

Viewing details on a Document

8 Steps [View most recent version](#) 

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STEP 1

Click on the document

The screenshot shows a web interface for document management. On the left, there is a sidebar with a search bar and a list of documents. The main area is titled 'All Documents (Total 4 Documents)'. Below the title, there are search filters for 'Search #' and 'Search Title'. A table lists the documents:

	Search #	Search Title	Document Contents	Assigned To
<input type="checkbox"/>	PR-4	Ice cap meltdown vol. 4		Laughter, Ben
<input type="checkbox"/>	PR-1	Climate Change vol.1		1, DR ...
<input type="checkbox"/>	PR - 2024	Election Rulings		

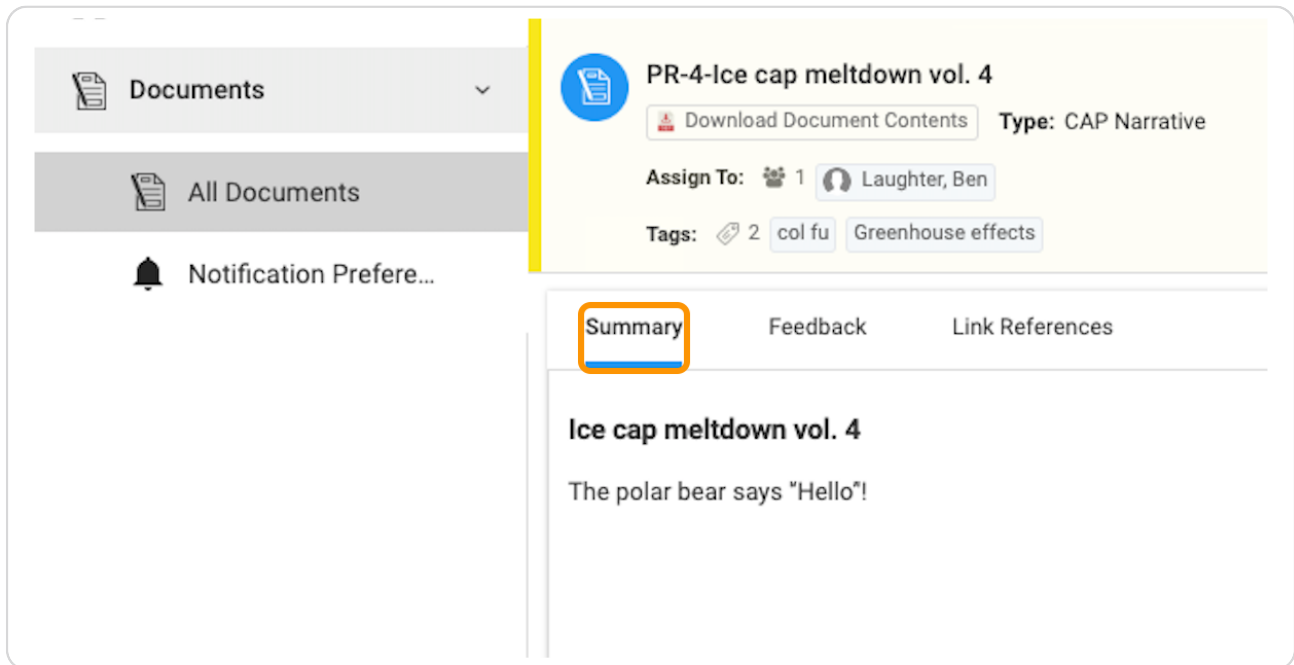
STEP 2

Click on Download Document Contents to download view attached PDF

The screenshot shows the 'Document detail' page for the document 'PR-4-Ice cap meltdown vol. 4'. The breadcrumb navigation is 'Home / All Documents / Document detail'. The document title is 'PR-4-Ice cap meltdown vol. 4'. Below the title, there is a 'Download Document Contents' button, which is highlighted with an orange box. The document type is 'CAP Narrative'. The 'Assign To' field shows '1' and 'Laughter, Ben'. The 'Tags' field shows '2' tags: 'col fu' and 'Greenhouse effects'. Below the document details, there are three tabs: 'Summary', 'Feedback', and 'Link References'. The 'Summary' tab is selected, and the document title 'Ice cap meltdown vol. 4' is displayed below it.

