Armlink Quick Reference Card

Logging into Armlink
Go to **www.armlink.com** and enter your Username and Password. You will automatically be in the **Enterprise workspace.**

Four selections are visible in the top right corner of the workspace:
Personal – Access your Personal Workspace (to upload files), your Profile, Task Lists, Projects, Notifications etc.
Enterprise – View the Enterprise workspace.
Tools – Search function, Log-out, change your Password (Settings).
Help – See advanced functions under CONTENTS.

The **Functions icon** appears beside the name of each item within the Enterprise Workspace. Depending on your permissions and the item type, different functions appear in the drop down menu when you click the icon.

Accessing the Personal Workspace
[Click] **Personal** at the top right corner of your screen, then choose **Workspace.**

Adding Folders and Documents
To Add a Folder
1. Go to the area within Armlink where you wish to create a folder.
2. If you have sufficient permission to create/add a folder in this area you will see **Add New Item.** From the drop down menu, select **Folder.**

To Add a Document
1. Go to the folder within Armlink where you wish to add a document.
2. If you have sufficient permission to add a document in this area you will see **Add New Item.** From the drop down menu, select **Document.**
3. Browse to locate the document, then [Click] **Add Item.**

To Add a URL:
1. From the **Add New Item** drop down menu, select **URL.**
2. Fill out the fields and [Click] **Add Item.**

Item Properties
Select **Info** from the **Functions** menu. Five tabs store information on a file:
General: lists the date the file was created, date modified, size of item, owner of item
Specific: displays information about that type of item (version limit, URL)
Audit: logs who viewed/downloaded files
References: lists any aliases that point here
Versions: version control and purging older v.

Document Versions
Reserve: Locks the document in Armlink (adds red checkmark beside filename).
Unreserve: Unlocks the document so that others can download the new version and make changes.
Add Version: Adds a new version (replacing the previous version). Can be used without going through reserve/unreserve but only when a single user has write access to the document.

Reserving Documents
1. [Click] the document's **Functions icon**, and choose **Reserve.**
2. [Click] the name of the Armlink user or group in the Reserve By field.
3. [Click] **Download** and **Save** the file locally.
4. [Click] on **Submit.** This puts a check mark beside the reserved item.

Changing the Name of a Document
1. Locate the file and [Click] the **Functions icon.**
2. Select **Info**; then select **General.**
3. Edit the Name field and then [Click] **Update.**

Moving a Document to Another Location
1. Locate the file, [Click] the **Functions icon** and select **Move.**
2. [Click] on Browse Livelink. Navigate to the location of the new folder.
3. [Click] on **Move here.**
4. [Click] on **Move** to complete the task.

Aliasing: Referencing One Document in Multiple Locations
Method 1: Making an Alias from the Item Itself
1. Locate the file.
2. [Click] the document's **Functions icon**, and choose **Make Alias.**
3. The Add: Alias page opens. Armlink has already given the alias a name. Tell Armlink where to make the alias. [Click] on **Browse Livelink** next to the **Create In** field.
4. Select the folder you wish to alias it to, by clicking on the **Select** hyperlink.
5. [Click] **Add Item.**

Note: An Alias can also be created by going the "opposite" direction (see Method 2.)

Method 2: Starting from where you want to make the Alias
1. Locate the folder where you want to store the alias.
2. From the **Add New Item** drop down menu, select **Alias.**
3. Name* and add a Description of the file.
4. [Click] **Browse Livelink** next to the **Item** field to locate the referenced file.
5. [Click] **Select** from the Actions menu, then [Click] **Add Item** to make the alias.

*Note: The aliased file must be named!

Yellow Pages and Personal Profiles
Yellow Pages and Armlink profiles are one way for us connect in a globally networked community. Every June and December, we will be reminding everyone to update these two important files.

Creating and Uploading your Yellow Page
1. Download the **Yellow Page Template** from the folder called **OUR PEOPLE\ Yellow Page Instructions** in the Enterprise workspace. Fill in the appropriate sections.
2. Replace the image placeholder by selecting the image with a single mouse click, then choose Insert\Picture\From File from the Word menu bar. Save the file with filename **[Your Name] Yellow Page.**
3. Upload the file to your "Knowledge Artifacts" folder. (Locate this folder in your Personal workspace. From the **Add New Item** dropdown menu, choose **Document.**)

Creating Your Personal Profile
1. From the **Personal** drop down menu, choose **My Profile.**
2. [Click] on **Personal.**
3. Fill in the sections.
4. For your Home Page, paste in the URL of your Yellow Page. (See below).
5. [Click] on Update.

