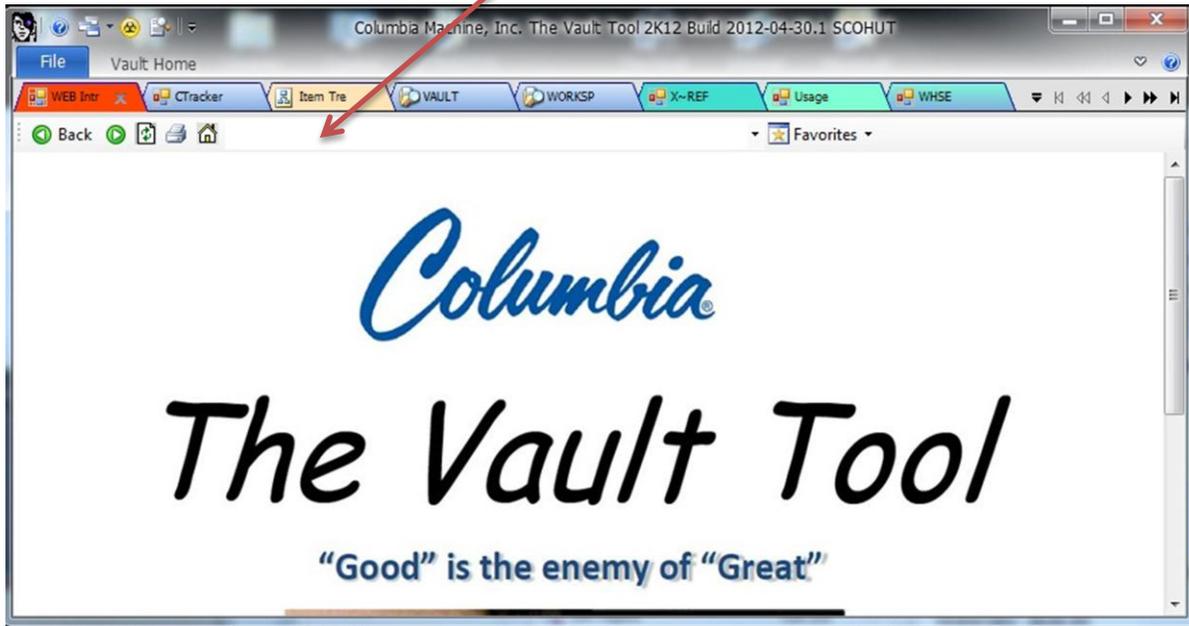
Type the letters **sp** then press the **enter** key

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
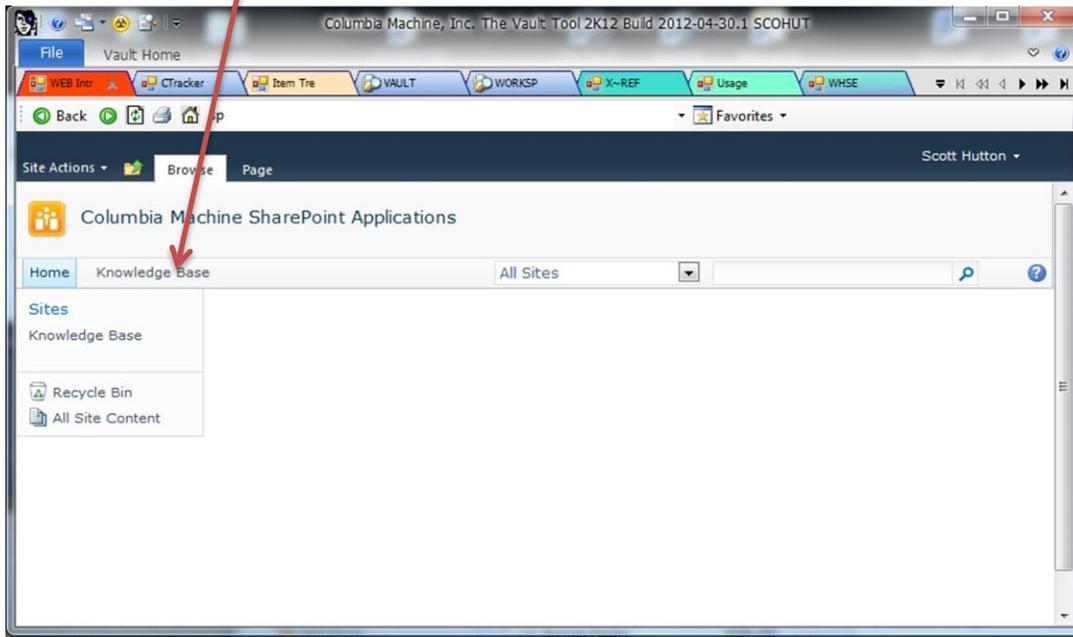
You now are in the **Columbia Knowledge Base**,
For CP Division searches, (click) on **CP**
