


Indocs Administration


1 [Contacts](#) | 2 [Roles & Responsibilities](#) | 3 [Customer support \(click on a logo\)](#)

Contacts

- i** Aodocs issues: sarah.ray@solvay.com
- Confluence issues: [Freshdesk](#)
- Awesome table issues: carlos.zamalloanunez-ext@solvay.com
- Super Administrator: caroline.carlo@solvay.com and jean-lievin.bomhals@solvay.com

Roles & Responsibilities

 Document Storage - Creating Views		
SUPER ADMINISTRATOR <i>View and manage all HSE librairies</i>	ADMINISTRATOR <i>Library management</i>	CONTRIBUTOR <i>Create and edit the library content</i>
Back up of Administrator if necessary	Configure your library <ul style="list-style-type: none"> - Add or delete views : Select document and MD to display <ul style="list-style-type: none"> - Customised with Filtering - Add or delete MD - Create/Delete/Rename a (new) folder or file (GG doc ou MS Office) - Upload a file stored on computer or "My Drive" (need to be the folder's Owner) <ul style="list-style-type: none"> - Manage access right by domain 	
Access right Manage access right for transversal librairie (Communication, Managed documents, HSE)	Configure your library permissions and security <ul style="list-style-type: none"> - Define different permissions in a library or folder or document structure to share a document, a folder or all librairie - Add members in Library security (Administrator, Contributor, Reader) 	
	Manage documents <ul style="list-style-type: none"> - Add new documents + Fill metadata for new documents (=Properties) - Deleted documents in your library - Move a document in other folder/librairie - Restore deleted documents - Edit a document in Office -> New version 	Manage documents <ul style="list-style-type: none"> - Add new documents + Fill metadata for new documents (= Properties) - Edit a document in Office -> New version
	Manage permission groupes	

 Viewing documents, presenting HSE information	
SUPER ADMINISTRATOR	CONTRIBUTOR (List here)
Permissions Manage permissions (edit or read only)	
	Restrictions Manage restrictions on pages
	Create page <ul style="list-style-type: none"> - Add content (text, photo, links) - Realise Aodocs view link - Delete page - Responsible of content page

Glossary - Update new word - Change a definition	
Notifications Explain the modification to Readers	
Hierarchy Reorder pages	
History Can restore old version	
Design - Ask to SBS to modify the Brikit (structure of all site - navigation bar) - Ensure all pages harmonization	Design - Ensure all pages harmonization by domain
Transversal pages Create / Update / Delete transversal pages (all pages in "Documents" and "Programs")	

READER : access and view the content

Customer support (*click on a logo*)

