

# Durham Tech Documents

## Employee/Administrator Guide

### Introduction

Durham Tech Documents is a web application that enables users to securely submit electronic documents to Durham Tech Business Areas. Users can submit documents to the following departments:

- Student Records
- Center for the Global Learner
- Human Resources
- Financial Aid
- Corporate Services

Each department has an associated Admin account. For administrative tasks Department Admins can login using a department's Admin account. Employees and Students can login using their Durham Tech username and password. Public users can login by creating an account using the **Create new account** link on the landing page.

Documents are available to employees and departments for one week. Once submitted, documents...

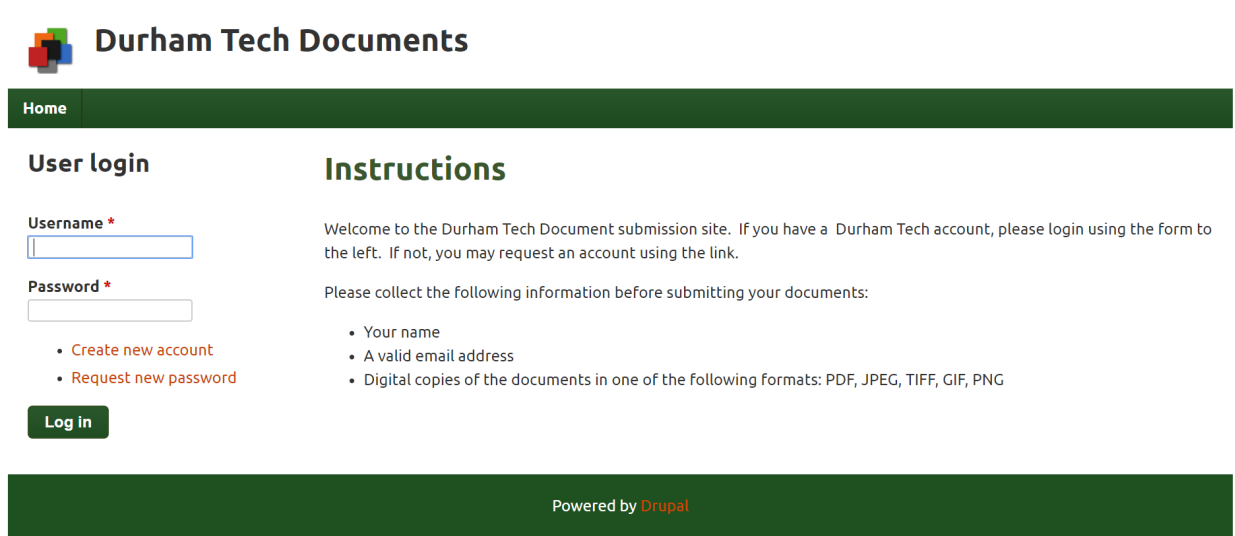
- are sent to a department's DoceScan inbox to be filed by appropriate staff.
- can be sent, received, and modified by Employees and Departments.

**NOTE: Documents are sent to DoceScan and marked in the background, which starts the one-week period of availability period.**

### Login

If you have a Durham Tech account, please login using the login form to the left. If not, register an account using the **Create new account** link.

- 1) Open <https://docs.durhamtech.edu/>
- 2) If you have a Durham Tech account, please login using the form to the left. If not, you may request an account using the **Create new account** link.

