



**LAUSD eLIBRARY USER GUIDE**

**Contents**

Log In..... 1

Search..... 3

Quick Upload..... 9

Contributor ..... 14

    Regular Upload..... 15

        Uploading New Documents ..... 16

        Adding Attachments to Documents..... 18

        Revising a Document..... 19

Owner Review ..... 22

Final Approval ..... 24

Maintain..... 26

## Log In

Access the E-Library using this URL: <https://my.lausd.net>

By selecting the “Login” hyperlink, which was highlighted below with a yellow circle , the system will prompt you to enter your SSO “User Name” and “Password”:

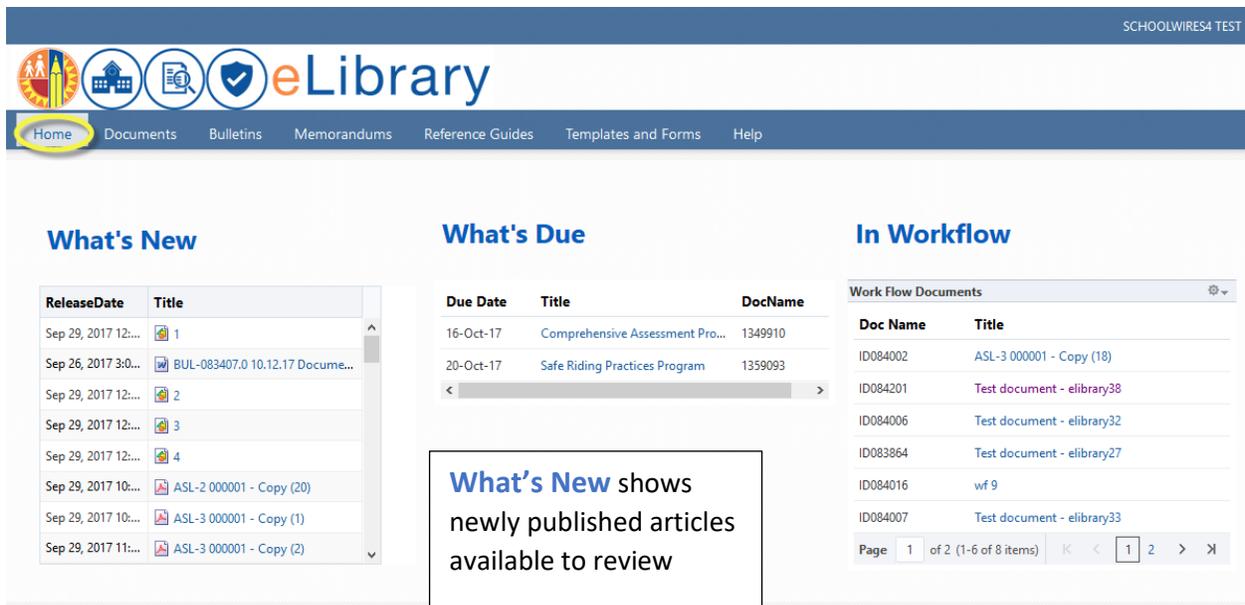
The screenshot displays the LAUSD eLibrary interface. At the top right, a blue navigation bar contains a "LOGIN" link, which is circled in yellow. Below this bar, a white box with a red border contains the text "LOGIN HERE WITH YOUR SSO". The main content area features a search bar with "LAUSD" entered and a search icon. Below the search bar, there are three sections: "Bulletins", "Memorandums", and "Reference Guides". Each section includes a search icon, the owner "weblogic", and the last modified date "8/9/2017 1:09 PM" or "1:08 PM". The "Bulletins" section also includes a "Description:" label. The interface is clean and professional, with a blue and white color scheme.

Enter your **full LAUSD email address** for your username and current password and select “Sign In”:



The sign-in page features the LAUSD logo on the left, which includes the text "LOS ANGELES UNIFIED SCHOOL DISTRICT" and "BOARD OF EDUCATION". To the right of the logo, the text "SIGN IN TO LAUSD" is displayed. Below this, there are two input fields: "Full LAUSD e-mail address" and "Password". A blue "Sign In" button is positioned below the password field. At the bottom, a small note reads: "Enter your full LAUSD email address and password to Log In. e.g (msmith@lausd.net, mary.smith@lausd.net)".

After successfully logging in, you will be redirected to e-Library Home Page:



The eLibrary home page has a dark blue header with the text "SCHOOLWIRES4 TEST" on the right. Below the header is a navigation bar with icons for Home, Documents, Bulletins, Memorandums, Reference Guides, Templates and Forms, and Help. The main content area is divided into three sections: "What's New", "What's Due", and "In Workflow".

**What's New**

ReleaseDate	Title
Sep 29, 2017 12:...	1
Sep 26, 2017 3:0...	BUL-083407.0 10.12.17 Docume...
Sep 29, 2017 12:...	2
Sep 29, 2017 12:...	3
Sep 29, 2017 12:...	4
Sep 29, 2017 10:...	ASL-2 000001 - Copy (20)
Sep 29, 2017 10:...	ASL-3 000001 - Copy (1)
Sep 29, 2017 11:...	ASL-3 000001 - Copy (2)

**What's Due**

Due Date	Title	DocName
16-Oct-17	Comprehensive Assessment Pro...	1349910
20-Oct-17	Safe Riding Practices Program	1359093

**In Workflow**

Doc Name	Title
ID084002	ASL-3 000001 - Copy (18)
ID084201	Test document - elibrary38
ID084006	Test document - elibrary32
ID083864	Test document - elibrary27
ID084016	wf 9
ID084007	Test document - elibrary33

Page 1 of 2 (1-6 of 8 items) < 1 2 >

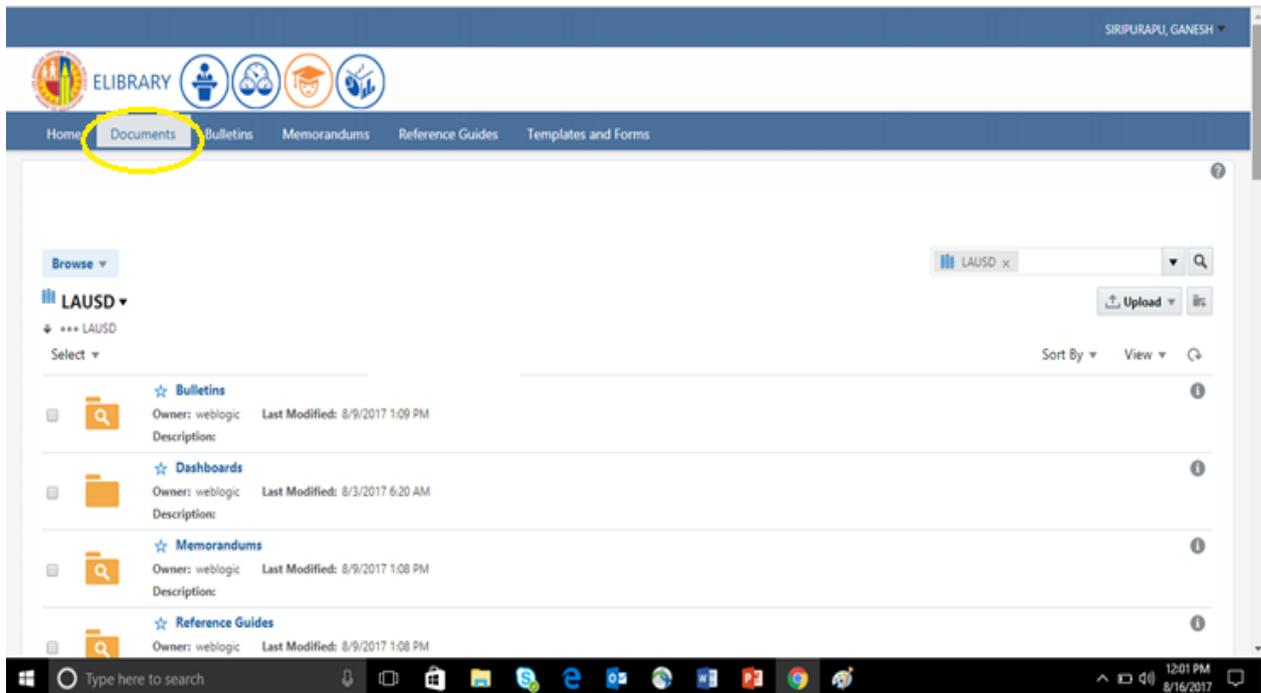
**What's New** shows newly published articles available to review

**What's Due** shows any forms that are due soon

**In Workflow** shows content in workflow

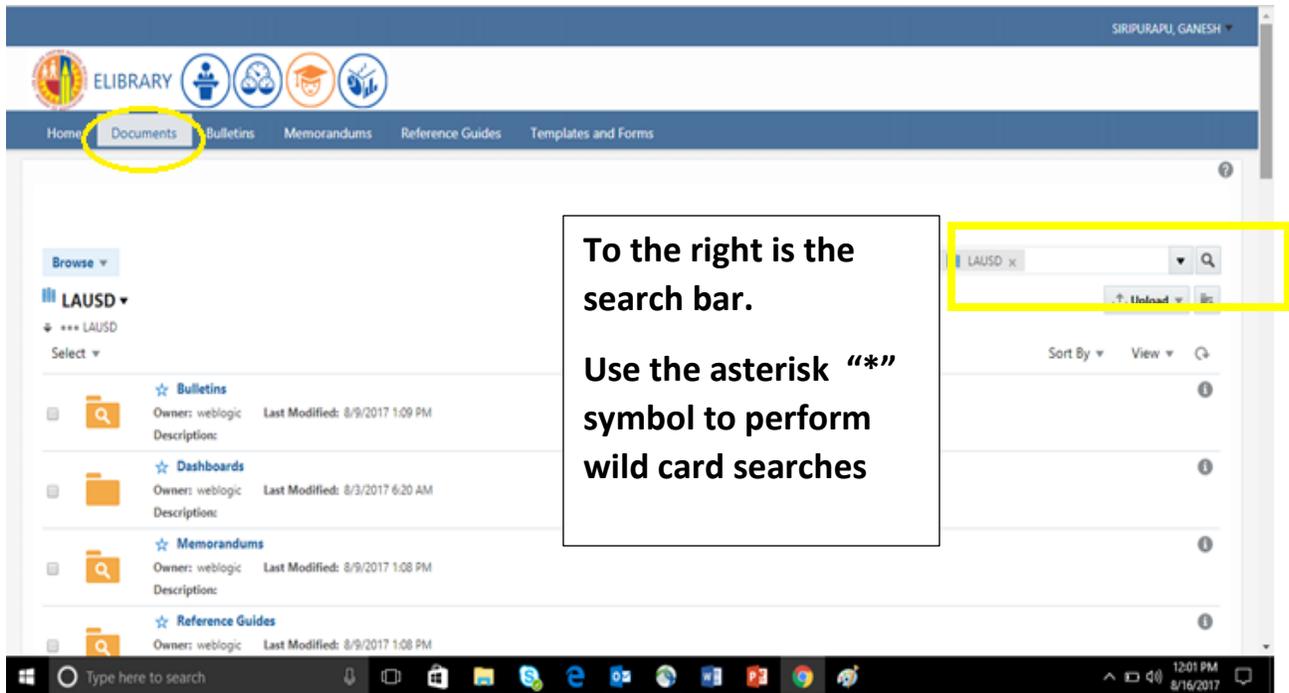
## Search

Navigate to Documents by selecting the “Documents” Tab which was highlighted with yellow circle below:



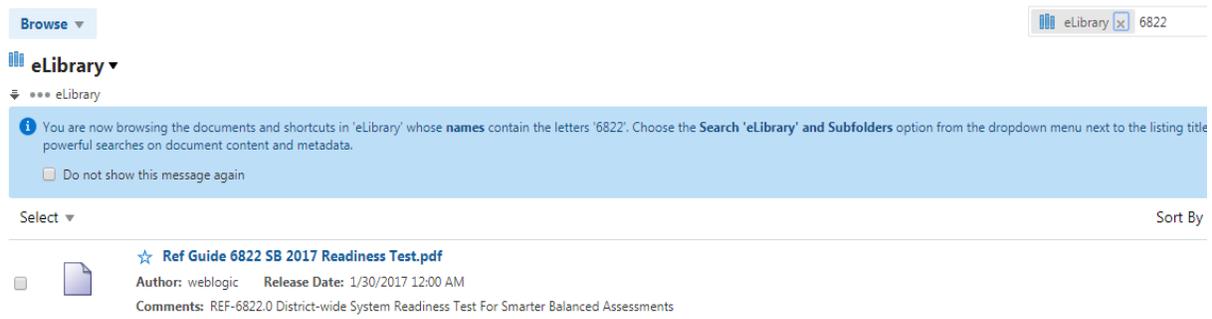
**Note:** All content you are authorized to see will be listed in the “Documents” section

**Note:** You can leverage the search function to locate content based on the content title, the contents of files and even the author of a document. You can search any document by entering a “key word.” All documents will be in the E-Library. It is defaulted into the search window. It’s ok to remove it, but it’s not necessary to have a thorough search.



