

Date: 4 May 2016

SCSG New Document Library

Login Information and Structural Layout Changes

These brief instructions are provided as a guide to the new layout of the SCSG Document Library. The changes were necessary to ensure authorized access and to aide in administration of content. The Document Library is now integrated with our Email system and storage system, Google Docs. As with email access and the Operations calendar, the Document Library also requires a User to login with their SCSG email address and password.

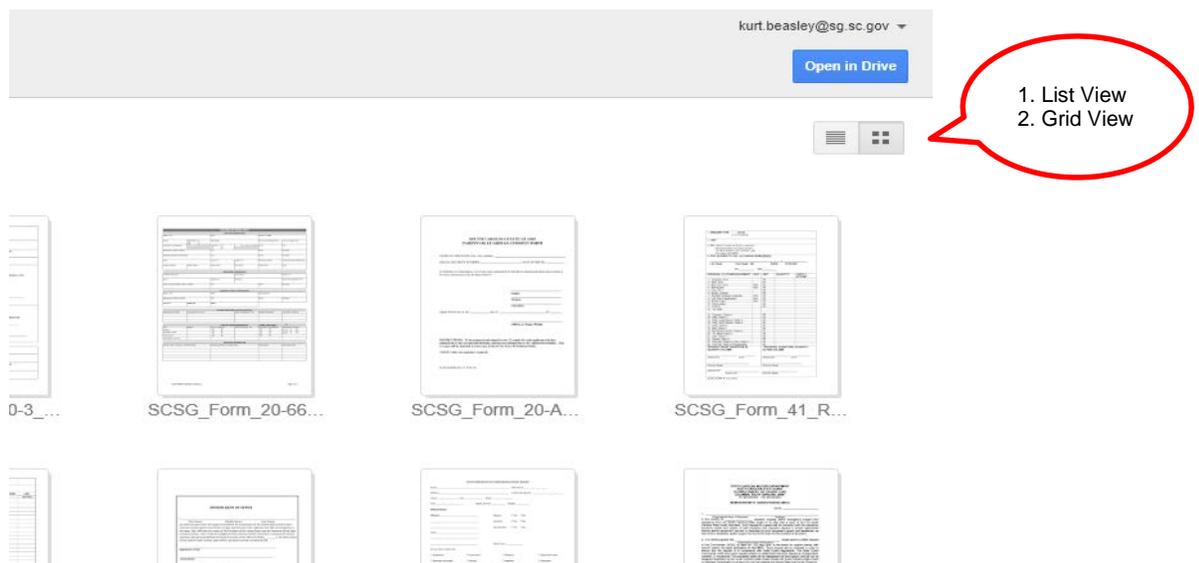
Logging in:

If you have already logged in to your web based email, simply clicking the “Login” button will take you directly to the Library. If you are not logged in, you will be presented with a login screen. The login credentials are your full SCSG email address (username), and your password. If you do not remember your username or password, you may use the automated username/password recovery tool on this page. This tool will be helpful only if you have previously entered a recovery email address or mobile phone number (you would have been prompted to enter this information at a prior login). Depending on which information you provided will determine which method Google will send recovery information. If you have never configured this option, the tool will not be useful to you.

Navigating the New Document Library:

Though the layout looks a bit different than the old Library, the forms and document names are self-explanatory so identifying what you need should be rather straightforward. There are, however, two primary ways to “sort” the view (Grid View or List View). Either choice is fine and a matter of preference. Here is where to change the layout view:

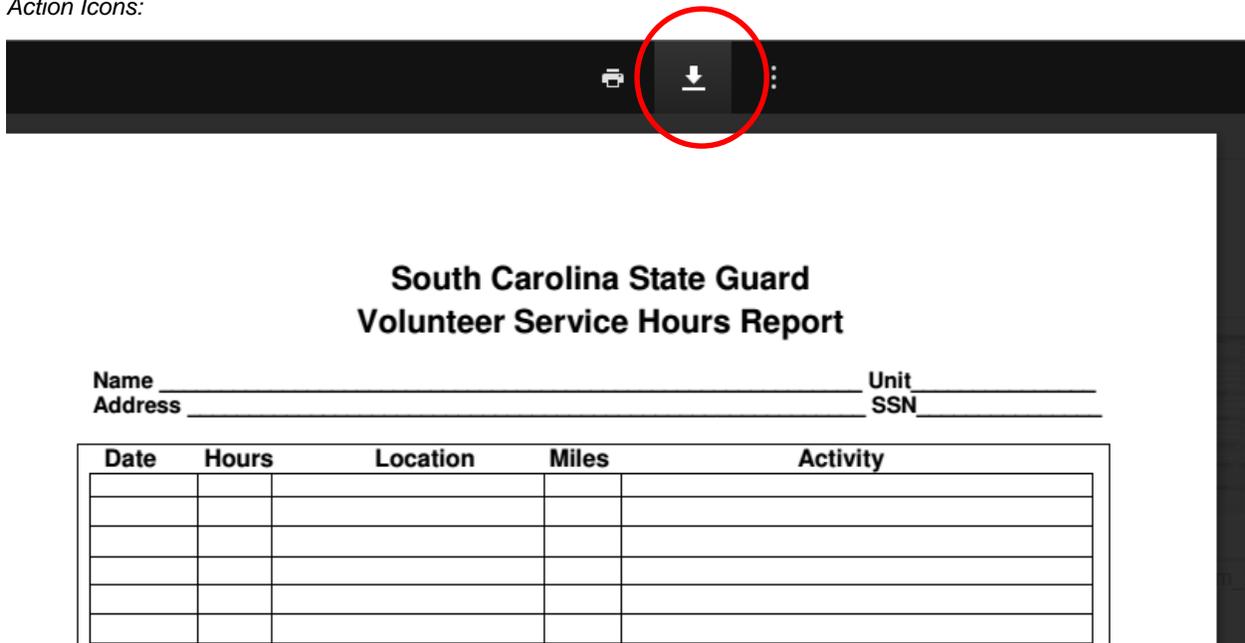
Grid View Example:



Opening, Viewing, and Filling in Forms:

To open a form or document, simply double-click it. Since many of the Forms are “fillable”, meaning that you can type information right in the form, there is a simple way to type and save information in the form. First, select your form by double-clicking it. When it is opened, hover your cursor just above the center of the upper part of the screen to reveal the “action” icons (Print, Download, and More Actions). In this example, we want to fill in the form. Since the form is in “view only” mode, we must download and open it and fill it in. To do this, click the “down arrow” icon:

Action Icons:



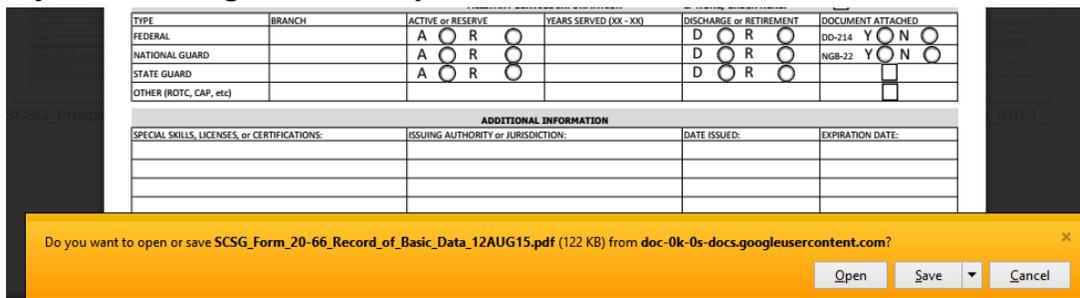
**South Carolina State Guard
Volunteer Service Hours Report**

Name _____ Unit _____
Address _____ SSN _____

Date	Hours	Location	Miles	Activity

Depending on your internet browser, the file will be downloaded and a prompt to Open or Save it will be presented. In this case, we want to “Open” it in order to fill it in. The file will open in your default PDF viewer.

If you are using Internet Explorer, it will look like this:



TYPE	BRANCH	ACTIVE or RESERVE	YEARS SERVED (XX - XX)	DISCHARGE or RETIREMENT	DOCUMENT ATTACHED
FEDERAL		A <input type="radio"/> R <input type="radio"/>		D <input type="radio"/> R <input type="radio"/>	DD-214 Y <input type="radio"/> N <input type="radio"/>
NATIONAL GUARD		A <input type="radio"/> R <input type="radio"/>		D <input type="radio"/> R <input type="radio"/>	NGB-22 Y <input type="radio"/> N <input type="radio"/>
STATE GUARD		A <input type="radio"/> R <input type="radio"/>		D <input type="radio"/> R <input type="radio"/>	<input type="checkbox"/>
OTHER (ROTC, CAP, etc)					<input type="checkbox"/>

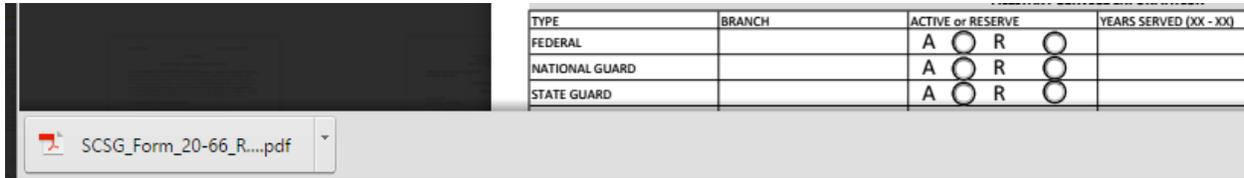
ADDITIONAL INFORMATION

SPECIAL SKILLS, LICENSES, or CERTIFICATIONS:	ISSUING AUTHORITY or JURISDICTION:	DATE ISSUED:	EXPIRATION DATE:

Do you want to open or save SCSG_Form_20-66_Record_of_Basic_Data_12AUG15.pdf (122 KB) from doc-0k-0s-docs.googleusercontent.com?

Open Save Cancel

If you are using Google Chrome, it will look like this (in the lower left part of the screen):



Helpful Note:

Though there are many PDF applications available, the recommended version for SCSG use is Acrobat Reader. This is a free version and can be downloaded from here:

<https://get.adobe.com/reader/>

Regarding Windows 10 (Latest Windows Operating System):

Windows 10 has a new “mini browser” called “Edge”. This browser is best suited for “light” browsing for news and other casual browsing. It is not a full-featured browser (not designed for custom web-based applications, etc.) and is still in its infancy. One particular feature it has is to automatically open PDF documents within itself. This will not allow for filling in forms, etc. It is recommended to download Acrobat Reader (above) and set it as the default for opening PDF files.