Referencing an Armlink File by URL
1. **Fetch** the file you wish to reference.
2. Highlight and **Copy** the URL that is visible in the Address bar of the browser.
3. **Paste** the address where required. *Use this recommended technique for intra-company communication, rather than sending attachments!*

Note: The above instructions apply only if your Livelink Atlas is turned OFF through Tools/Toggle Livelink Atlas.

When completing your Personal Profile, paste the URL in the Home Page field. (Note! Your Yellow Page URL should begin with https:// Be sure to remove the default http:// at the beginning of the URL, otherwise the Yellow Page will not call up properly.)

Searching

Three choices are available for commencing a search from the Enterprise workspace:
From Here: The present folder and everything included. Personal workspace is excluded in the search.
Enterprise (All versions): Includes all information, including all revisions of documents in the whole system, and the Personal workspace.
Enterprise: Includes all information (latest version only) in the whole system, including Personal workspace files.

To Refine a Search Query:
1. Complete the initial search.
2. Locate the button Refine Query (visible at the top and bottom of the results).
3. Narrow down your results by using words/phrases and the appropriate operators.

Search Operators/Description
Space/OR
Plus sign (+) / AND
Quotes / Exact phrase
Minus sign / Exclude, "except"
Asterisk (*) / Wildcard e.g. train* results in documents containing training, trainer, trains etc.

Permissions

1. Locate the file to which you want to apply special permissions.
2. Choose Permissions from the Functions menu of the file you wish to control viewing/editing privileges
3. View each of the Default list of users to edit privileges.
4. Add/remove users from the Access List.
5. [Click] Done to effect changes.

Notifications

There are three steps involved in setting Notifications:
(i) Specifying the frequency of the (3) notification reports (Modify Settings).
(ii) Specifying the types of events (General Interests) for which you want to receive notifications (Modify Interests).
(iii) Adding Specific Interests to your notifications (and modifying as required).

Modifying Settings – Setting the Frequency of your Notification Reports
1. Choose Notification from the Personal menu.
2. [Click] the tab of a report.
3. [Click] the Modify Settings button. *Note: The report(s) can be renamed.*
4. To have Armlink email the reports, select the E-mail Delivery check box.

Specifying Notification Interests
There are two types of interests: General (which notify you when certain events occur) and Specific (which notify you when certain items change e.g. document revisions.)

Adding Specific Interests
1. Locate the item for which you wish to receive notifications.
2. Choose Set Notifications from the item's Functions menu.
3. Choose <None> if you do not want to receive notification, or choose the name of the notification report you wish to receive.
4. [Click] Submit.

eLink

You can participate in eLink-enabled discussions, using your current e-mail account. Without logging in to Livelink, you can receive and post topics or replies, including attachments. When a topic or reply is added to a discussion, everyone who has an eLink subscription to that discussion receives a copy of the message and any attachments via e-mail.

To enable eLink for a discussion:
1. Click the discussion's Functions icon, and then choose eLink Enable.
2. On the Enable eLink page, type an e-mail address for the discussion in the E-mail Alias field.
3. The default address is the name of the discussion with all spaces and punctuation removed.
4. Click the Enable button.

Useful Files in Armlink

- Armlink FAQs can be found in Learning>Armlink
- Company logos can be found in Corporate>Communication>Company Logos
- Armstrong Powerpoint Templates can be found in Corporate>Communication>Advertising/Marketing
- Phone lists can be found in Human Resources>Phone List
- Representative Contact Lists can be found in Corporate > Communication > Contact Lists
- Fax Cover Page Templates can be found in Corporate > Communication > Literature Master Copies
- Digital Letterhead files can be found in Corporate > Communication > Literature Master Copies
- Our People can be found in the Enterprise workspace (catalog area)
- Brand Videos can be found in Corporate>Communication>Tagline Workshop Materials
- Values Presentation can be found in Strategic Initiatives> Branding> Membership Branding> Communication> Communications Package>PPT Presentation