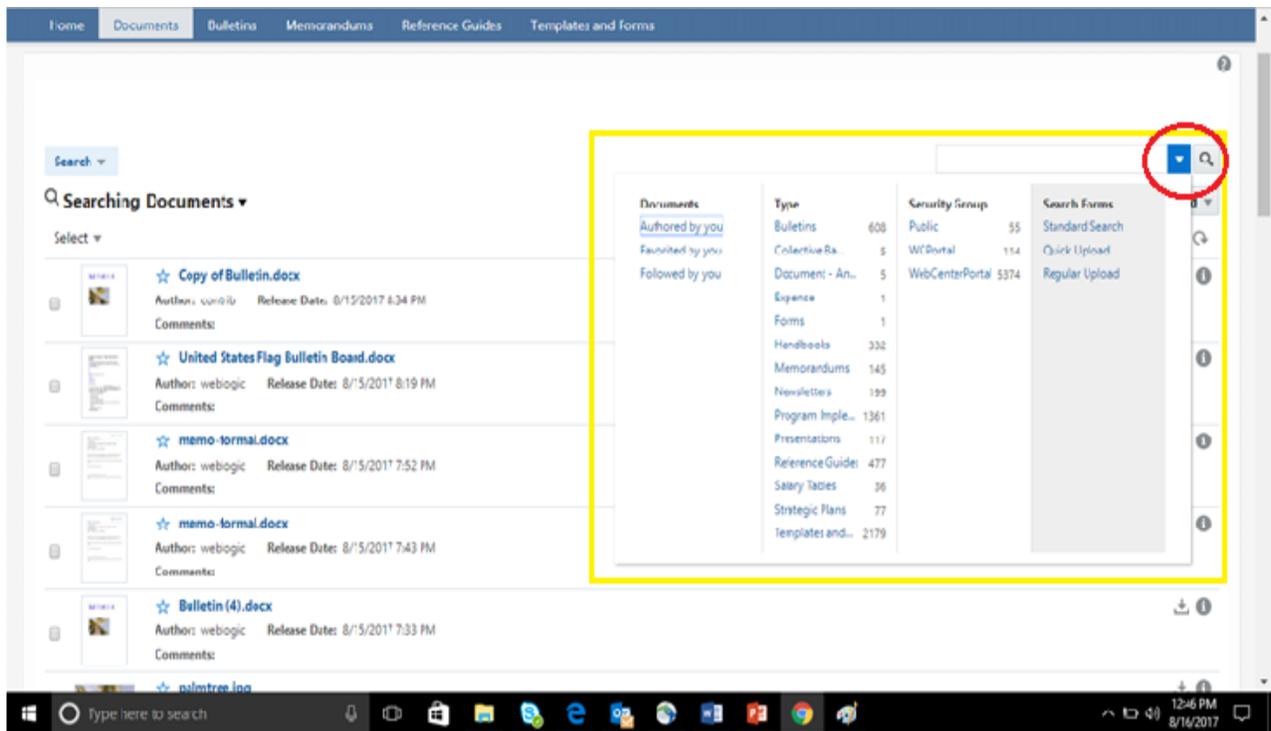
**Note:** Do not use a "." The system thinks a period is a type of search and will return irregular results. You can either put the number in or use an asterisk as a wild card. Use an asterisk "\*" (without quotes) in your search instead to find documents.

Below is an example below of using an asterisk to find all documents that start with the number 6822.



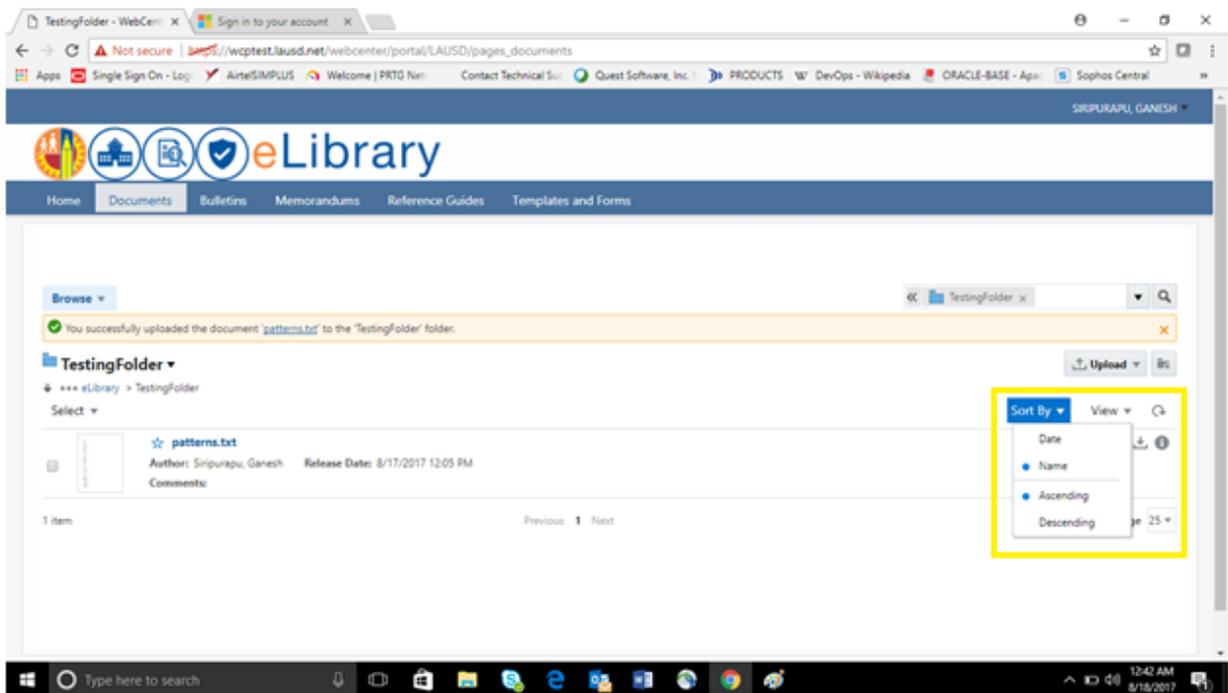
**Note:** The comments of the document will have the Document #.

You can filter your search by selecting the filter categories (by pointing the cursor on the down arrow) as shown below by selecting "magnifying glass" symbol:

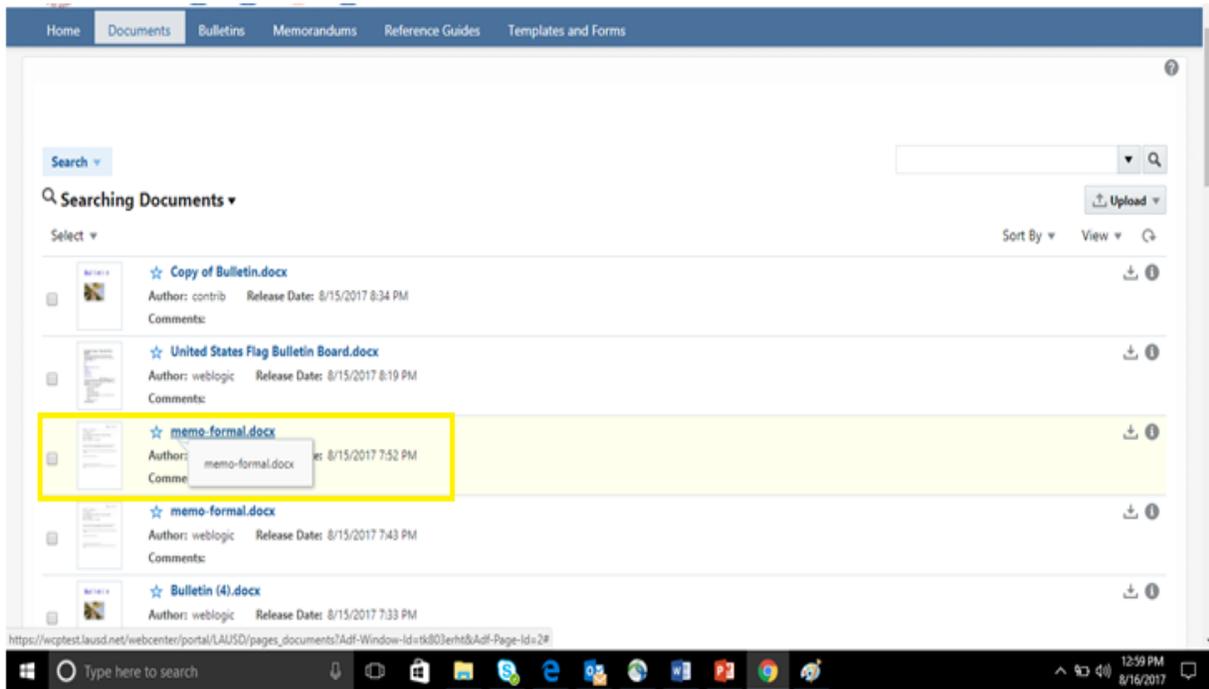


**Note:** If you have made a document a “favorite” or decided to “Follow” a document, you can see a list of those documents here by clicking the hyperlinks “Favorited by you” or “Followed by you.”

The below highlighted areas allow you to change the view of documents. The can be listed by Date or Name.

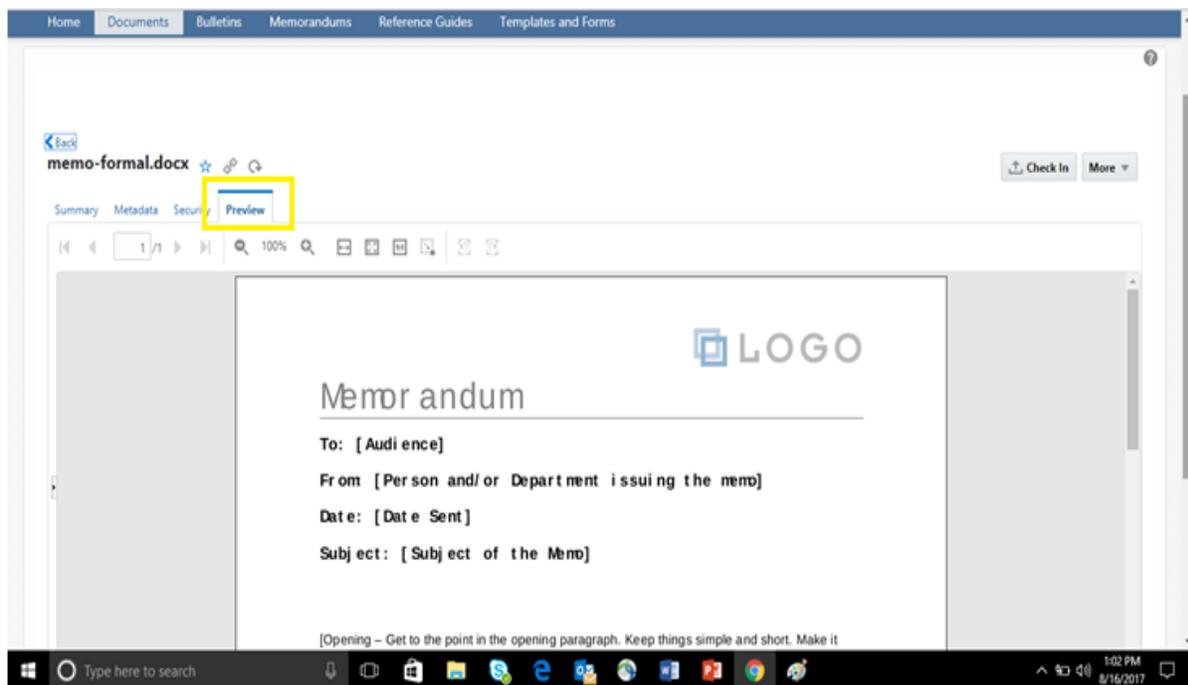


After successfully searching, you can access the document by selecting the content title (hyperlink) as shown Below:

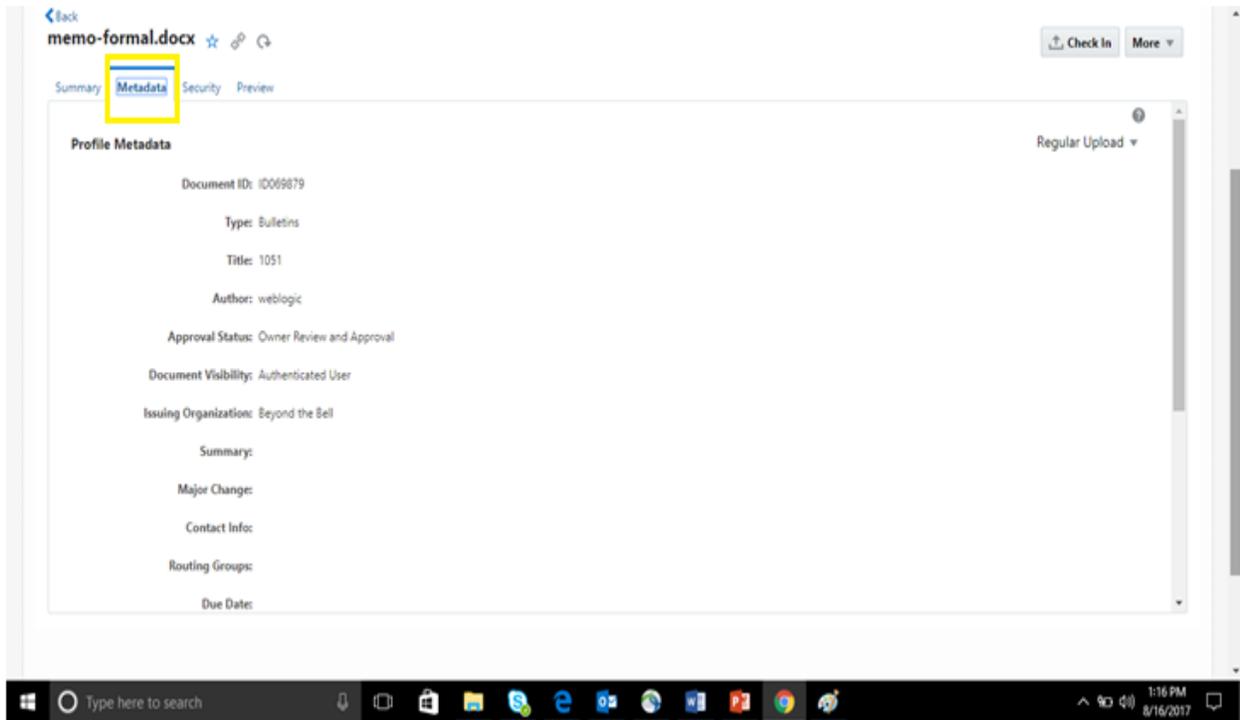


Once you access the document you will be directed to the preview of the document as shown below. Here you can view the content of the document

