

DOCUMENT LIBRARY OVERVIEW (for Grantee role users)


When a new document is added to the WISEWOMAN site (by a CDC user), Grantee users will typically receive an email notification alerting that a document was added to the WISEWOMAN site.

Notification: ***New WISEWOMAN file added to Document Library***



Wise Women Calendar (CDC)

Wed 5/31/2017 12:26 PM

To: admin@cdc.gov 

A new document has been added to the WISEWOMAN Document Library

DOCUMENT \\Client\C\$\CDC Share\AL_MDE_Report.txt

ADDED BY admin@cdc.gov

ADDED DATE 5/31/2017

ADDED TIME 12:26 PM

NOTES Alabama MDE Summary Report

To access the document a Grantee will need to take the following steps.

1. Login to the WISEWOMAN site, click on the Docs menu item, then click on Document Library button (seen highlighted below).



reading the official technical
I MDE Manual, Quick Reference
:e on Reporting

[DMS Documentation](#)

Document Library

A document repository built to facilitate the open and collaborative sharing of information and files between Grantees and CDC managers. Try it out now.

[Document Library](#)

2. Click the View link under Actions.

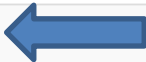
Name	User	Date	Entity	Permission	Actions
AL_MDE_Report.txt	admin@cdc.gov	2017-05-31T12:26:18.963	CDC	AL	View
json.jpg	yxm8@cdc.gov	2017-04-23T12:16:42.67	CDC	PUBLIC	View
json.jpg	iav2@cdc.gov	2017-04-20T15:15:55.213	AL	AL	View Edit Delete
wisewoman_sql_edits_spreadsheet_version_9_03_final	yxm8@cdc.gov	2017-04-20T15:12:40.22	CDC	PUBLIC	View
wisewoman_dms_quick_reference_data_entry.docx	yxm8@cdc.gov	2017-04-20T15:08:54.43	CDC	AL	View

Note: Once in the Document Library View the document will typically show as the first record in the table because the table is ordered by Document Add Date (as seen below).

3. On the Document Library Details page for the document, the user can click the Document Name link to download and view the document.

Details

Document Library

Name	AL_MDE_Report.txt 
User	admin@cdc.gov
Date	5/31/2017 12:26:18 PM
Entity	CDC
Permission	AL
Notes	Alabama MDE Summary Report
Back To List	

To upload a document to the WISEWOMAN Document Library a Grantee will take the following steps.

1. Login to the WISEWOMAN site, click on the Docs menu item, then click on Document Library button (seen highlighted below).



reading the official technical
I MDE Manual, Quick Reference
:e on Reporting

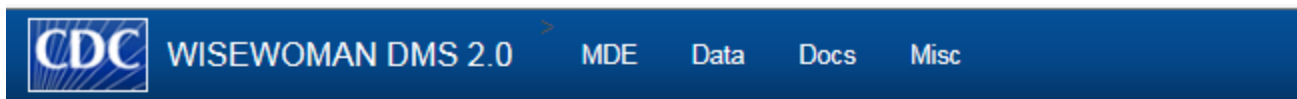
[DMS Documentation](#)

Document Library

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[Document Library](#)

2. Once in the Document Library View click the "Upload a New Document" button



Document Library

[Back to Docs](#) [Upload a New Document](#)

Show entries

Name	User	Date
AL_MDE_Report.txt	admin@cdc.gov	2017-05-31T12:26:18.
json.jpg	yxm8@cdc.gov	2017-04-23T12:16:42.
json.jpg	iav2@cdc.gov	2017-04-20T15:15:55.
wisewoman_sql_edits_spreadsheet_version_9_03_final	yxm8@cdc.gov	2017-04-20T15:12:40.
wisewoman_dms_quick_reference_data_entry.docx	yxm8@cdc.gov	2017-04-20T15:08:54.

- Fill out notes section (optional), click the checkbox for automatic email notifications to CDC, and select the file to upload by clicking the Browse button. Once a file is selected click the “Upload File” button.

Upload a Document

1. Add notes (optional) to show when user views document details

Some information that I want to communicate to Program Managers about this document that I am uploading.

- Notify users (via email) that a NEW document has been shared in the Document Library

2. Select your file using the Browse button and then Upload

File Upload: 

- When the file is uploaded successfully, it will redirect the user to the Document Library View where the document should show as the first record in the table because the table is ordered by Add Date.

Document Library

[Back to Docs](#) [Upload a New Document](#)

Show entries

Search:

Name	User	Date	Entity	Permission	Actions
TestEncodingsFixedFile.txt	yxm8@cdc.gov	2017-05-31T12:50:54.22	AL	AL	View Edit Delete
AL_MDE_Report.txt	admin@cdc.gov	2017-05-31T12:26:18.963	CDC	AL	View
json.jpg	yxm8@cdc.gov	2017-04-23T12:16:42.67	CDC	PUBLIC	View
json.jpg	iav2@cdc.gov	2017-04-20T15:15:55.213	AL	AL	View Edit Delete
wisewoman_sql_edits_spreadsheet_version_9_03_final	yxm8@cdc.gov	2017-04-20T15:12:40.22	CDC	PUBLIC	View
wisewoman_dms_quick_reference_data_entry.docx	yxm8@cdc.gov	2017-04-20T15:08:54.43	CDC	AL	View

Showing 1 to 6 of 6 entries

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Note: Some records will show “View, Edit, Delete” links to the user – if the file was uploaded by the Grantee. Files that were uploaded by a CDC user will ONLY show the “View” link