

Indocs Administration

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Contacts

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 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 libraries</i>	ADMINISTRATOR <i>Library management</i>	CONTRIBUTOR <i>Create and edit the library content</i>
Back up of Administrator if necessary	Configure your library - Add or delete views : Select document and MD to display - 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) - Manage access right by domain	
Access right Manage access right for transversal librairie (Communication, Managed documents, HSE)	Configure your library permissions and security - 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 - Add new documents + Fill metadata for new documents (=Properties) - Deleted documents in your library - Move a document in other folder/librairy - Restore deleted documents - Edit a document in Office -> New version	Manage documents - 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 - 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*)