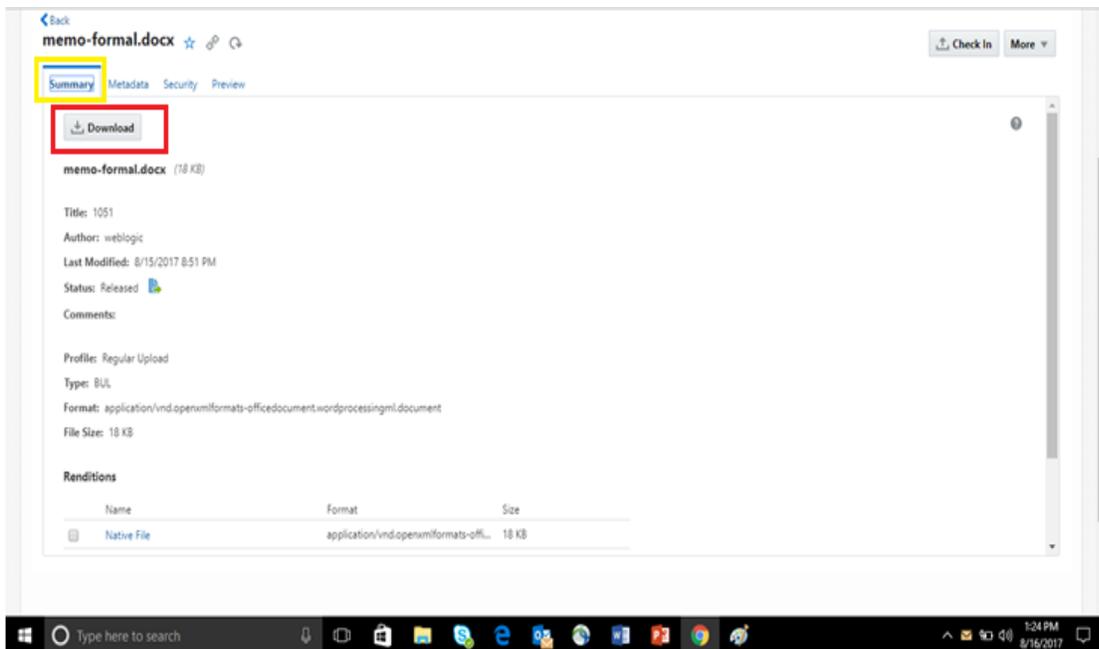
**Note:** The preview button may not have all the fonts that your document has. In that case, it will default to a simple font. When the document is downloaded, the correct font will be present.



In the “Metadata” tab, you will find the Document ID (which is unique & generated by the system), Document Type, Title, Author, and other content details as shown below:



In the “Summary” tab you can find the summary of the document including modified date, status, comments, and size of the file. You may download the file by selecting the “Download” button as highlighted red in below:



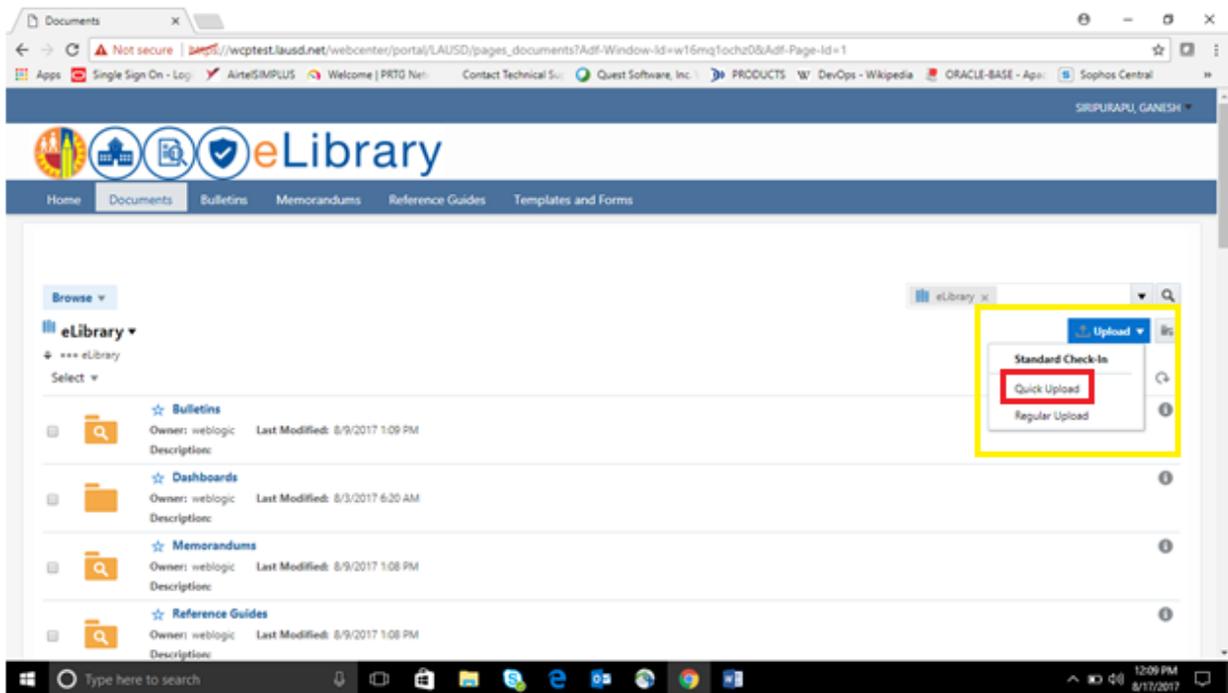
At the bottom of the Summary tab, the Renditions section allows users to see the file in its original format, the native file, or the Web-Viewable file. Click either hyperlink to view the formatted document.

The screenshot shows a file management interface for a file named 'patterns.txt'. At the top, there is a 'Back' link, the filename 'patterns.txt', and icons for star, share, and refresh. On the right, there are 'Check In' and 'More' buttons. Below the filename, there are tabs for 'Summary', 'Metadata', 'Security', and 'Preview'. The 'Summary' tab is active and displays the following information: Author: Siripurapu, Ganesh; Last Modified: (empty); Status: Done; Comments: patterns; Profile: Quick Upload; Type: Handbooks; Format: text/plain; File Size: 1 KB. Below this information is a section titled 'Renditions' which contains a table with two rows: 'Native File' and 'Web-Viewable'. Both rows show a format of 'text/plain' and a size of '332 B'. The 'Renditions' section is highlighted with a yellow border. At the bottom right of the interface, there is an 'Add Attachment' button.

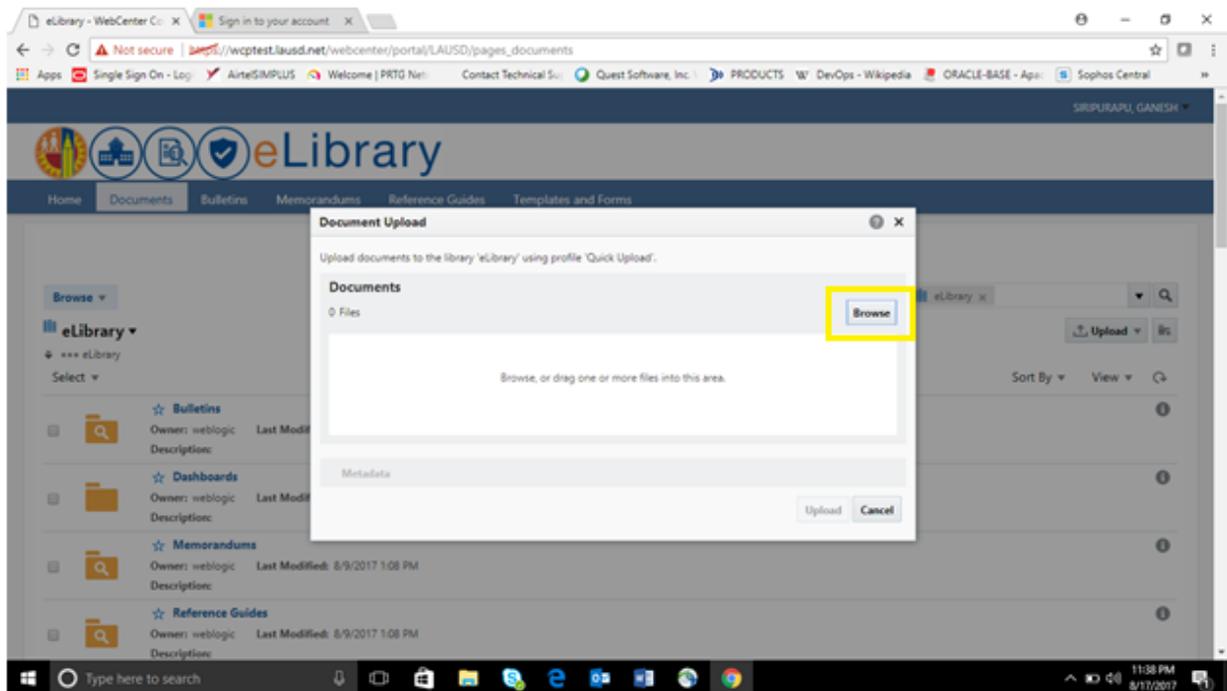
Name	Format	Size
<a href="#">Native File</a>	text/plain	332 B
<a href="#">Web-Viewable</a>	text/plain	332 B

## Quick Upload

You can upload the documents by selecting one of the three options highlighted in yellow by clicking the cursor on upload tab. Use either quick upload or regular upload. Quick upload is used to upload the following documents: Collective Bargaining Agreements, Handbooks, Newsletters, Program Implementation Plan and Resources, Presentations, Salary Tables, Strategic Plans, or Templates and Forms. Quick upload bypasses the approval process due to the nature of the documents. Here are the steps to upload one of these documents. Click upload > Quick Upload.



By Selecting “Quick Upload” the system will prompt you to “Browse” and upload a document.



Once the Document is ready to upload you can select the document type from the eight document types which will not go through the work flow and approvals by pressing option highlighted in red.

**Note:** Use “Quick Upload” option only for the Eight Document Types. You can fill in the Metadata Appropriately.

Here is information regarding the Metadata:

**Type:** one of the 8 document types that are uploaded using quick upload.

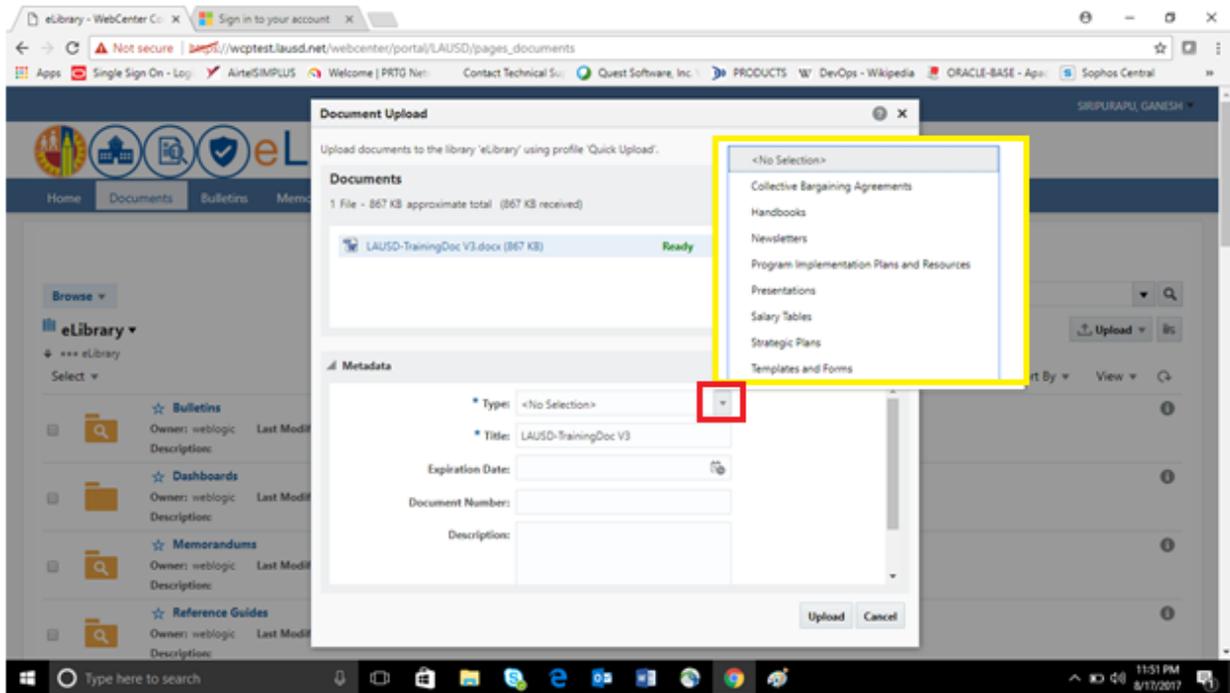
**Title:** This field defaults from the document that is uploaded. It can be renamed if required.

