

CMSDash Library - User Manual

version 1.1

Introduction

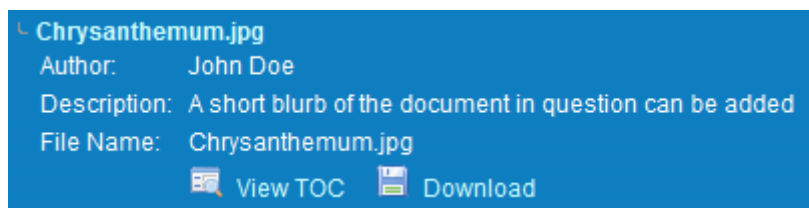
The CMSDash Library is used to create an online library to store, view or download categorised documents of various types and that is accessible from anywhere in the world using a PC with Internet access.

The library has 2 main sections. The **Library** section and the **Library Admin** section. In the former you may access library documents and the latter is used to manage the content of the library. The library admin section is only accessible to administrators. Normal users/members will only be able to access the library once logged in.


Access the library from the left menu once you have logged in (bottom left). The library home page lists all the categories in the library as well as all the documents you may decide to add to the library home page (i.e. the library home page acts like a category). Click on a category to drill down to further sub-categories or documents in the selected category. Note the "bread crumb" navigation bar showing you in which category you are.


Viewing documents and downloading files

To access a document, click on the title of the document. A small block will slide out containing information about your document.



In this expanded block you will be presented with options to:

1. View the Table of Contents (TOC). To do this click on the  button. A little pop-up window will appear from inside which you are also able to download files using the "Download" link at the top of the window.

2. Download the selected file using the  **Download** button provided or access the URL that the document has been linked to by clicking on the "Open link" button.

For additional support, please send your queries to support@dumel.co.za