*Figure 1 – Landing Page*

## Main Menu

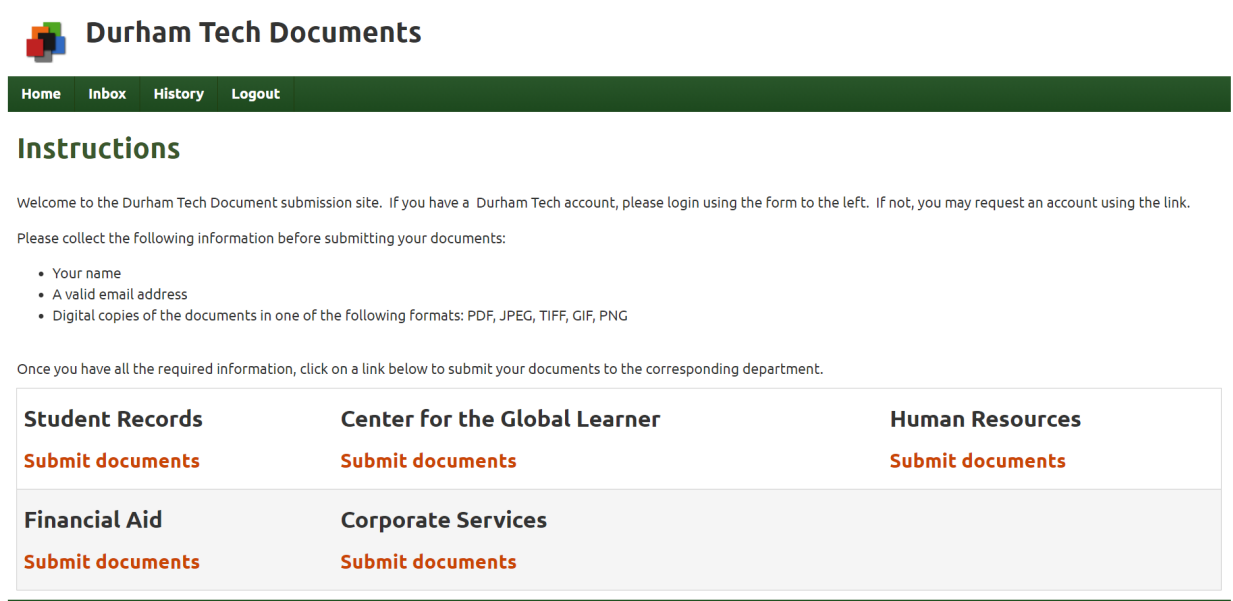
The main menu provides navigation and contains Home page, Inbox, History, Submissions and Logout links depending on user role. Each user is assigned one of four user roles Public, Student, Employee, and Admin. Each role enables access to a specific set of application features. Users with Admin and Employee roles have access to the Inbox, History, and Submissions menu items.

*Figure 2 – Only Users with Admin and Employee roles can use the Inbox, History, and Submissions features**Figure 3 - Users with Public/Guest and Student roles can only submit documents and cannot use Inbox, History, and Submissions features*

## Home

All users can submit documents using the **Home** menu item or home page. The home page provides links to **Submit documents** to Student Records, Center for the Global Learner, Human Resources, Financial Aid, or Corporate Services.

Figure 4 – Home Page



**Durham Tech Documents**

Home   Inbox   History   Logout

### Instructions

Welcome to the Durham Tech Document submission site. If you have a Durham Tech account, please login using the form to the left. If not, you may request an account using the link.

Please collect the following information before submitting your documents:

- Your name
- A valid email address
- Digital copies of the documents in one of the following formats: PDF, JPEG, TIFF, GIF, PNG

Once you have all the required information, click on a link below to submit your documents to the corresponding department.

<b>Student Records</b> <a href="#">Submit documents</a>	<b>Center for the Global Learner</b> <a href="#">Submit documents</a>	<b>Human Resources</b> <a href="#">Submit documents</a>
<b>Financial Aid</b> <a href="#">Submit documents</a>	<b>Corporate Services</b> <a href="#">Submit documents</a>	