**Expiration Date:** If the document is no longer valid after a specific date, enter that date here.

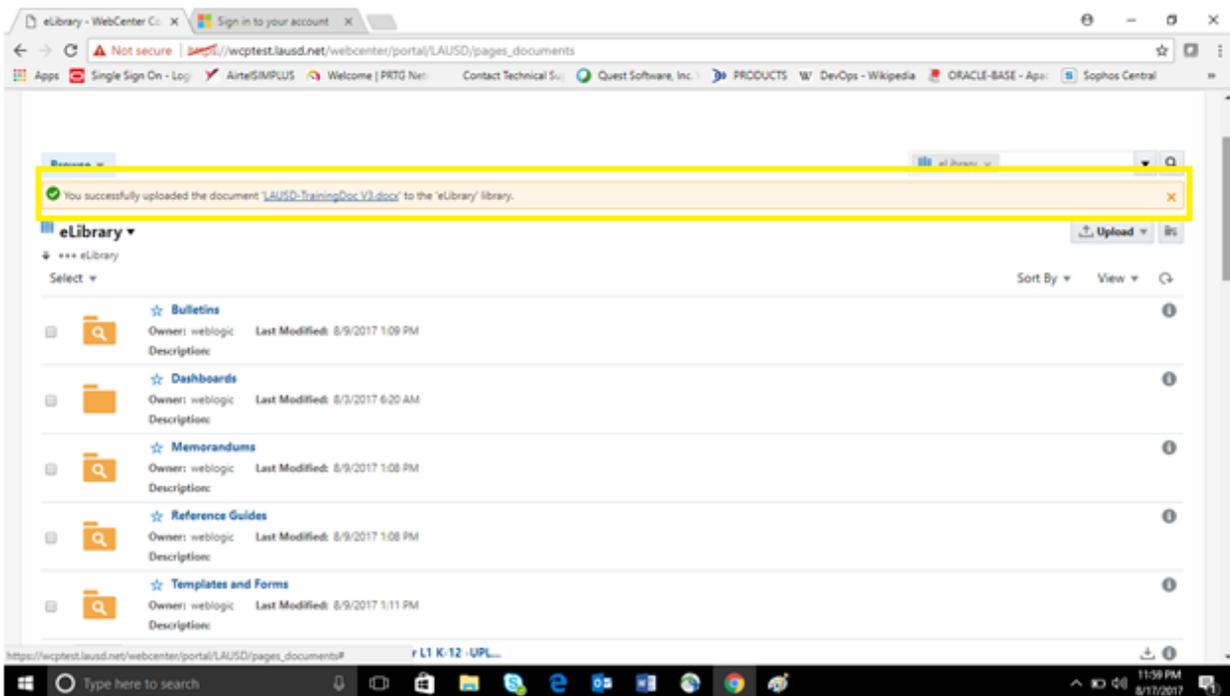
**Document Number:** This will autogenerate by the application. If you enter a number, it will be overridden as part of the upload process.

**Description:** This field is used to enter a description of the document.

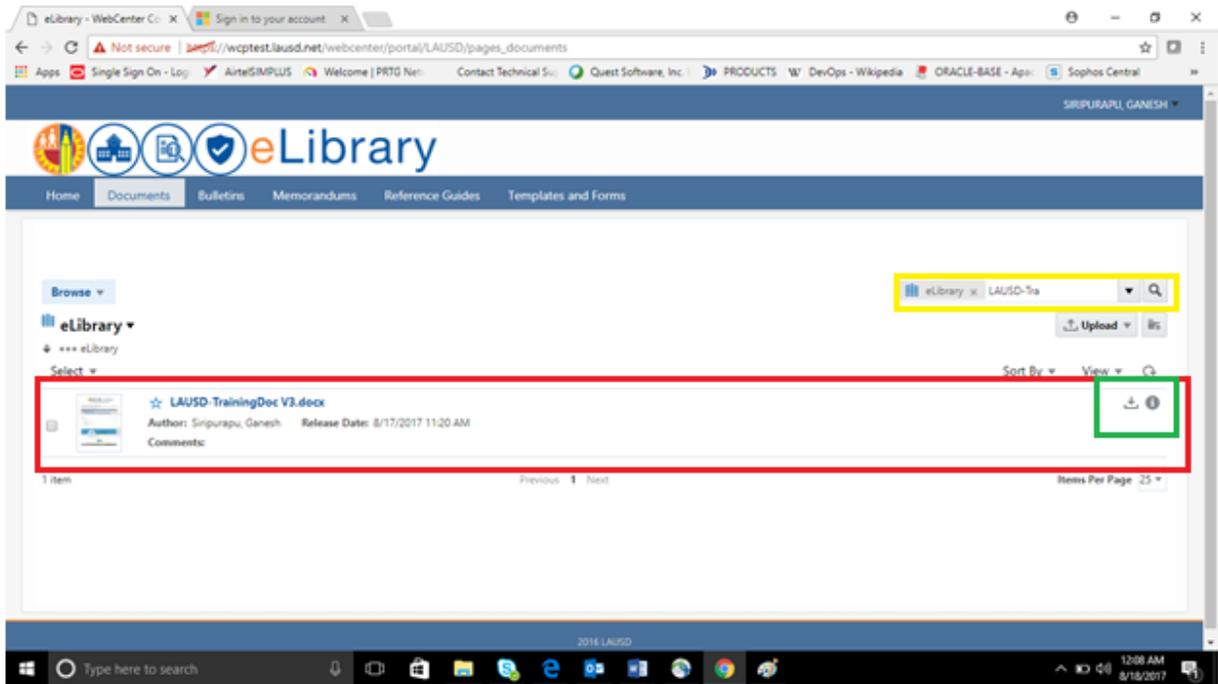
**Issue Date:** If the document is not valid until a specific date, enter that date in this field.



By pressing “Upload” button the document upload will be successful and you are redirected to the “Documents” screen with Successful Upload statement.

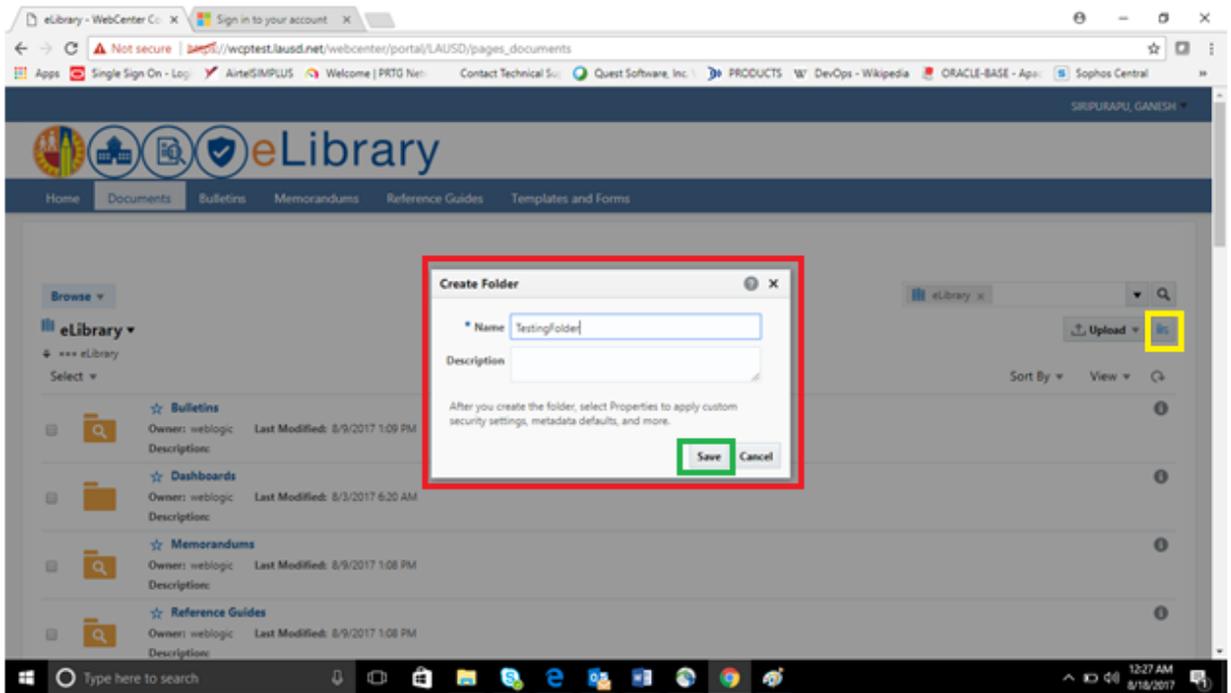


**Note:** You can access the Document by pressing the hyperlink (in blue) color on the screen above. You can also access the uploaded document later by using search option with the document “Key word” as highlighted below screen shot and also view the properties of the document and download by pressing the options highlighted in green below.

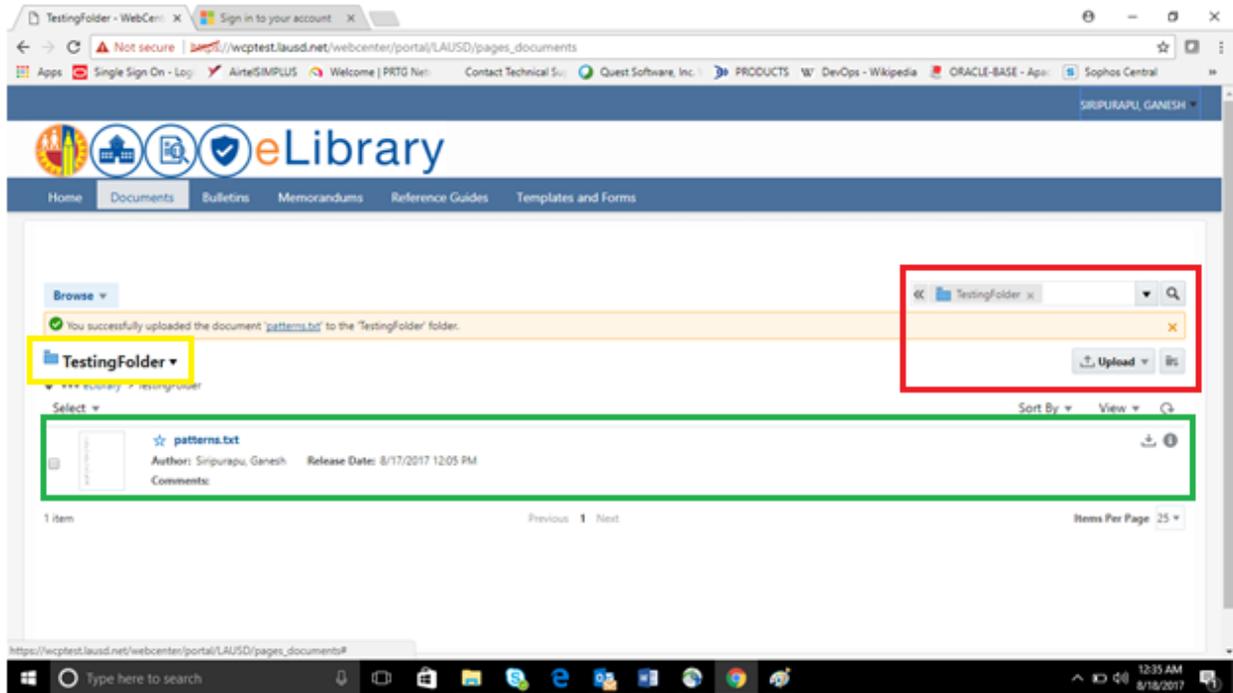


To upload the documents to a separate or a new folder you can add a folder by pressing “create a folder”, outlined in yellow, and give the name of the folder and description, outlined in red, and click the save button, outlined in green.

After successful creation of a folder, you can upload your documents to that folder by searching (as you search for a document) and enter into the folder and upload (the upload process is the same).

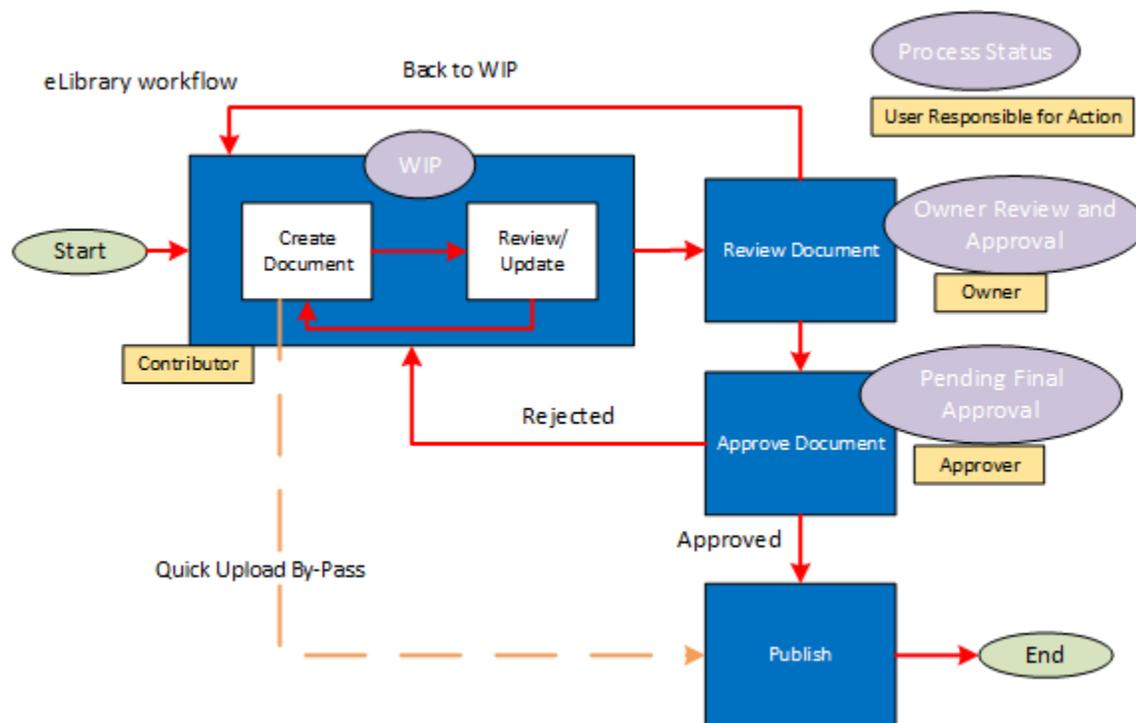


You can see in which folder you are uploading the file to by seeing the tab, highlighted in yellow, and search the files in that folder by entering the “Key word”, highlighted in red, and find the file, highlighted in green.