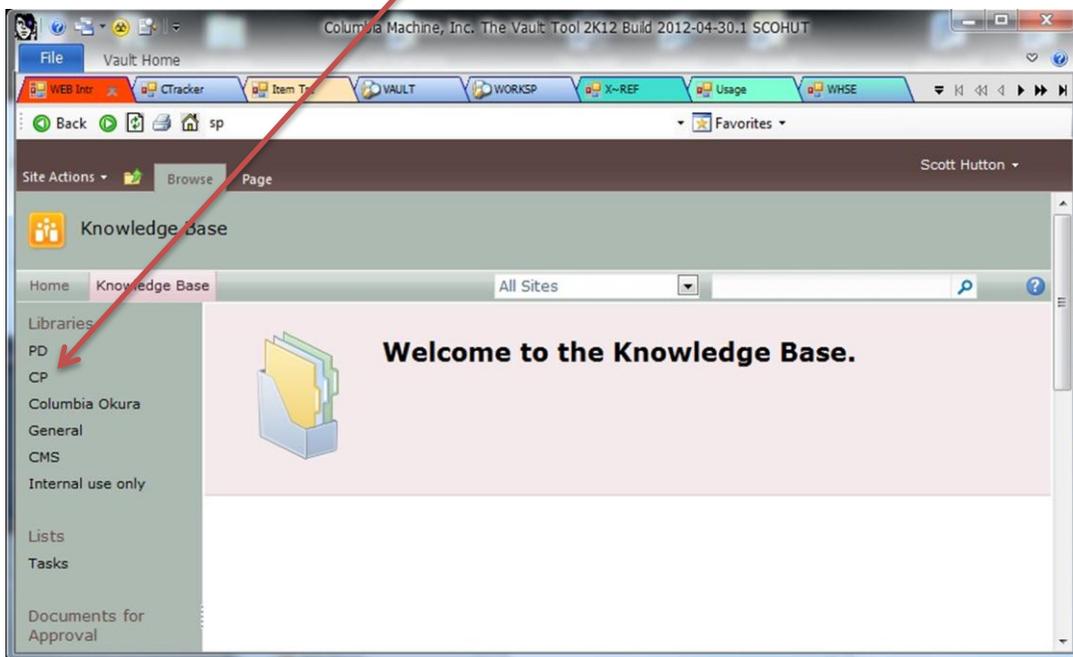
To search for a document, type in search field (see picture below),
my search example is; hydronix,
First select from pull-down, "**This List: CP**", then , I have typed   **hyd*** in the field, then (click) on the "**search button"**