## Submit a Document

1. Use the **Submit documents** link beneath the department of your choice
2. Enter your **Name**

**Name \***

3. Enter your **Email address**

**Email address \***

4. Enter any comments you would like

**Comments**

5. Select **Choose File** to *Add a new file*

Documents

**Add a new file**

No file chosen

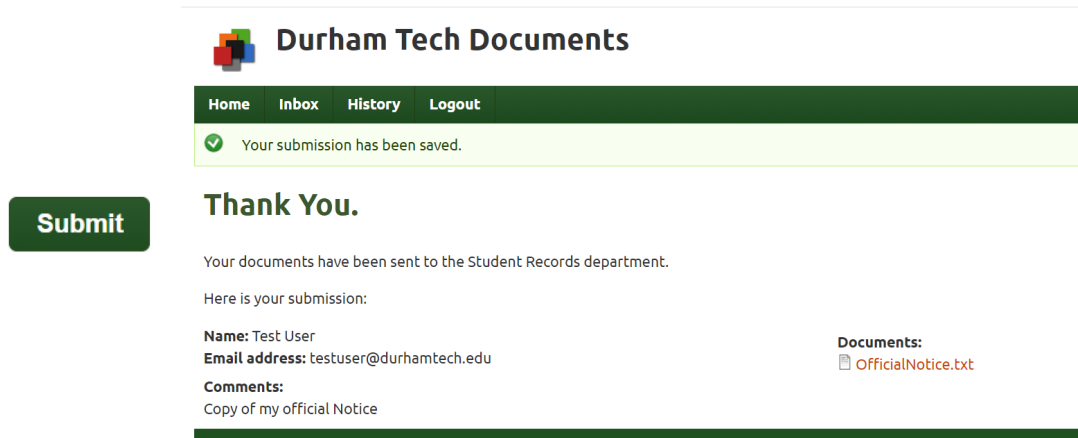
Files must be less than **20 MB**.  
Allowed file types: **txt rtf doc docx pdf ps jpg jpeg png gif tif tiff**.

6. Select **Upload** to confirm the selected document



7. Select **Submit** to submit your document. If your submission is successful you will be redirected to a confirmation page and receive an email notification.

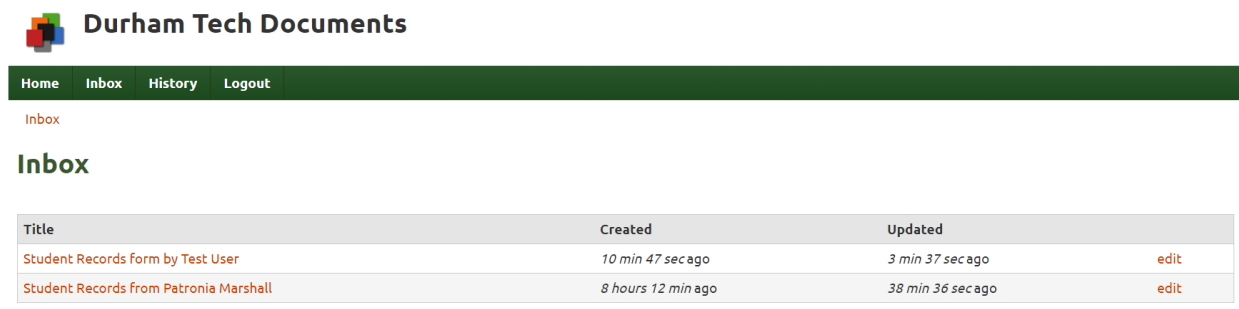
Figure 5 – Submission Confirmation



## Inbox

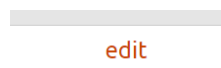
Employees and Administrators can view, edit, and send received documents using the Inbox menu item. Click a document's **Title** to view additional details. Click **edit** to modify and/or send a document.

Figure 6 – Inbox Page



## Edit/Send a Document

1. Select the **edit** link



2. Modify the desired **fields**

**Title & Description**

**Title \***

**Description (Edit summary)**

**Attachments** – Add a new file

Use this field to add or remove file(s) associated with a submission.