## Contributor

LAUSD has altered its workflow with the upgrade of E-library. Below is a diagram of the altered workflow.



Any documents that are **bulletins**, **reference guides** or **memorandums** will go through the approval process. All documents follow the same workflow. The workflow process is as follows:

1. Determine if the document being uploaded is a new document or a revision to an existing document.
  - a. For new documents, the contributor will upload the document using the standard upload button. This will generate a new document number.
  - b. To revise an existing document, the contributor will perform a search for the current document and upload a new revision on top of the current document through the document "Preview Mode". This will preserve the document number and allow the contributor to increment the revision number.
  - c. To revise a document that is currently in workflow, the contributor will locate the document in their "Content In workflow" queue. This will replace the "work in progress" draft. This can be done as many times as necessary until the document is ready for review.
2. The contributor will upload the document using the "regular upload" feature. This will be further explained in the regular upload section of the user guide.

3. The contributor can choose the visibility of the document to be either “protected” or “public”. The document owner will decide whether a policy should be public or protected.
  - a. Protected documents require a SSO account to view the document.
  - b. Public documents can be viewed by anyone.
4. The owner reviews the document. If the owner wants the contributor to change something, the owner can reject the document and it will be put back in the contributor’s work queue. The contributor then makes the changes and checks in the revised copy for review. If the owner is happy with the document and metadata, she can approve the document and the system will move the document to the work queue of the approver.
5. The approver reviews the document. If the approver decides the document needs further work, she rejects the document and the document will go back to the contributor for review and re-work. The owner will need to review and approve the document once more to send it for final approval. Once the approver is happy with the document, she accepts the document and the document is published.

## Regular Upload

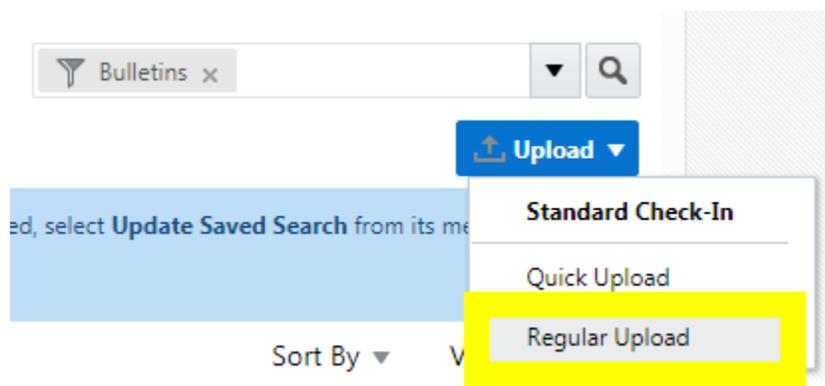
Use regular upload to upload memorandums, bulletins and reference guides. The regular upload will use the workflow mentioned in the previous section of the user guide. The regular upload process is similar to the quick upload process, the difference being that the regular upload process initiates a workflow and requires the approval of the Superintendent’s office before it can be published.

Determine if the document being uploaded is a new document or a revision to an existing document.

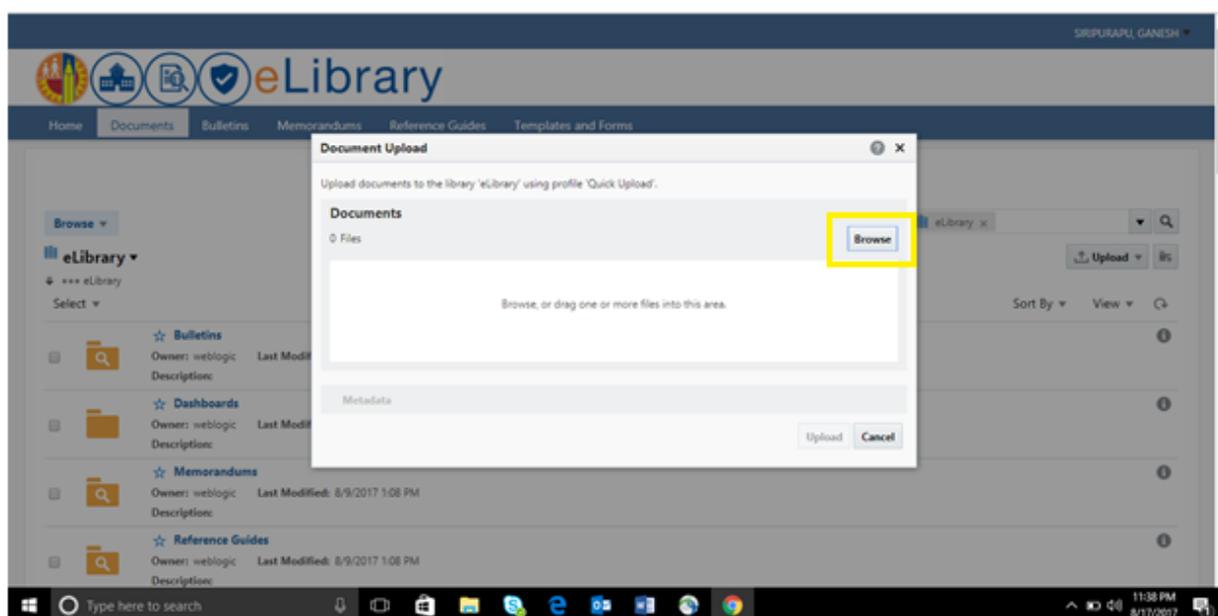
- a. For new documents, the contributor will upload the document using the standard upload button. This will generate a new document number.
- b. To revise an existing document, the contributor will perform a search for the current document and upload a new revision on top of the current document through the document “Preview Mode”. This will preserve the document number and allow the contributor to increment the revision number. If you are unable to find your document, please send an email request to [librarysupport@lausd.net](mailto:librarysupport@lausd.net) to locate the document for you.
- c. To revise a document that is currently in workflow, the contributor will locate the document in their “Content In workflow” queue. This will replace the “work in progress” draft. This can be done as many times as necessary until the document is ready for review.

## Uploading New Documents

Begin the regular upload of new documents by clicking Upload > Regular Upload:



By Selecting “Regular Upload” the system will prompt you to “Browse” and upload a document:



Once the document is uploaded, the following information needs to be added in the metadata.

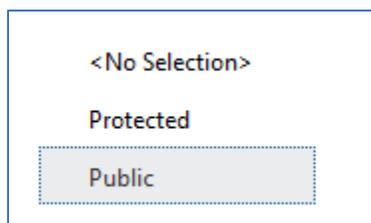
**Type:** One of the 3 document types that are uploaded using regular upload.

**Title:** This field defaults from the document that is uploaded. It can be renamed if required.

**Document Number:** This will autogenerate by the application. If you enter a number, it will be overridden as part of the upload process.

**Revision Number:** When updating the document, add the revision number in this field.

**Document Visibility:** Choose the appropriate option for who can see the document:



<No Selection>  
Protected  
Public

**Public:** This allows anyone to see the document once it's published.

**Protected:** This allows anyone with a LAUSD single sign on to view the document when it's published.

**Issuing Organization:** The organization that is releasing the document.

**Description:** This field is used to enter a description of the document.

**Release Date:** If the document is not valid until a specific date, enter that date in this field.

**Summary:** Enter a description of the document.

**Major change:** When the document is being revised, enter the major revisions here to inform the owner and approver of the changes.

**Contact Info:** Enter the name, phone number and email of the person to be contacted regarding the document.

**Due Date:** Enter the date the document is due for review and approval. This date is used in the "What's Due" portlet on the home page of the E-Library.

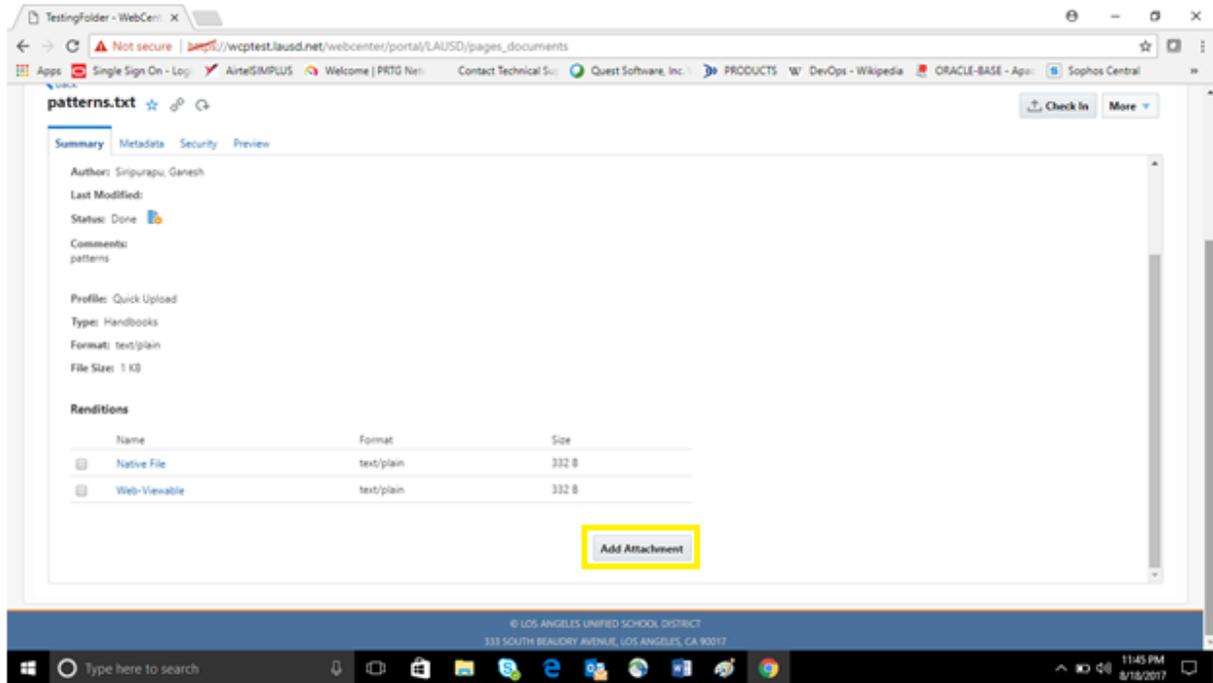
**Due Title:** Enter the title used in the What's Due portlet.

**Additional Due Date:** Any additional due dates are entered here.

Once all the pertinent fields are entered, click the upload button.

## Adding Attachments to Documents

After the document is uploaded, contributor can add attachments to the document. Query the document and click on the Summary tab. Scroll to the bottom of the summary tab. There is a button at the bottom of this tab to add attachments.



## Revising a Document

To create a revision to an existing document, you must **CHECK IN** a new copy. Selecting “Upload” will create a brand new document with a new document number. Documents can be revised while in workflow or a new revision can be uploaded to replace an outdated document that was previously published.

**If a document was previously published and you would like to upload a revision to replace that document, perform a search using the standard search bar.** Click on the document title to enter preview mode.

Search

Searching Documents

Select

<input type="checkbox"/>	<a href="#">★ Memo 6901 TestingCenterAssignments_20170814.pdf</a>	<input type="button" value="Download"/> <input type="button" value="Info"/>
Author: weblogic Release Date: 8/14/2017 12:00 AM Comments: MEM-6901.0.0 Testing Center Assignment		
<input type="checkbox"/>	<a href="#">★ Final CA 10-891.pdf</a>	<input type="button" value="Download"/> <input type="button" value="Info"/>
Author: CIRA.ZAMORA Release Date: 3/6/2012 12:00 AM Comments: CA 10-891.0.0 Morlin Asset Management, LP		
<input type="checkbox"/>	<a href="#">★ final for printer.pdf</a>	<input type="button" value="Download"/> <input type="button" value="Info"/>
Author: PTL_EP Release Date: 11/1/2003 12:00 AM Comments: Handbooks-131709.0 Guide to Schools and Offices 2003-04		

3 items Previous 1 Next Items Per Page 25

**If a document is currently in workflow and needs to be revised,** search for the document by clicking on “Browse” from the left search menu and select “Content in Workflow” and click on the document link to enter preview mode.

eLibrary

Home Documents Bulletins Memorandums Referen

Browse

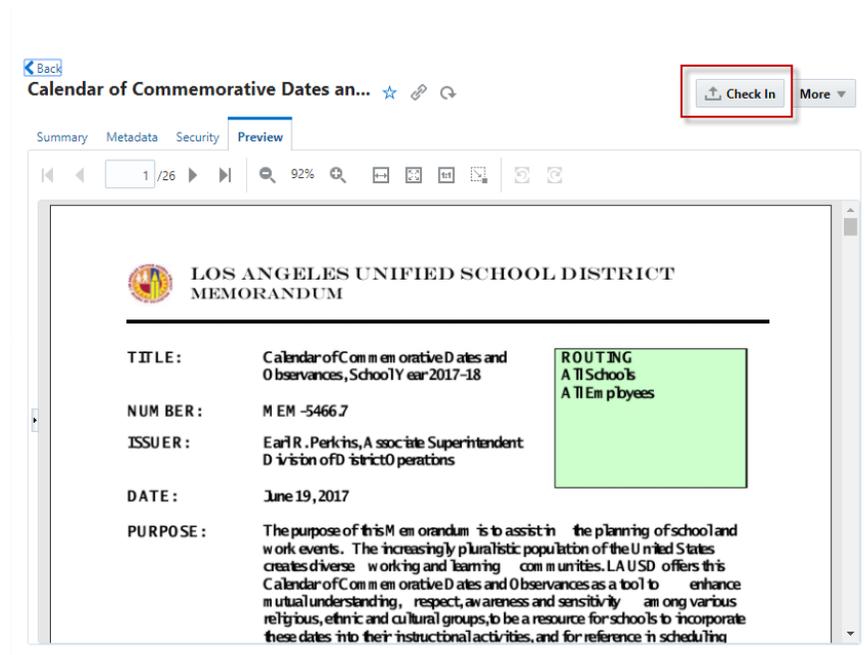
Libraries

Select

<input type="checkbox"/>	<a href="#">★ Checked-Out Content</a>	Owner: System Administrator Description: Checked-Out Content
<input type="checkbox"/>	<a href="#">★ Content In Workflow</a>	Owner: System Administrator Description: Content In Workflow
<input type="checkbox"/>	<a href="#">★ Expired Content</a>	Owner: System Administrator Description: Expired Content

★ LASchool

Once in Preview Mode, select “Check In”.

