

LAUSD eLIBRARY USER GUIDE

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### Log In

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

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":

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Documents	Bulletins Memorandums Reference Guides Templates and Forms	LOGIN HERE WITH YOUR SSO
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। <mark>२</mark>	Memorandums Owner: weblogic Last Modified: 8/9/2017 1:08 PM Description:	0
	Reference Guides Owner: weblogic Last Modified: 8/9/2017 1:08 PM	0

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THO OF EDUCKT	Full LAUSD e-mail address
	Password Sign In
	Enter your full LAUSD email address and password to Log In. e.g (msmith@lausd.net, mary.smith@lausd.net)

Enter your full LAUSD email address for your username and current password and select "Sign In":

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

What's	New		What's	5 Due		In Worl	cflow	
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Sep 26, 2017 3:0	BUL-083407.0 10.12.17 Docume		20-Oct-17	Safe Riding Practices Program	1359093	ID084002	ASL-3 000001 - Copy (18)	
Sep 29, 2017 12:	2		<		>	ID084201	Test document - elibrary38	
Sep 29, 2017 12:	<b>3</b>					ID084006	Test document - elibrary32	
Sep 29, 2017 12:	<b>4</b>					ID083864	Test document - elibrary27	
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## Search

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

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	Dashboards     Owner: weblogic     Description:	Last Modified: 8/3/2017	6.20 AM						0
٩	Hemorandum Owner: weblogic	Last Modified: 8/9/2017	1:08 PM						0

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.

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	Dashboards Owner: weblogic Last Modified: 8/3/2017 6/20 AM Description:	wild card searches	0
٩	Memorandums Owner: weblogic Last Modified: 8/9/2017 1:08 PM Description:		0
-	* Reference Guides		0

**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.

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

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		Author: Comme	es 8/15/201	7 7:52 PM					± 0
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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.

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	Date: [Date Sent]	
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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:

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Document ID	ID069679		- 1
Type	Bulletins		- 1
Title	1051		- 1
Author	weblogic		- 1
Approval Status	Owner Review and Approval		- 1
Document Visibility	Authenticated User		- 1
Issuing Organization	Beyond the Bell		- 1
Summary			
Major Change:			
Contact Info			
Routing Groups:			
Due Date			

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:

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memo-	formal.docx (18 KB)				- 1
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	Name	Format	Size		
8	Native File	application/vnd.openx	niformats-offi 18 KB		

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.

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	Web-Viewable	text/plain	332.8		

# 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 docuemnts: 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.

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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.

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	1 LAUSD-TrainingDoc V3.docx (867 K8) Ready	Newsletters Program implementation Plans and Resources	
Browse *		Presentations	• 9
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By pressing "Upload" button the document upload will be successful and you are redirected to the "Documents" screen with Successful Upload statement.

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٩	Memorandums     Owner: weblogic     Description:	ast Modified: 8/9/2017 1:08 PM							0
٩	Reference Guide     Owner: weblogic     Description:	ast Modified: 8/9/2017 1:08 PM							0
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**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.

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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).

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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.

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# 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 rework. 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 <u>elibrarysupport@lausd.net</u> 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:

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ed, select <b>Update Saved Search</b> from its me	Standard Check-In
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By Selecting "Regular Upload" the system will prompt you to "Browse" and upload a document:

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٩	Memorandums     Owner: weblogic Last M     Description:	fodified: 8/9/2017 1.08 PM						0

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.

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**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:



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 doucment.

**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 enterd 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 publised 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.



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.

Home Documents Bulletins Memorandums Reference	Browse  Libraries Select
Browse V Search	<ul> <li>☆ Checked-Out Content</li> <li>Owner: System Administrator</li> <li>Description: Checked-Out Content</li> <li>☆ Content In Workflow</li> <li>Owner: System Administrator</li> <li>Description: Content In Workflow</li> </ul>
Trash     ☆ Approve       Home     Dwner: weblogic     Last Modified: 9/12/2017 3:27 AM       Description:     ☆ Beyond the Bell	★ Expired Content Owner: System Administrator Description: Expired Content ★ LAschool

Once in Preview Mode, select "Check In".

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		ANGELES UNIFIED SCHOOL RANDUM Calendar of Commemorative Dates and Observances, School Year 2017-18	ROUTING A 115chools A 115m pibyees	-
٠	ISSUER:	м EM -34067 Earl R. Perkins, A ssociate Superintendent D ivision of D istrictO perations		
	DATE:	June 19, 2017		
	PURPOSE :	The purpose of frisM en orandum is to assist i work events. The increasingly pluralistic popu- creates diverse working and learning com n Calandar of Com memorative D ates and Observ mutual understanding, respect, awareness and religious, ethnic and cultural groups, be a res these dates into freir instructional activities, and	the planning of school and Jatton of the U mited States numities. LA USD offiers this ances as a tool to enhance I sensitivity an ong various ource for schools to incorporate d for reference in scheduling	•

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.