Attachments Show row weights

File information	Operations
<span style="color: #c00000;">+</span> <span style="color: #c00000;">OfficialNotice.jpg</span> (204.08 KB)	<span style="background-color: #336633; color: white; padding: 5px 10px; border-radius: 3px;">Remove</span>

**Add a new file**

No file chosen
Upload

Files must be less than **128 MB**.  
 Allowed file types: **txt gif jpg jpeg png tif tiff pdf ps doc docx xls xlsx ppt pptx htm html zip**.

**Permissions** – Destination

Use this field to send the document to another user. If you do not wish to send the document to another user **do not edit this field**.

▼ Permissions

**Destination \***

○

Choose a destination user. This document will be sent to this user, and you will no longer be able to edit it.

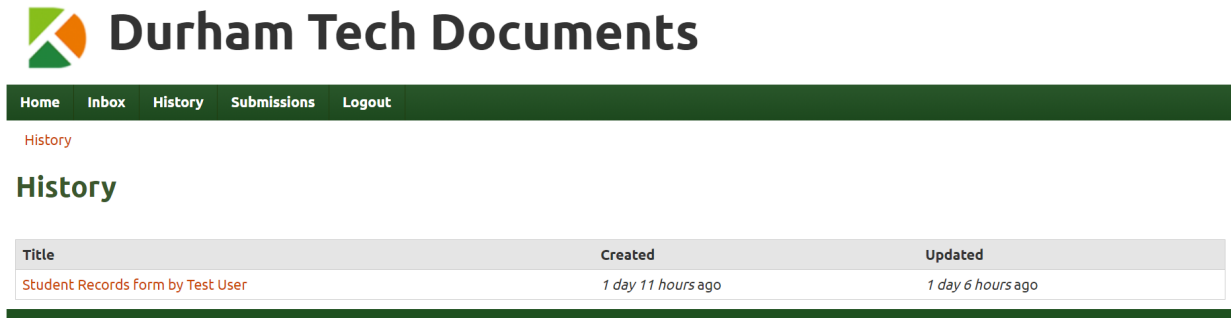
3. Select **Save** to save your changes and/or send the document

Save

## History

Employees and Administrators can view all prior documents the History menu item. Click a document's **Title** to view additional details on the Document Detail Page. Click the link below **Submission** to view a document's submission information on the Document Detail Page.