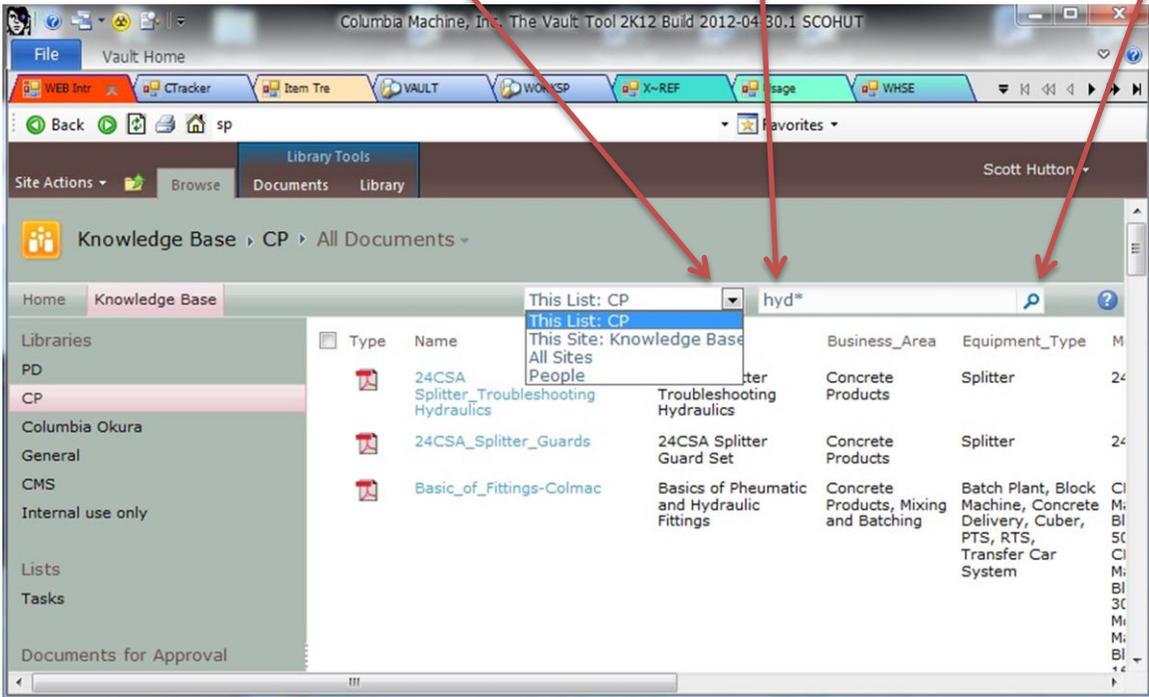
(continued next page)

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
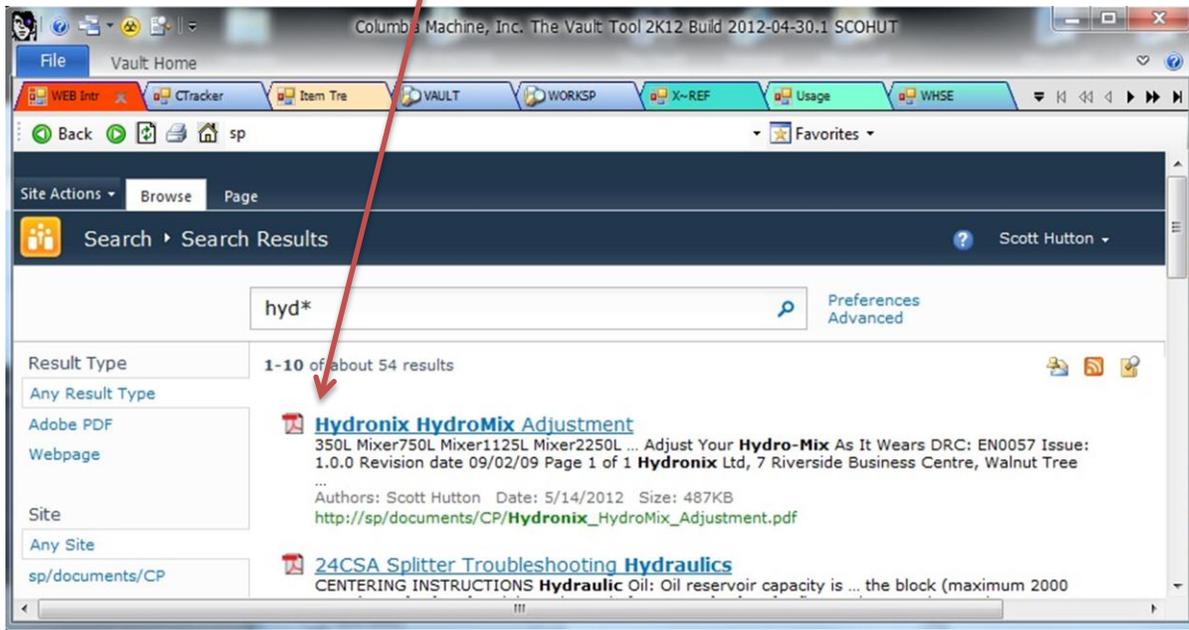
(continued next page)

To send a document by email, you must first save the document to your computer.
