



# How to Manage Uploaded Documents

This guide demonstrates how to manage uploaded documents.

Written By: Dozuki System



## INTRODUCTION

This guide demonstrates how to manage uploaded documents.

Currently, Dozuki does not offer a list of documents uploaded to your site. In order to manage your documents more effectively, we recommend creating a master list of the documents uploaded to your Dozuki site.

## Step 1 — Creating a Master List of Documents

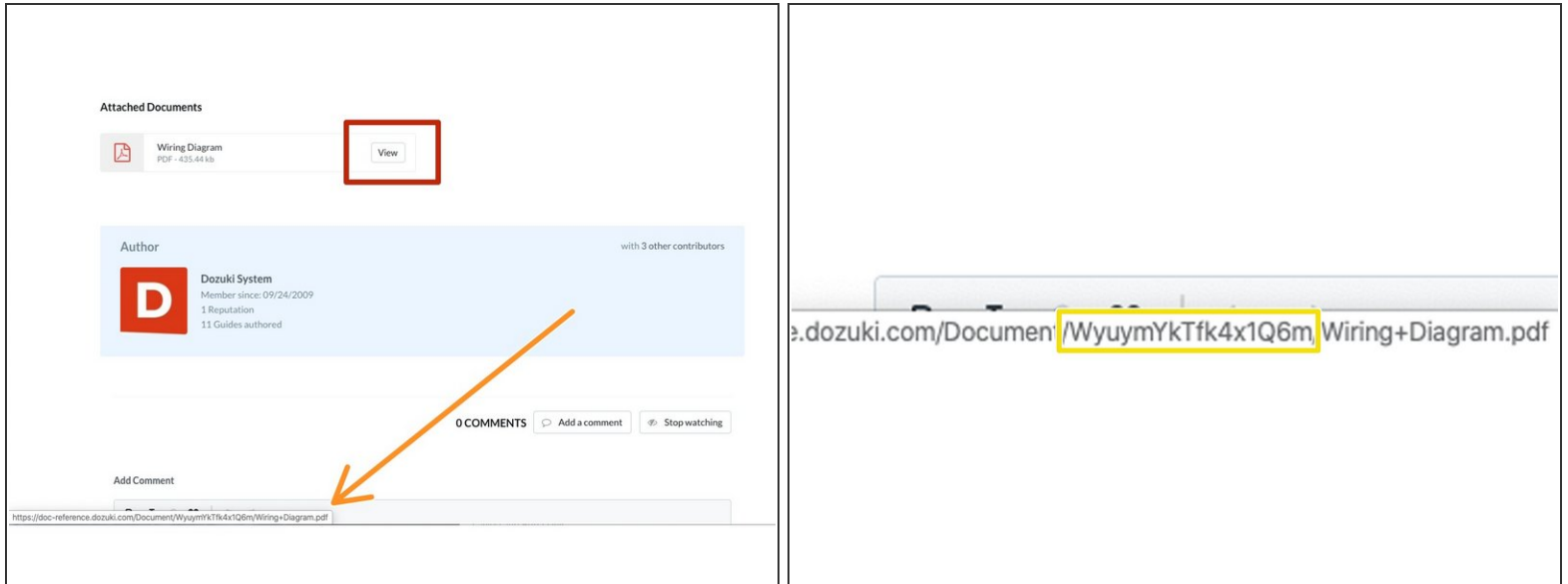
### Document Name



1. Dozuki Feature List - <https://hansaw.dozuki.com/Document/meta/...>
2. Marketing Brochure - <https://hansaw.dozuki.com/Document/meta/...>
3. Example Wiki - <https://hansaw.dozuki.com/Document/meta/...>
4. MSDS: Sodium - <https://hansaw.dozuki.com/Document/meta/...>
5. MSDS: Ethanol - <https://hansaw.dozuki.com/Document/meta/...>
6. MSDS: Acetanilide - <https://hansaw.dozuki.com/Document/meta/...>
7. MSDS: Anethole - <https://hansaw.dozuki.com/Document/meta/...>