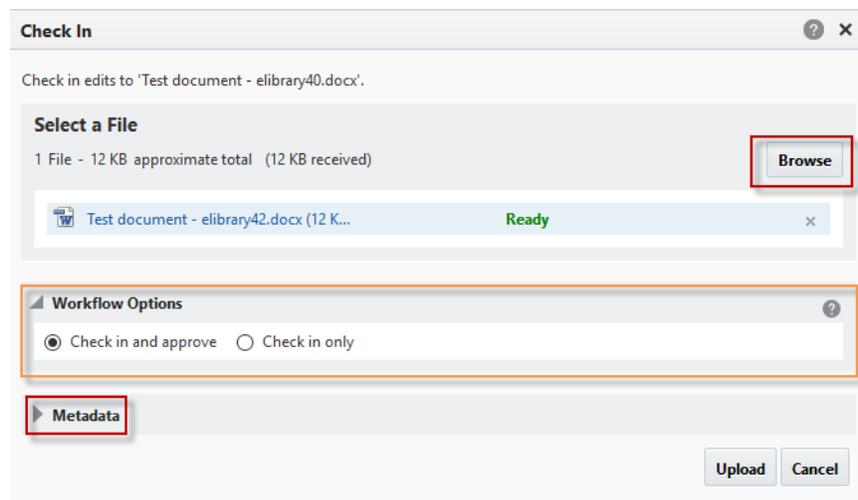


Click on “Browse” and locate the document. Click on the Metadata link to expand the metadata section.

**NOTE: You will only see the “Workflow Options” section if you are revising a document that is currently in workflow, otherwise that section will be hidden.**

“Check in and approve” will upload the document and immediately approve it and send it to the next workflow step.

“Check in only” will upload the document but will keep the item in the Contributor’s workflow queue for additional updates such as adding attachments. This will require the Contributor to approve the document later once it is ready for Owner Review.

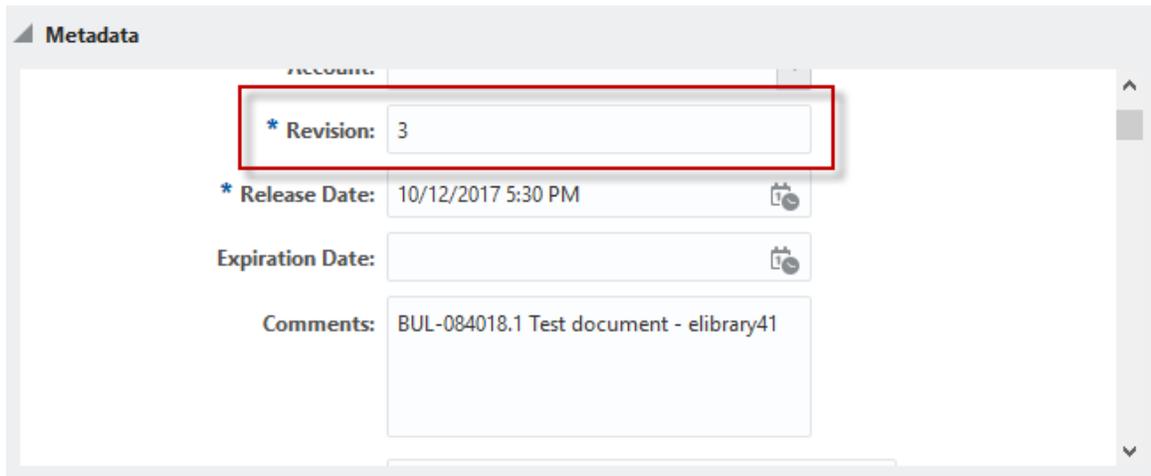


Increment the Revision Number field if this is a revision to an existing document. The revision number will be appended to the document number.

Example:

Document number: REF-1234

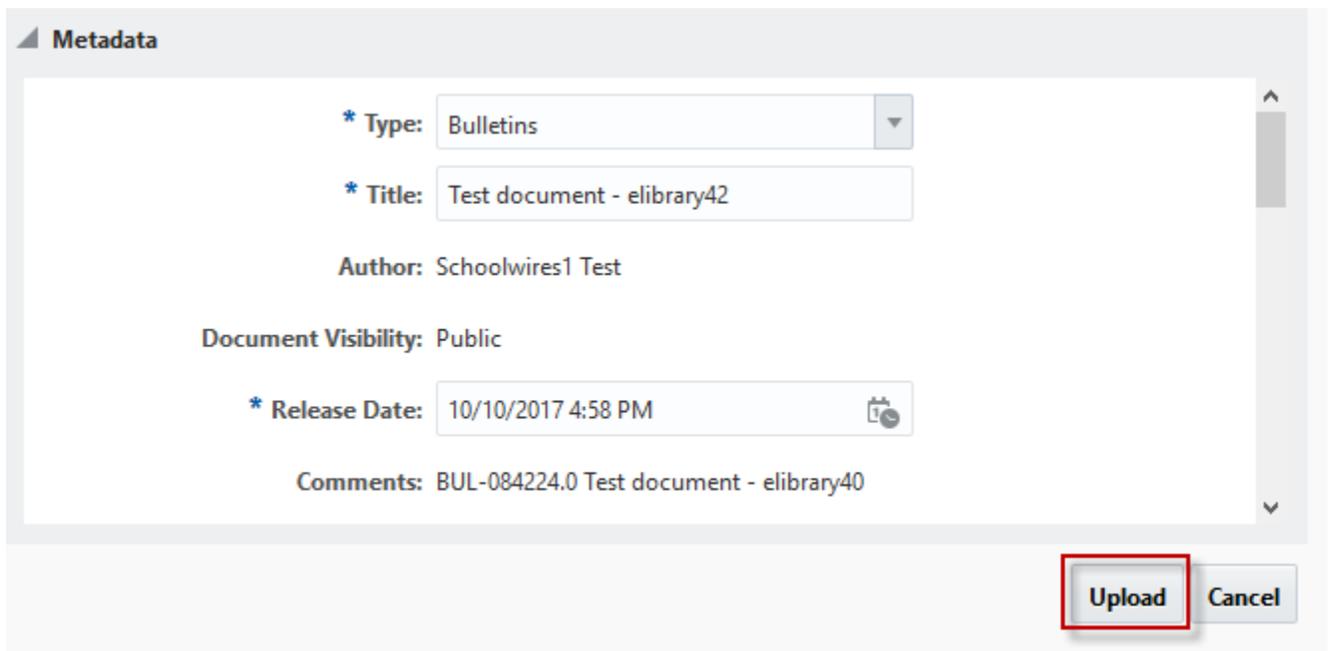
Revision Number: 1 ← increment to 2. This will make the revised document number: REF-1234.2



The screenshot shows a 'Metadata' form with several fields. The 'Revision' field is highlighted with a red rectangular box and contains the number '3'. Other visible fields include 'Release Date' (10/12/2017 5:30 PM), 'Expiration Date', and 'Comments' (BUL-084018.1 Test document - elibrary41).

Update the remaining metadata fields as needed and click on “Upload” when finished.

Note: The “Document Visibility” field cannot be changed once a document is in workflow. It can only be changed during the initial upload when revising a document that was previously published.



The screenshot shows a 'Metadata' form with fields for 'Type' (Bulletins), 'Title' (Test document - elibrary42), 'Author' (Schoolwires1 Test), 'Document Visibility' (Public), 'Release Date' (10/10/2017 4:58 PM), and 'Comments' (BUL-084224.0 Test document - elibrary40). At the bottom right, the 'Upload' button is highlighted with a red rectangular box, next to a 'Cancel' button.

## Owner Review

When the owner is ready to review the document, there are 2 different options the owner has: approve or reject the document. Workflow items can be accessed 2 ways.

1. On your "Home" tab, locate the "In Workflow" portlet. Click on the document you wish to review.

The screenshot shows the eLibrary interface with the 'In Workflow' portlet highlighted by a red box. The portlet contains a table of documents in the workflow.

Doc Name	Title
ID084018	Test document - elibrary41
ID084224	Test document - elibrary40
ID083868	ASL-3 000001 - Copy (17)
ID084017	ASL-4 000001 - Copy (1)
ID083862	ASL-3 000001 - Copy (7)
ID084019	Test document - elibrary35

2. In the "Documents" tab, click on "Browse" from the left search menu and select "Content in Workflow" and click on the document link to enter preview mode.

The screenshot shows the eLibrary interface with the 'Documents' tab selected. The 'Browse' menu is open, and 'Content In Workflow' is highlighted by a red box. The 'Content In Workflow' option is also highlighted in the 'Libraries' list on the right.

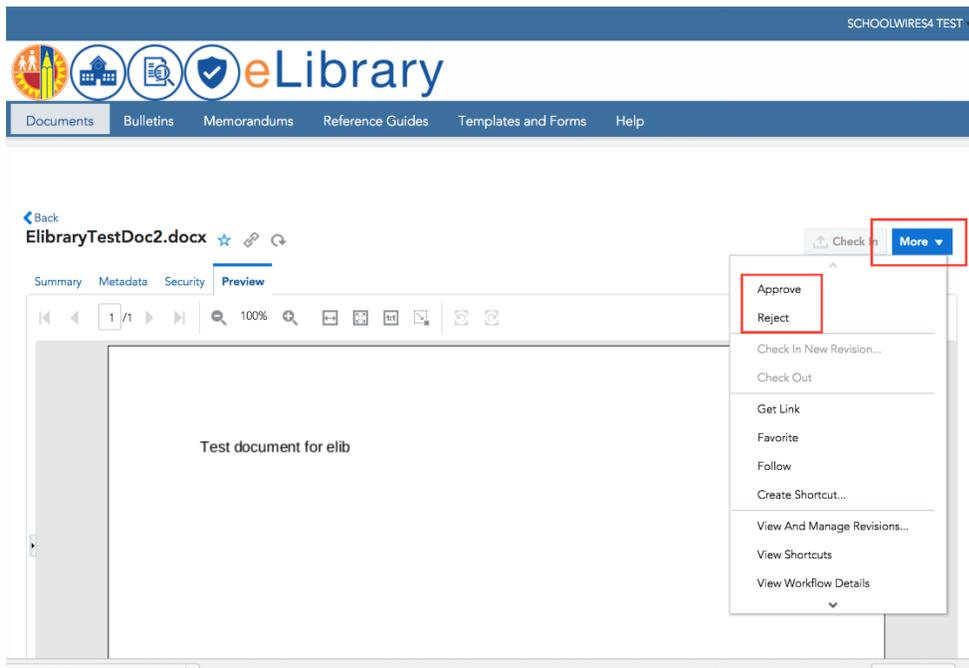
**Browse** ▾

- Search
- Browse**
- Favorites
- Trash
- Approve
- Home

**Libraries**

- Select ▾
- Checked-Out Content**  
Owner: System Administrator  
Description: Checked-Out Content
- Content In Workflow**  
Owner: System Administrator  
Description: Content In Workflow
- Expired Content**  
Owner: System Administrator  
Description: Expired Content
- LASchool**

Click on “More”. Approve or Reject document.

