## DSC.com - Technical Literature Briefcase User Guide



## DSC Literature Briefcase – Guide

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### **DSC.com Digital Briefcase – Guide**

The DSC website has a new tool called the Briefcase. The Briefcase is designed to help security professionals organize technical documents/literature for themselves and their customers. This new tool is available to all users with a security professional account on the DSC.com website.

All registered Security Professionals have a Digital Briefcase which resides within the Technical Library.

Benefits of using the new Briefcase tool:

- When a new product or security system is release that uses many components (eg. Alexor and all of the wireless products), a Virtual Folder in your Briefcase can be created to hold all technical documents
- Sending a customer all documents that applies to a new product line
- Create a quick and easy way to send new customers commonly used documents such as manuals and spec sheets
- A quick resource for the Technical Support team to find and send links to security professionals while speaking to them on the phone
- A Briefcase can generate links to Technical Literature that can be accessed through many mobile devices

Creating a Virtual Folder within your Briefcase

The Briefcase can be found in the Technical library - available when a user has logged into the website. To begin building a Briefcase, click no the link labeled "click here to access your briefcase"

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	<u>User Manuals</u>				Technical A	dvisory Bulletins
	Product FAQs				Application	Notes
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When you are on the briefcase page, you can create multiple virtual folders by clicking on the link labeled "<u>Create Virtual Folder</u>".

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You will then be prompted to provide a name and description for the Virtual Folder. The name and description will help you distinguish between multiple Virtual Folders you may create over time.

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#### Adding documents/literature to a Briefcase

While on the same page where you named your Virtual Folder, you can scroll down to (1) view documents current in this Virtual Folder, (2) filter a list of files based on product number, (3) select documents that you would like to add to this Virtual Folder instantly.

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# Adding documents to a Virtual Folder while navigating through the Technical Library

Adding documents to a Virtual Folder while on your Briefcase page is just one way to add documents. As soon as you create a Virtual Folder with a name a description you can move throughout the Technical Library and add documents by (1) clicking on the plus or (+) icon beside a document followed by (2) selecting the Virtual Folder you would like to add the document to.

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#### Viewing Your Digital Briefcase and Virtual Folders

When you have collected all of the documents needed into your Virtual Folders, you can return to your briefcase by clicking on the (1) "My briefcase" link or icon on any Technical Library page. You can also go back to the main Technical Library landing page and navigate through the "<u>click here to access your</u> <u>briefcase</u>" link.

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**Downloading and Sharing a Virtual Folder** 

A Virtual Folder will exist within your Digital Briefcase until you delete it from the system. Be careful about keeping documents in a virtual folder too long as some technical documents may be updated or revised over time.

When viewing a Virtual Folder, any file name can be clicked on to view the PDF document.

A Virtual Folder can be (1) downloaded as a ZIP file at any time or (2) a link can be sent to a customer/colleague at any time by clicking on the links at the bottom of the Virtual Folder window. Shared links allow the recipient to download any of the documents in the Virtual Folder for a 15-day period. After the 15-day period the link will expire and a new link will need to be generated.

