

City of Unley

Email integration and Unley University



Laura Smyth
ECM Project Officer
Business Systems & Solutions | City of Unley

EMAIL REGISTRATION IN Ci ANYWHERE

<https://www.youtube.com/watch?v=qm5mp-wVE94>

- Finished testing with Office 2010
- Went into Production 27th November 2017 with the implementation of ECM
- Currently testing with Office 2016
- We are happy to share with other sites for a small fee (to cover development and support)
- Does not replace current Technology One registration Add-ins

To register your interest, please email lsmyth@unley.sa.gov.au

UNLEY UNIVERSITY

- You can set up a link to your own internal help
- This can be done via the ECM Ci Anywhere **Site Settings**
- Then select the last option **TechnologyOne University**
- The link will be shown in the **Show flow menu**
- The URL to your internal help and a label can be added

UNLEY UNIVERSITY

☰
Options
✕


- 🕒 Recents
- 🔗 Sharing
- 🎨 Themes
- ⚙️ Settings
- 🔗 Unley University

IT Knowledge Base


ECM Ci Anywhere

Simon
Last modified Dec 11, 2017 by millangsekara@unley.sa.gov.au


Project Team Members:



Manj Illangasekara
Project Manager




Laura Smyth
Product Owner




Andrew White
Technical Lead

PROCEDURES:










QUICK TIPS:

ECM - Render a Document

1. Locate your document in Ci Anywhere
2. Click the Orange Action Menu  and select 'Render'
3. The Document will Render after a few seconds on the Right hand side panel
4. The next time you search for that document, the thumbnail will appear.

ECM - Remove a Index Link to a Document

1. Locate your document in Ci Anywhere
2. Click the Orange Action Menu  and select 'View properties'
3. Once in 'Document Properties' select the relevant Index on the Left hand panel by single clicking (e.g. Subject ECM, Subject Legacy, Customer, Property, Development Application etc.)
4. Once selected, remove the Index link by selecting the - minus against the Index

-  ECM Search
-  Task List
-  Workplace Home
Chocolate Bar
-  Show Flow
Burger
-  Action Menu
-  Workplace Home