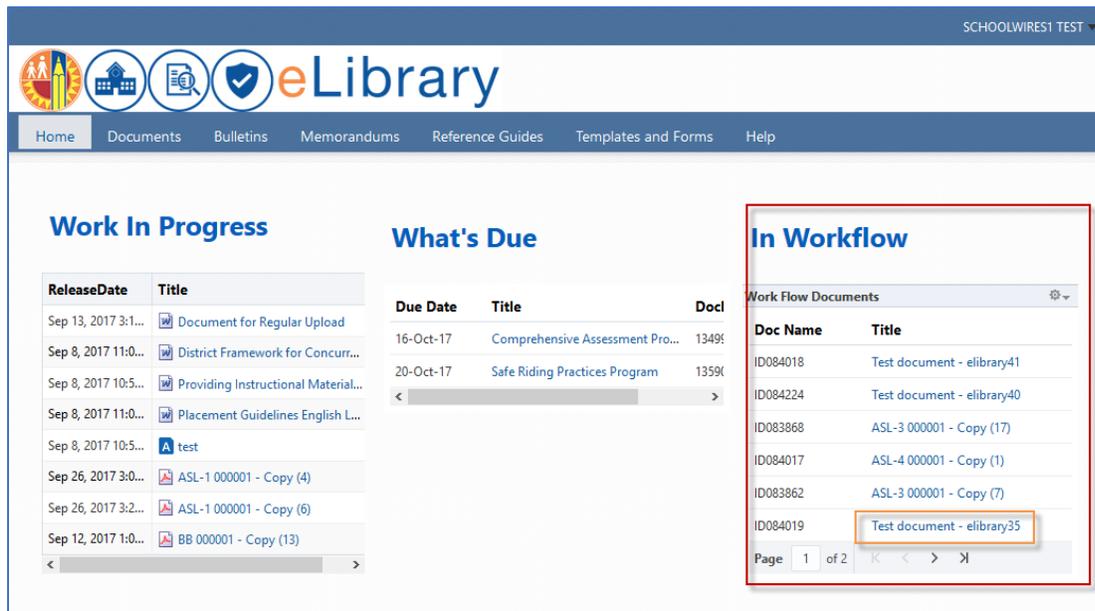


**NOTE: All rejected documents go back to the Contributor, regardless if it was rejected by the Final Approver or Owner.**

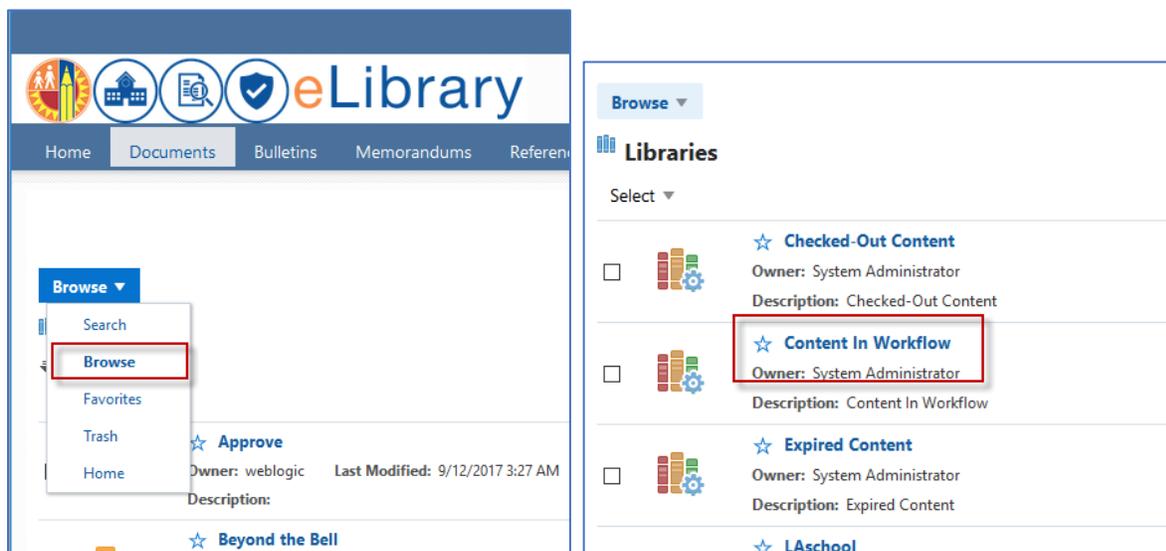
# Final Approval

When the document is ready for final approval, the approver can access workflow items in 2 ways.

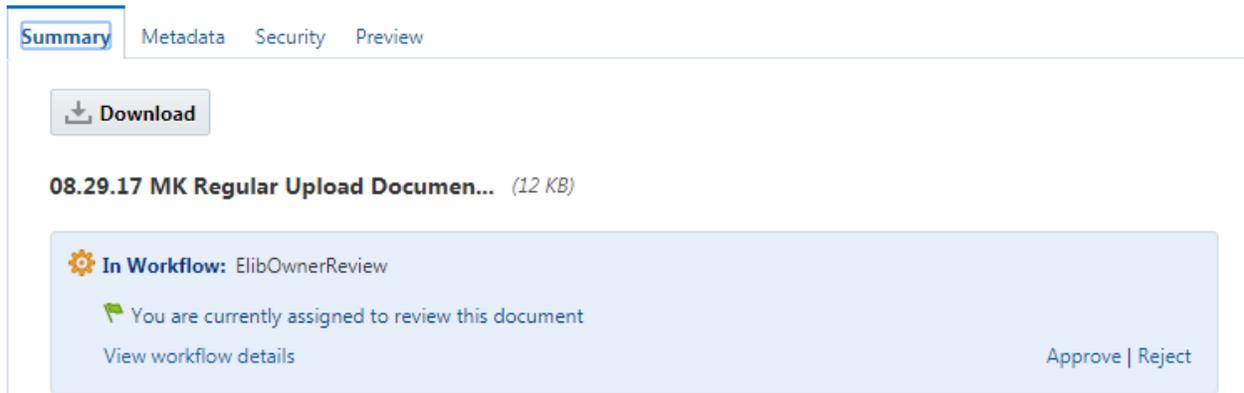
1. On your "Home" tab, locate the "In Workflow" portlet. Click on the document you wish to review.



2. In the "Documents" tab, click on "Browse" from the left search menu and select "Content in Workflow" and click on the document link to enter preview mode.



Click the document hyperlink. It will open the document. The document will open to the preview page. Click on the Summary tab:



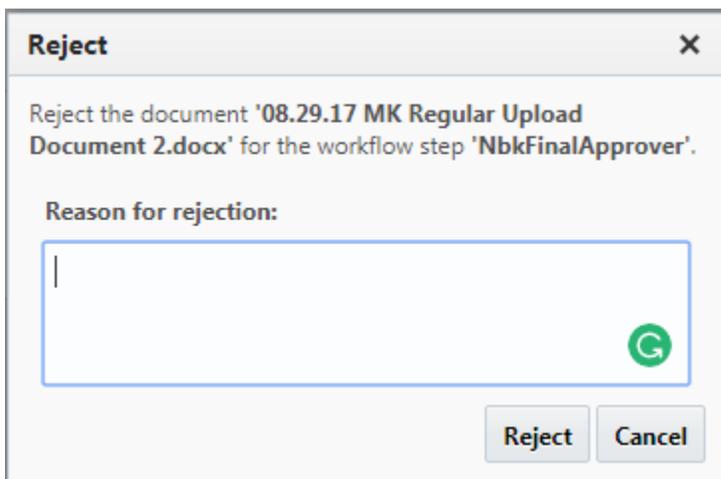
The screenshot shows a document summary page with tabs for Summary, Metadata, Security, and Preview. A 'Download' button is visible. The document title is '08.29.17 MK Regular Upload Documen...' (12 KB). Below the title, there is a section for 'In Workflow: ElibOwnerReview' with a green checkmark and the text 'You are currently assigned to review this document'. There are links for 'View workflow details' and 'Approve | Reject'.

From here, the document can be downloaded for review by clicking the download button. To view the document in the on-line view, scroll down to the bottom of the screen and click the Web-Viewable link. It will open the document in PDF format in a new browser.

#### Renditions

	Name	Format	Size
<input type="checkbox"/>	Native File	application/vnd.openxmlformats-offi...	11 KB
<input type="checkbox"/>	Web-Viewable	application/pdf	17 KB
<input type="checkbox"/>	Dynamic Conv...	text/html	N/A

If the document is ready to be published, click the “Approve” button. If the document needs to be revised, click the “Reject” button. Enter comments, then click the Reject button.



The dialog box is titled 'Reject' and contains the text: 'Reject the document '08.29.17 MK Regular Upload Document 2.docx' for the workflow step 'NbkFinalApprover'.' Below this is a section labeled 'Reason for rejection:' with a text input field. At the bottom right of the input field is a green circular icon with a white 'G'. At the bottom of the dialog are two buttons: 'Reject' and 'Cancel'.

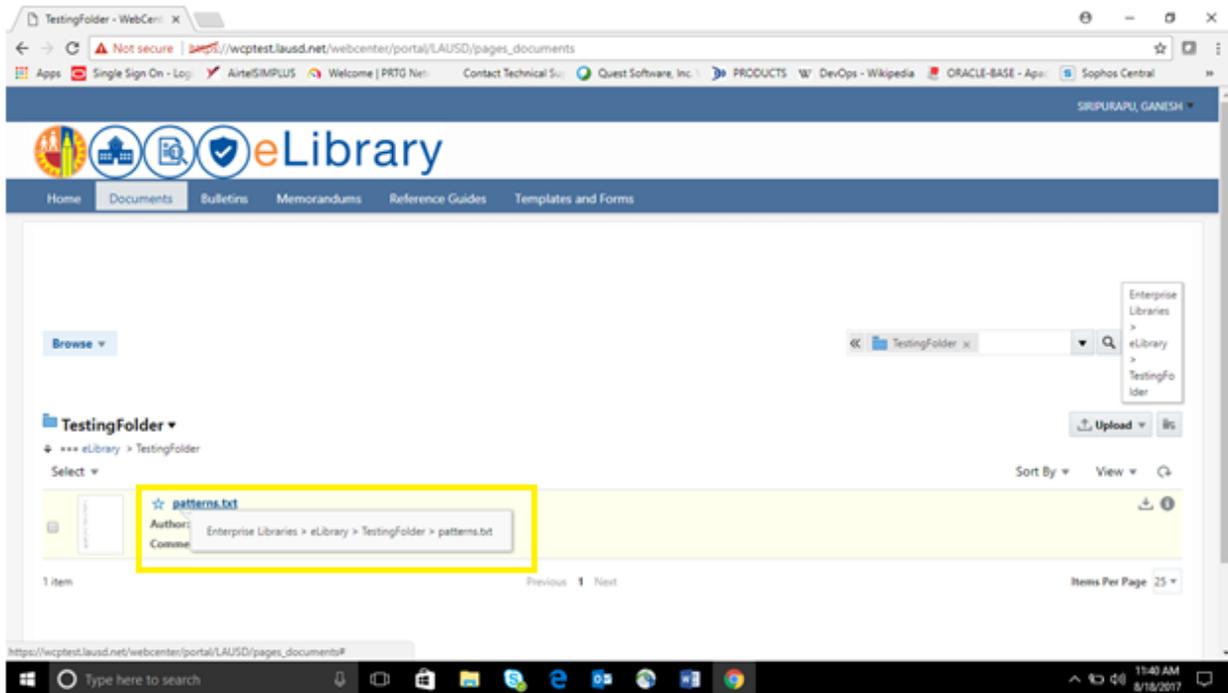
The document will then be sent back to the contributor. The contributor will receive a notification with the comments regarding the rejection.

## Maintain

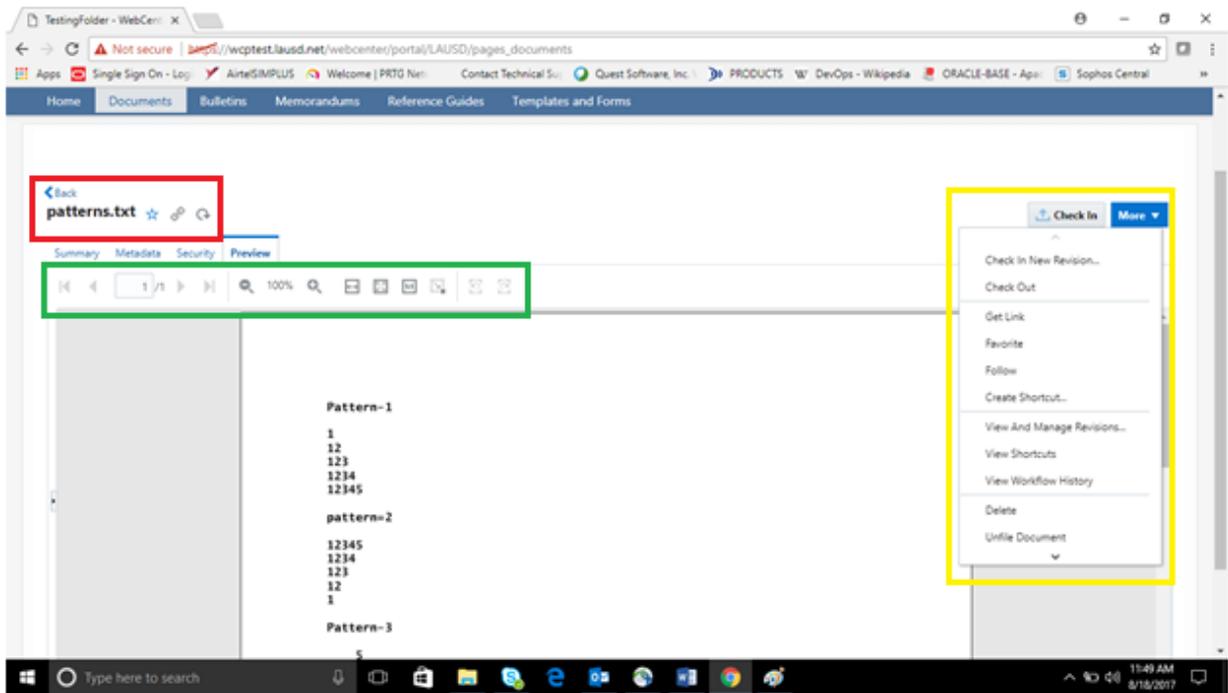
This section is about Document Maintenance.

After Successful Upload and completion of search you can access your document by pressing the link.