Figure 7 – History Page



### Durham Tech Documents

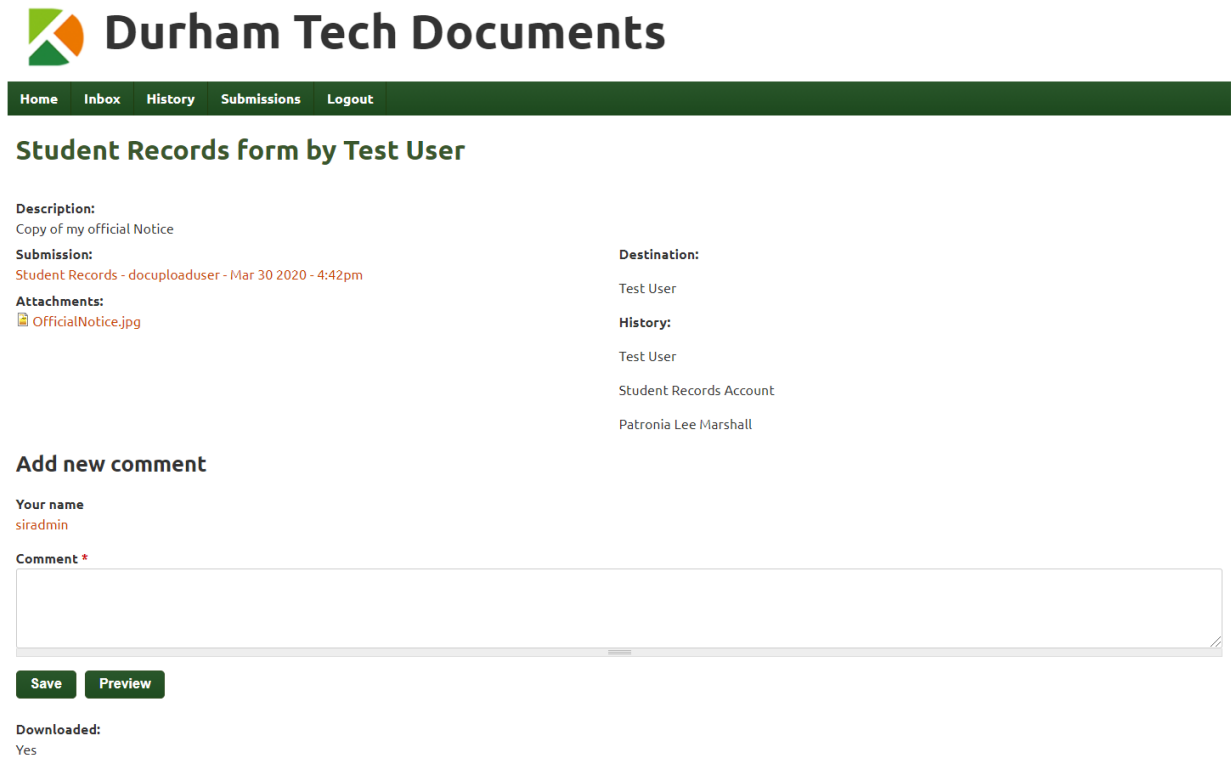
Home Inbox History Submissions Logout

History

## History

Title	Created	Updated
<a href="#">Student Records Form by Test User</a>	1 day 11 hours ago	1 day 6 hours ago

Figure 8 – Document Detail Page




### Durham Tech Documents

Home Inbox History Submissions Logout

## Student Records form by Test User

**Description:**  
Copy of my official Notice

**Submission:**  
[Student Records - docuploaduser - Mar 30 2020 - 4:42pm](#)

**Attachments:**  
 [OfficialNotice.jpg](#)

**Destination:**  
Test User

**History:**  
Test User  
Student Records Account  
Patronia Lee Marshall

### Add new comment

Your name  
siradmin

Comment \*

**Downloaded:**  
Yes

Figure 9 – Submission Detail Page



# Durham Tech Documents

Home   Inbox   History   Submissions   Logout

## Form Submission: Student Records

**Name:** Test User  
**Email address:** testuser@durhamtech.edu  
**Comments:**  
 Copy of my official Notice

## Submissions

Employees can view their prior submissions using the Submissions menu item. Click the **view** link to view additional submission details. Administrators can view their prior submissions using the **Personal** tab and submissions for their department using the tab with the department's name (Student Records).

### Filter Submission(s)

1. Select an operator
2. Enter a date
3. Select **Apply**

### Delete Submission(s)

1. Select submission(s) using the checkboxes
2. Select **Delete Submissions**

Figure 10 – Submission Page



# Durham Tech Documents

Home   Inbox   History   Submissions   Logout

List

## List

Date submitted

Is greater than

Apply

Operations

Delete Submissions

<input type="checkbox"/>	Submitter	View	Form Type	Date submitted	Date changed
<input type="checkbox"/>	docuploaduser	<a href="#">view</a>	Corporate Services	Mon, 03/30/2020 - 16:51	Mon, 03/30/2020 - 16:51
<input type="checkbox"/>	docuploaduser	<a href="#">view</a>	Financial Aid	Mon, 03/30/2020 - 16:49	Wed, 04/01/2020 - 02:06
<input type="checkbox"/>	docuploaduser	<a href="#">view</a>	Human Resources	Mon, 03/30/2020 - 16:48	Mon, 03/30/2020 - 16:48
<input type="checkbox"/>	docuploaduser	<a href="#">view</a>	Center for the Global Learner	Mon, 03/30/2020 - 16:47	Mon, 03/30/2020 - 16:47
<input type="checkbox"/>	docuploaduser	<a href="#">view</a>	Student Records	Mon, 03/30/2020 - 16:42	Mon, 03/30/2020 - 16:42