Check In		@ ×
Check in edits to 'Test document - elibrary40.docx'.		
Select a File 1 File - 12 KB approximate total (12 KB received)		Browse
🗑 Test document - elibrary42.docx (12 K	Ready	×
Morkflow Options		0
Check in and approve      Check in only		
Metadata		
		Unload Cancel

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  $\leftarrow$  increment to 2. This will make the revised document number: REF-1234.2

Metadata		
Account		^
* Revision:	3	
* Release Date:	10/12/2017 5:30 PM	
Expiration Date:	t.	
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.

Metadata		
* Туре:	Bulletins	î
* Title:	Test document - elibrary42	
Author:	Schoolwires1 Test	
Document Visibility:	Public	
* Release Date:	10/10/2017 4:58 PM	
Comments:	BUL-084224.0 Test document - elibrary40	~
		Upload Cancel

### **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.

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Sep 13, 2017 3:1	Document for Regular Upload	16-Oct-17	Comprehensive Assessment Pro	13499	Doc Name	Title	
Sep 8, 2017 11:0	District Framework for Concurr	20.0+17	Cofe Didio e Desetione Deserves	1250/	ID084018	Test document - elibrary41	
Sep 8, 2017 10:5	Providing Instructional Material	20-001-17	Sale Riding Plactices Program	2000	ID084224	Test document - elibrary40	
Sep 8, 2017 11:0	Placement Guidelines English L	-		-	10092969	ASI 2 000001 Conv (17)	
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	BB 000001 - Copy (13)				ID084019	Test document - elibrary35	
Sep 12, 2017 1:0							

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.

Home Documents Bulletins Memorandums Reference	Browse  Libraries Select
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<b>Browse</b> Favorites	Content In Workflow Owner: System Administrator Description: Content In Workflow
Trash Approve Home Dwner: weblogic Last Modified: 9/12/2017 3:27 AM Description: Appendix Bell	

Click on "More". Approve or Reject document.

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					Check Out
					Get Link
	Test document f	or elib			Favorite
					Follow
					Create Shortcut
					View And Manage Revisions
6					View Shortcuts
					View Workflow Details

**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.

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ReleaseDate	Title	Due Data	Tiala	Deal	Work Flow Docur	nents	\$
Sep 13, 2017 3:1	Document for Regular Upload	Due Date	Inte	Doci	Doc Name	Title	
Sep 8, 2017 11:0	District Framework for Concurr	16-Oct-17	Comprehensive Assessment Pro	13499	1008/018	Test document - elibran/41	
Sep 8, 2017 10:5	Providing Instructional Material	20-Oct-17	Safe Riding Practices Program	1359(	10004224	Test document of here 40	
Sep 8, 2017 11:0	Placement Guidelines English L	<		>	10084224	Test document - elibrary40	
Sep 8, 2017 10:5	A test				ID083868	ASL-3 000001 - Copy (17)	
Sep 26. 2017 3:0	ASI -1 000001 - Copy (4)				ID084017	ASL-4 000001 - Copy (1)	
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50p 20, 2017 5i2iii	RB 000001 - Conv (12)				ID084019	Test document - elibrary35	1
Sep 12 2017 1-0	IM DD 000001 - CODV [15]						

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.

Home Documents Bulletins Memorandums Reference	Browse V Libraries Select V
Browse  Search Browse	Checked-Out Content Owner: System Administrator Description: Checked-Out Content  ☆ Content In Workflow
Favorites Trash	Owner: System Administrator     Description: Content In Workflow
Home Dwner: weblogic Last Modified: 9/12/2017 3:27 AM Description:	Owner: System Administrator Description: Expired Content
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Click the document hyperlink. It will open the document. The document will open to the preview page. Click on the Summary tab:



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
Native File	application/vnd.openxmlformats-offi	11 KB
Web-Viewable	application/pdf	17 KB

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.

Reject	×
Reject the document '08.29.17 MK Regular Document 2.docx' for the workflow step 'N	Upload IbkFinalApprover'.
Reason for rejection:	
	G
	Reject 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.

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

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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.

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Title: patterns	Select a File									
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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

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Title: patterns	Download Native File:	
Author: Siripurapu, Ganesh	https://wcptest.lausd.net/webcenter/wccproxy/d1dDocName=ID070010	
Last Modified: Status: Done	These links point to the latest released revision of the document. As never revisions are released, the target of these links will automatically change.	
Comments: patterns	Latest Released Revision     O This Specific Revision	
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Renditions		
Name	Format Size	

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.

Get Link Favorite
Get Link Favorite
Favorite
Follow
Create Shortcut
View And Manage Revisions
View Shortcuts
View Workflow History
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