STEP 3

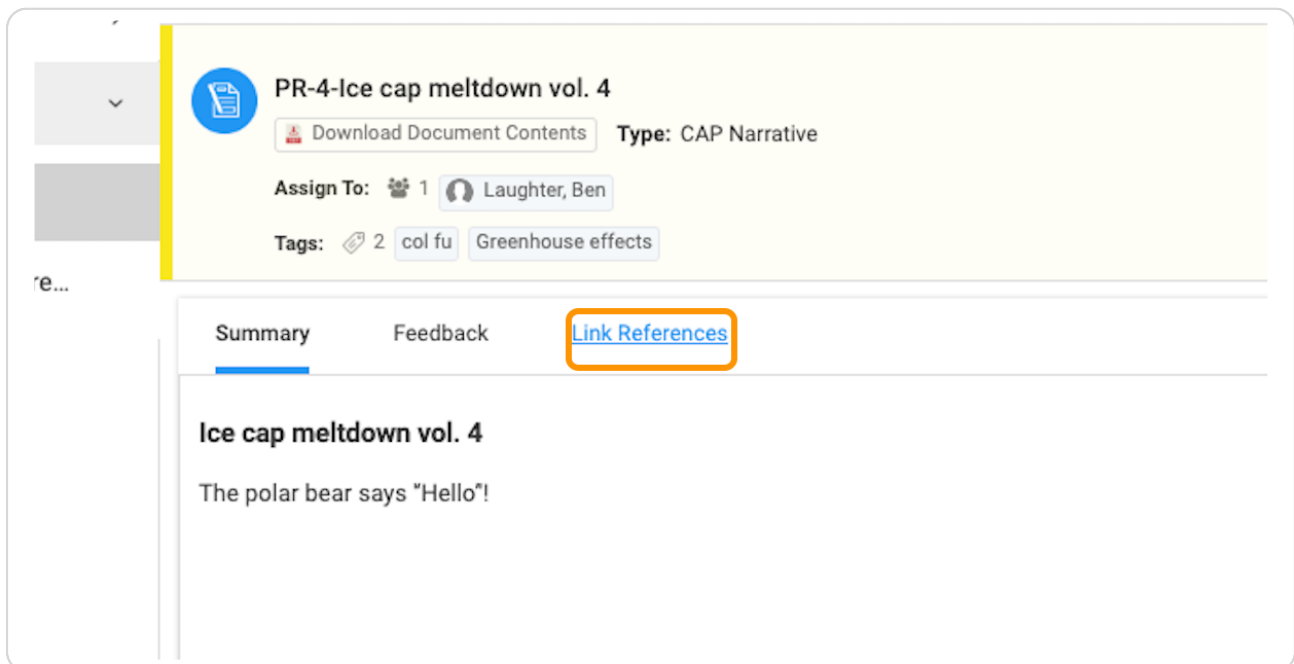
Click on Summary to view the document summary



The screenshot shows a document interface. On the left is a sidebar with a 'Documents' dropdown menu, 'All Documents', and 'Notification Prefere...'. The main content area has a yellow header for 'PR-4-Ice cap meltdown vol. 4' with a 'Download Document Contents' button and 'Type: CAP Narrative'. Below this, it says 'Assign To: 1 Laughter, Ben' and 'Tags: 2 col fu Greenhouse effects'. A navigation bar at the bottom of the header has three tabs: 'Summary' (highlighted with an orange box), 'Feedback', and 'Link References'. The main content area below the tabs displays the title 'Ice cap meltdown vol. 4' and the text 'The polar bear says "Hello!"

STEP 4

Click on Link References to view supporting reference materials



The screenshot shows the same document interface as in Step 3. The 'Link References' tab in the navigation bar is now highlighted with an orange box. The main content area below the tabs still displays the title 'Ice cap meltdown vol. 4' and the text 'The polar bear says "Hello!"