To save;   (**right click**) on document,
on the pull-down menu (**click**) on "**Save Target As**"
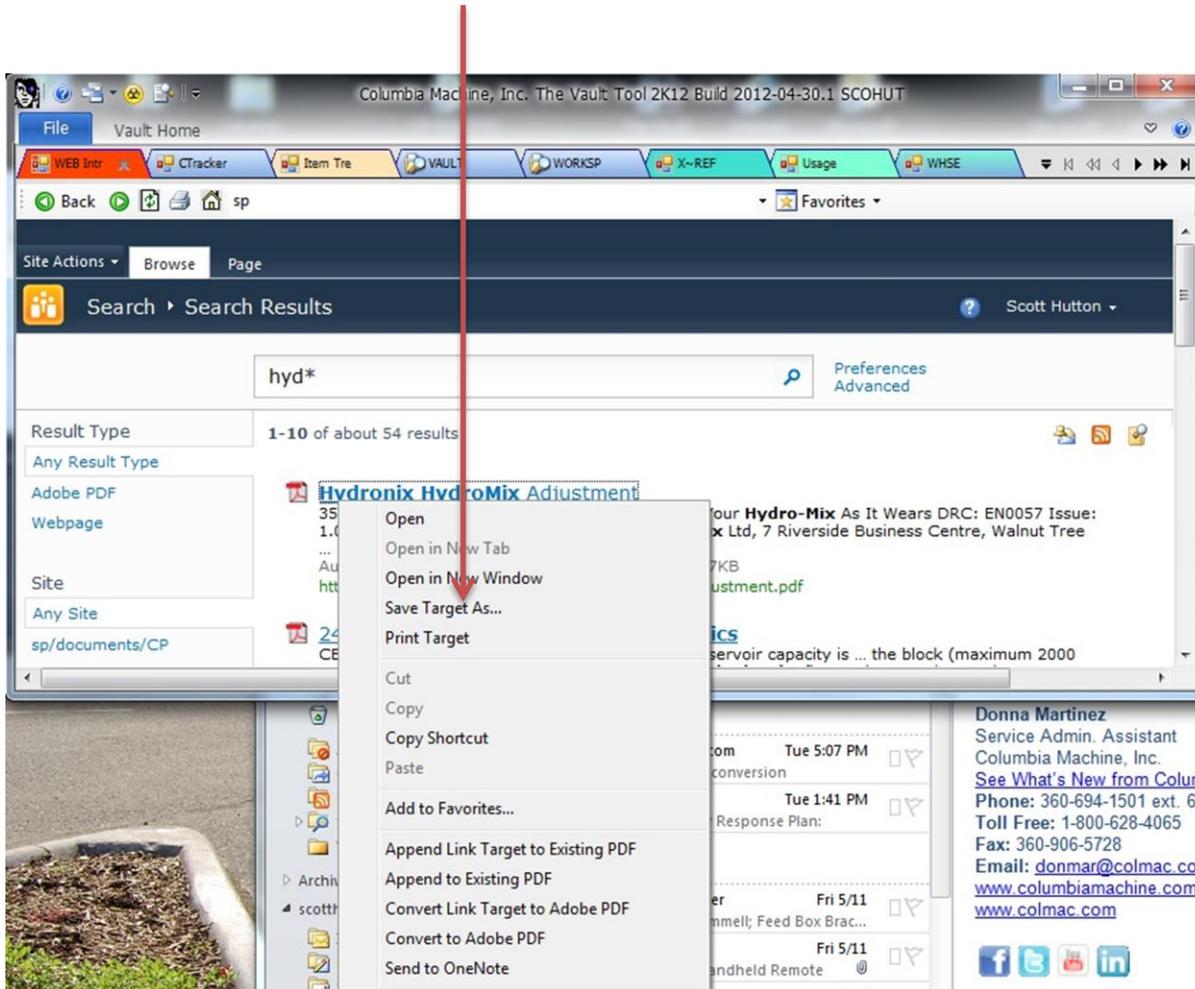
(continued next page)

Select the location on your computer you want to save the file to, and (click) on **Save** .