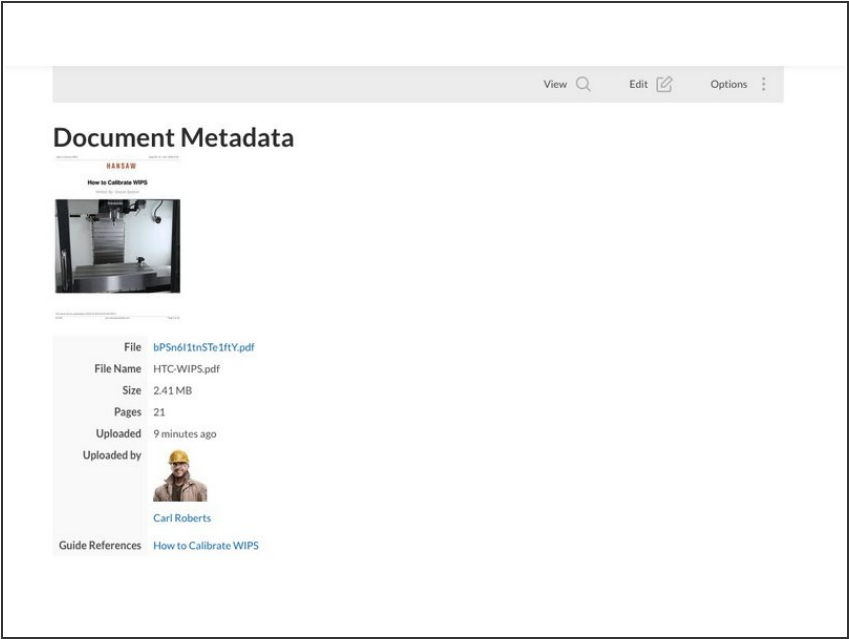
- The best ways to track the documents that you have uploaded:
- Create a Wiki page with a title of each Document's Metadata Page.
- Create a link to each Document's Metadata Page.
- ① The Document Metadata page provides details about a specific document, like a list of where the document is used. Additionally, the Document Metadata page enables you to replace the document with a more up-to-date version.
- This is what a Document Metadata page URL looks like.
- ① This is an example of a Master List of Documents.

## Step 2 — Finding the Document ID



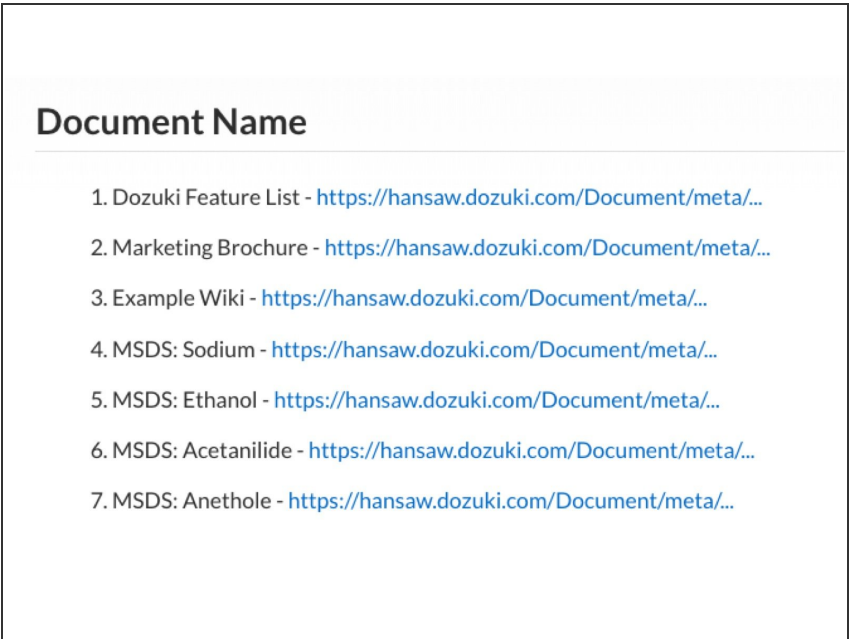
- Upload a PDF document and attach it to a guide.
- If the document is already uploaded into Dozuki, just locate the document GUID.
- The document GUID can be found by hovering over the **View** document link.
  - Your web browser will display the full document URL in the bottom-left of the page.
    - In the URL of the document, we uploaded the document with the identifier **WyuyymYkTfk4x1Q6m**, which represents the document GUID.

Step 3 — Accessing the Document Metadata Page



- Once you know the document number, you can access the Document Metadata page.
- To access the document metadata page, add the document ID to the end of this URL:
  - **`http://yoursitename.dozuki.com/Document/meta/`**
- For example, if the document GUID is **WyuymYkTfk4x1Q6m**, add **WyuymYkTfk4x1Q6m** to the end of the URL:
  - **`http://yoursitename.dozuki.com/Document/meta/WyuymYkTfk4x1Q6m`**

Step 4



- Once you have the links to each Document Metadata page, add these links along with the title of the document to a wiki.