STEP 5

View Link References

The screenshot shows a document interface with a sidebar on the left containing 'All Documents' and 'Notification Preference...'. The main content area has a header with 'Download Document Contents' and 'Type: CAP Narrative'. Below this, it says 'Assign To: 1 Laughter, Ben' and 'Tags: 2 col fu Greenhouse effects'. There are three tabs: 'Summary', 'Feedback', and 'Link References', with 'Link References' being the active tab. A blue button with a plus sign and the text 'Add Reference' is visible. Below the button is a table with two columns: 'Type' and 'Source'. The table contains two entries: one for 'Global Warming and Polar Bears' and another for 'Ice Caps and Global Warming', each with a corresponding URL in the 'Source' column.

Type	Source
Global Warming and Polar Bears	https://animalsurvival.org/climate-change/skating-on-thin-ice-climate-change-could-see-polar-bears-extinct-by-2100/?gad=1&gclid=Cj0KCQjw0bunBhD9ARisAAZIOE1FRJwJ0tqcp2_0WyNm6-IQzQ_iAVxQIS_F8zBThb3W4JCoV43v0EMaAngyEALw_wcBhttps://animalsurvival.org/climate-change/skating-on-thin-ice-climate-change-could-see-polar-bears-extinct-by-2100/?gad=1&gclid=Cj0KCQjw0bunBhD9ARisAAZIOE1FRJwJ0tqcp2_0WyNm6-IQzQ_iAVxQIS_F8zBThb3W4JCoV43v0EMaAngyEALw_wcB
Ice Caps and Global Warming	https://www.google.com/aclk?sa=i&ai=DChcSEwik7suM9YSBAXZN9QBHYLjAKcYABADGgJvYQ&ase=2&gclid=Cj0KCQjw0bunBhD9ARisAAZIOE3nyy6FWa_K4Jgu9IRm7Y1zr4hPL3nbTF_caATMqEALw_wcB&sig=AOD64_1yaksMim2QiGJdFNQ19r1xs8XjPg&q&nis=4&adurl&ved=2ahUKEwjaml6M9YSBAXUHnWofHdG-ARoQ00x6B/sa=i&ai=DChcSEwik7suM9YSBAXZN9QBHYLjAKcYABADGgJvYQ&ase=2&gclid=Cj0KCQjw0bunBhD9ARisAAZIOE3nyy6FWa_K4Jgu9IRm7Y1zr4hPL3nbTF_caATMqEALw_wcB&sig=AOD64_1yaksMim2QiGJdFNQ19r1xs8XjPg&q&nis=4&adurl&ved=2ahUKEwjaml6M9YSBAXUHnWofHdG-ARoQ00x6B/

STEP 6

Click on Feedback

The screenshot shows the same document interface as in Step 5, but with the 'Feedback' tab highlighted with an orange box. The 'Link References' tab is also visible. The 'Add Reference' button and the table with two columns ('Type' and 'Source') are still present. The URL in the 'Source' column is partially visible as <https://animalsurvival.org/climate-change/ska>.

STEP 7

View feedback left by collaborators

The screenshot shows a document interface with a 'Feedback' tab selected. The document title is 'Download Document Contents' and the type is 'CAP Narrative'. The document is assigned to 'Laughtee, Ben' and has tags 'col fu' and 'Greenhouse effects'. The feedback section contains four entries, each from 'EFC Admin' (Engagifii):

- Feedback updated on Aug 23, 2023 at 08:12 AM. Content: Testing Analysis Template.
- Feedback updated on Aug 14, 2023 at 09:26 AM. Content: Test
- Feedback updated on Aug 14, 2023 at 09:25 AM. Content: Document #: PR-4, Comments: No comments
- Feedback added on Aug 14, 2023 at 09:15 AM.

On the right side, there is a 'Join the discussion...' button and a list of comments, including 'Test Comment 2' and 'Test 1', each with an 'Add Reply' link.

STEP 8

View Comments to read collaborator's comments

The screenshot shows a document interface with a 'Comments (4)' panel open on the right. The document is attributed to 'The Contributor'. The comments panel includes:

- A 'Join the discussion...' button.
- A comment from 'Admin, EFC 5 days ago' (Engagifii) with the content 'Test Comment 2' and an 'Add Reply' link. It shows 0 likes and 0 replies.
- A comment from 'Member, ... 5 days ago' (Georgia Po...) with 0 likes and 0 replies.

The main document area on the left is mostly blank, with a yellow highlight at the top and some faint lines below.