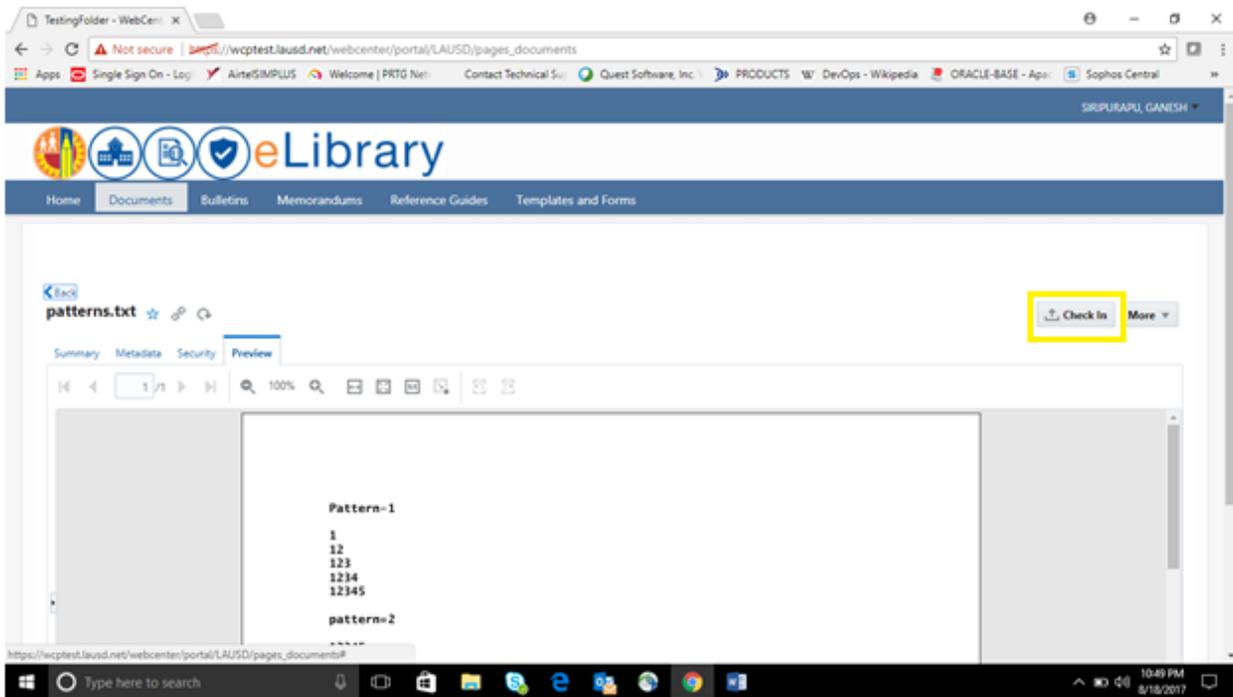
**Note:** When you point your cursor to the Document Link, System will popup with document location path where you stored the document, outlined in yellow.



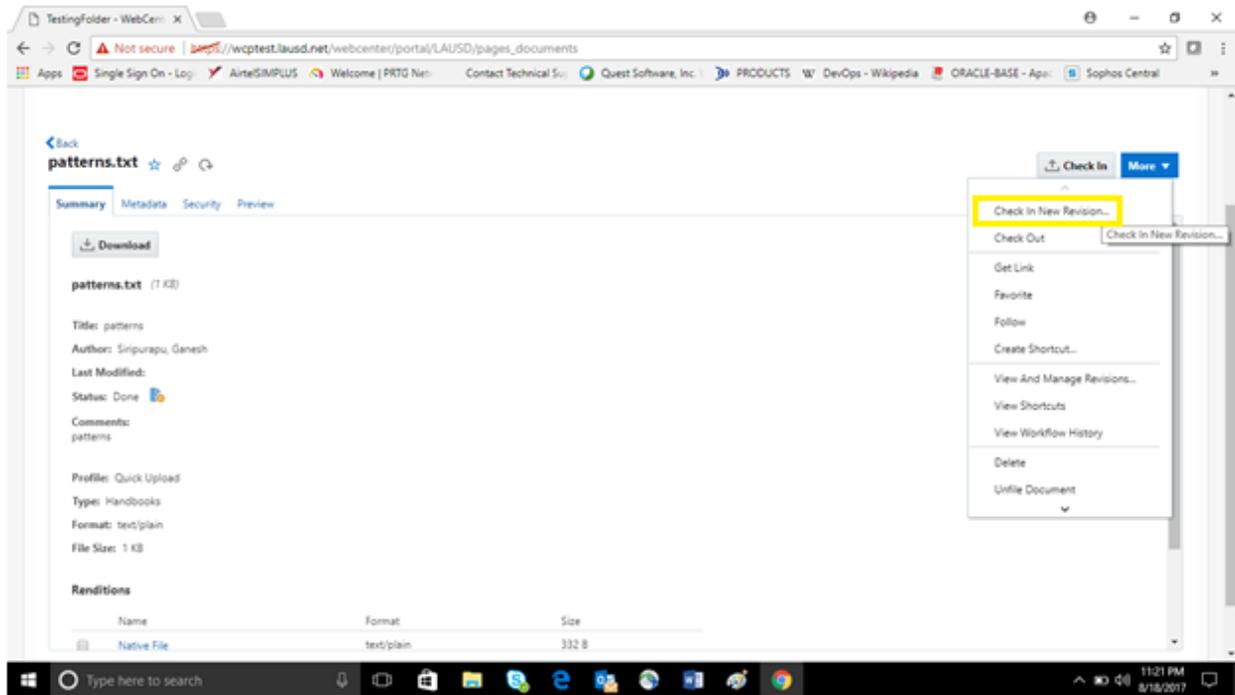
In the Document Maintenance view you will find document tabs which are having different functions.



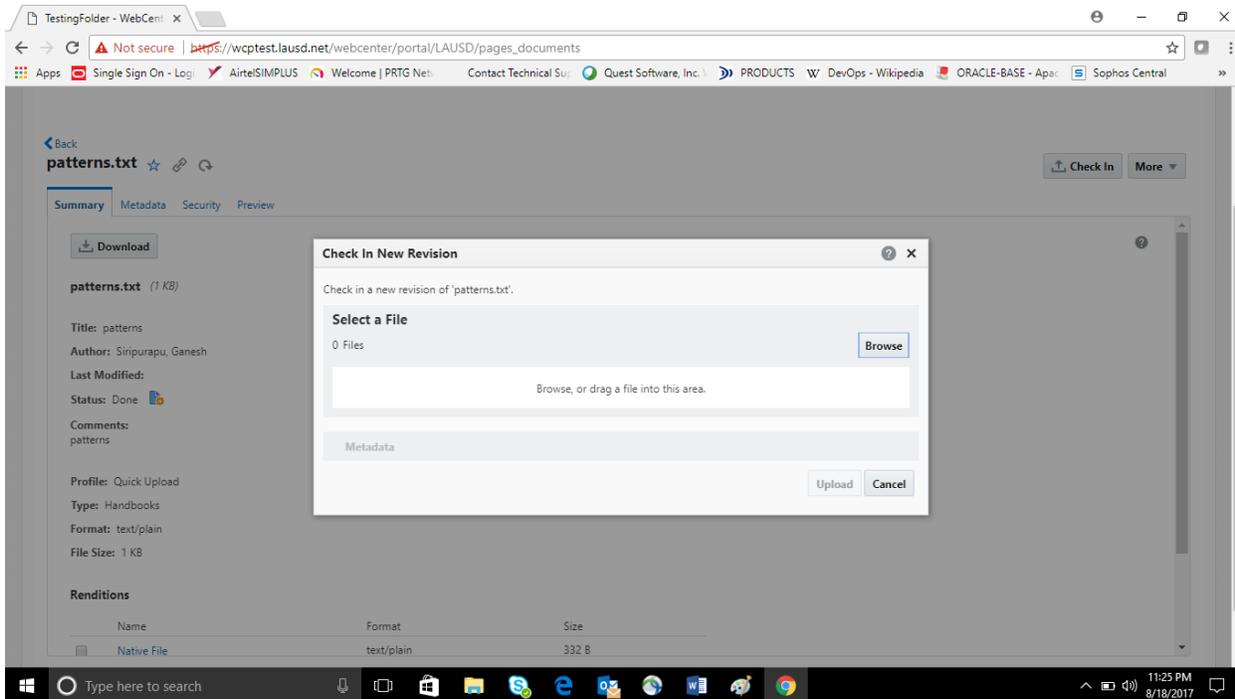
By pressing the Check In tab, highlighted in yellow, you can update document version and edit metadata.



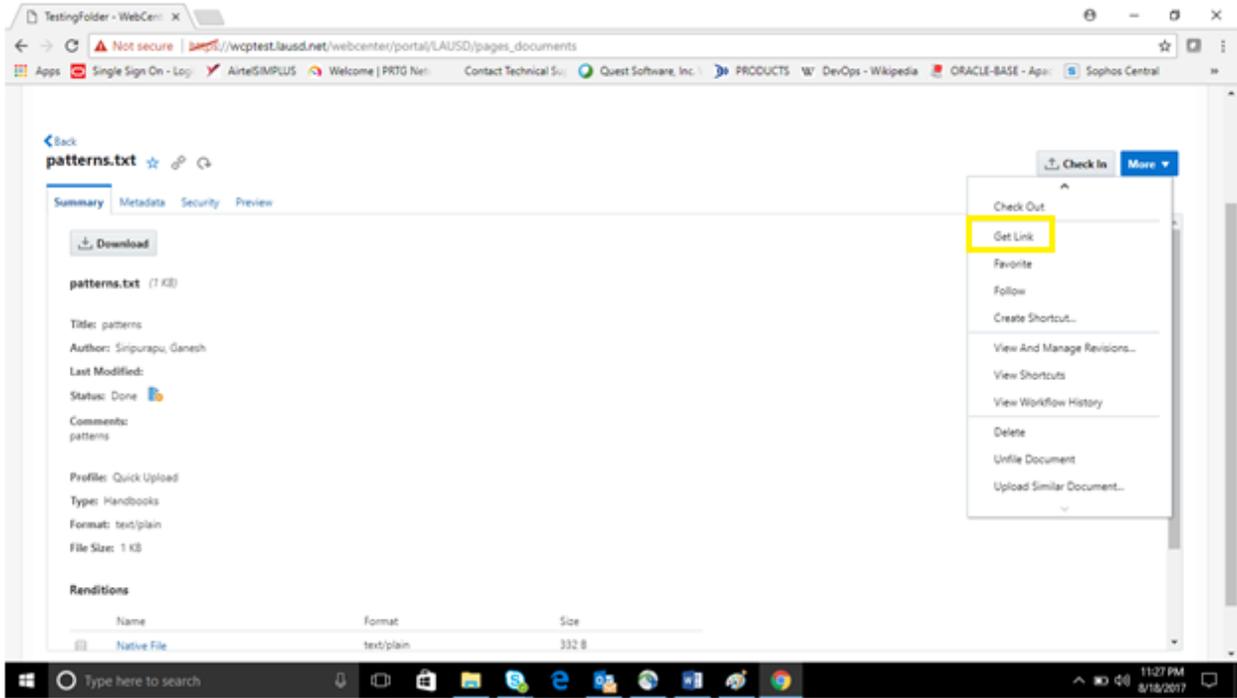
You can add new revisions by pressing “Check In New Revision”, highlighted in yellow.



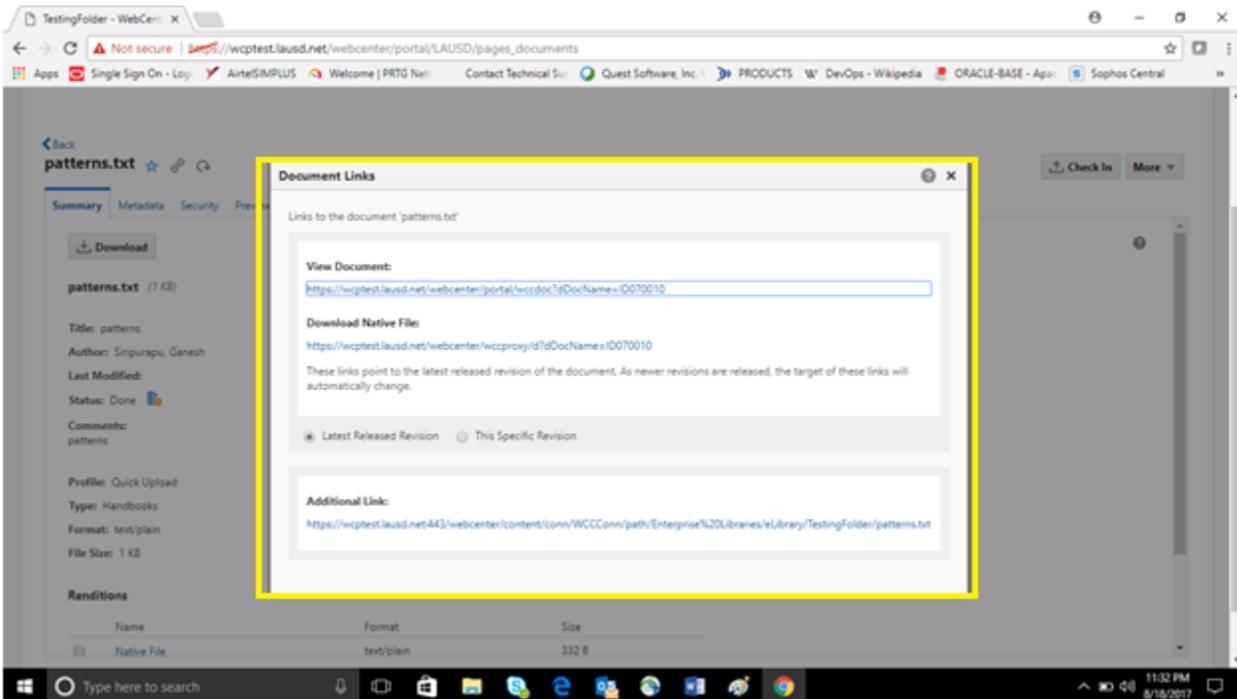
The system will prompt you to upload the revision document, The upload process will be the same as mentioned earlier in the Edit the Document section of the user guide.



By pressing “ Get a link “ you can create a link (Access URL for the Document) and send to anyone you wanted to using email.



The system will pop up with the different types of links for the document as highlighted below



**Note:** Any time need help you can get by pressing “?” tab

You can make the document as your favorite for quick access by pressing “Favorite.”

You can create a shortcut for this document, you can Follow this document, view and manage revisions, view workflow history and Upload similar documents by selecting the tabs, outlined in yellow.

**Note:** You can delete or Unfile the Document if you have a permission to do so.