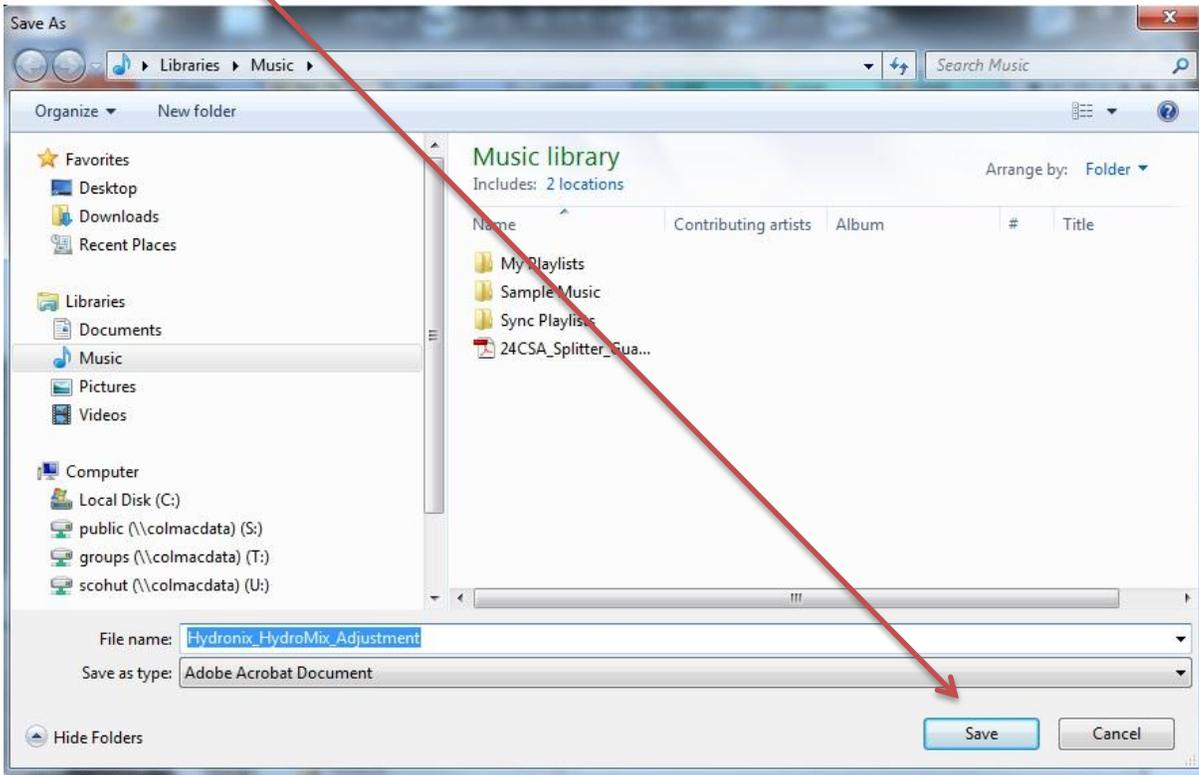
The following window will be displayed when download is complete, then (click) on **Close**
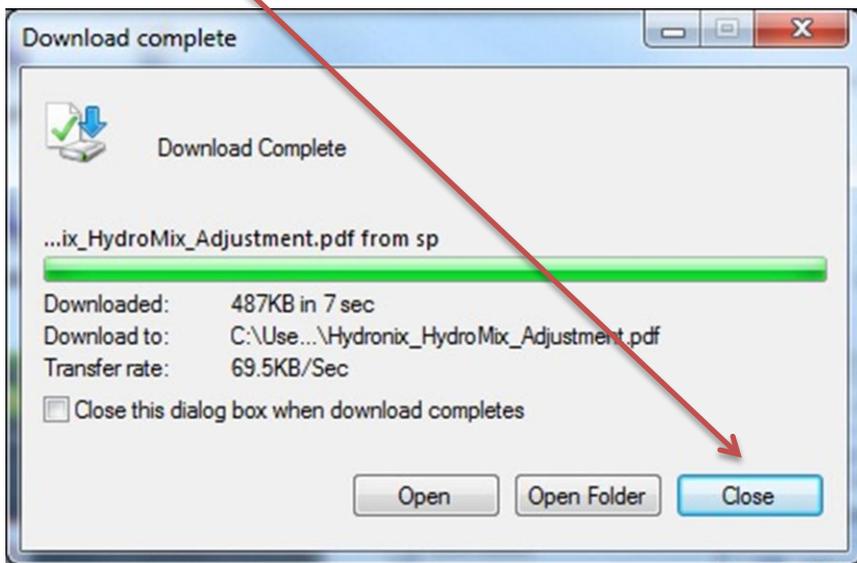
Note: If you want to view document (click) on **Open**.

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**