



Getting started

It's quick and easy to set up your knowledge base and start using it:

Step 1 - Create users

First, set up accounts for everyone who will use Knowledge Central:

The screenshot shows the Knowledge Central dashboard for BusinessCorp. At the top left is the Knowledge Central logo and the BusinessCorp name. At the top right, it says 'Logged in as: MObama' and 'Log off'. Below the header is a search bar labeled 'Search for documents'. Underneath is a section titled 'Administrator options' containing a vertical list of buttons: 'Create new document', 'Manage documents', 'Manage folders', 'Manage users', 'Run reports', 'My documents', and 'Download documents'. A red arrow points to the 'Manage users' button. Below the buttons, the text reads 'On the dashboard, click on **Manage users**'. At the bottom of the page, there is a footer with 'Copyright(c) 2014 Onto The Page Limited', 'OntoThePage Version 2.17.2', and 'Terms and Conditions | Privacy Policy | Help'.

Knowledge Central

Logged in as: otpadmin1 [Log off](#)

Manage users

Click on a user to edit their account

[Create new user](#)

USER	USER NAME	EMAIL ADDRESS	ACCESS LEVEL	SYSTEM ROLE

PAGE SIZE 20

Click on **Create new user** in the top right of the screen

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Knowledge Central

Logged in as: otpadmin1 [Log off](#)

Create user

[Save](#)

NAME: Knowledge Central

EMAIL ADDRESS:

USER NAME:

SYSTEM ROLE: User

DOCUMENT ACCESS LEVEL: Level 1

DATE CREATED: 08/04/2016

Complete all the fields.

In the name field, input the first and last name of the user, separated by a space.

Once all the fields have been completed, Click on **Save** in the top right hand corner to save the record and return to the dashboard

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Step 2 - Create content

Upload your documents to Knowledge Central:

Knowledge Central BusinessCorp

Logged in as: MObama [Log off](#)

Search for documents

Administrator options

- Create new document
- Manage documents
- Manage folders
- Manage users
- Run reports
- My documents
- Download documents

On the dashboard, click on **Create new document**

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Knowledge Central

New document [Save document](#) [Cancel](#)

TITLE:

DOCUMENT LOCATION: FOLDER:

TAGS:

SUBJECT OWNER:

DESCRIPTION:

EXPIRY DATE:

ACCESS LEVEL:

No document uploaded

Select File Browse...

Complete all the fields with information about your document, then click on **Browse** to upload your document

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Knowledge Central

New document Save document Cancel

TITLE: Health and Safety policy

DOCUMENT LOCATION: No location set FOLDER: N/A

TAGS: policies lone working

Health and Safety policy v6.docx

Download

UPLOAD DATE: 18/07/2016

SUBJECT OWNER: OTP admin1

DESCRIPTION: Current copy of the Health and Safety policy v6 June 2016

EXPIRY DATE: 01/07/2017

APPROVAL DATE: 18/07/2016

ACCESS LEVEL: Level 1

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Once your document is uploaded, the icon will turn green and you can set the star rating

Step 3 - Search for content

Once you have set up your users and your content, you can start using Knowledge Central to work with your information.

Keywords make it easy to find the documents you need when you need them:

Knowledge Central BusinessCorp

Logged in as: MObama Log off

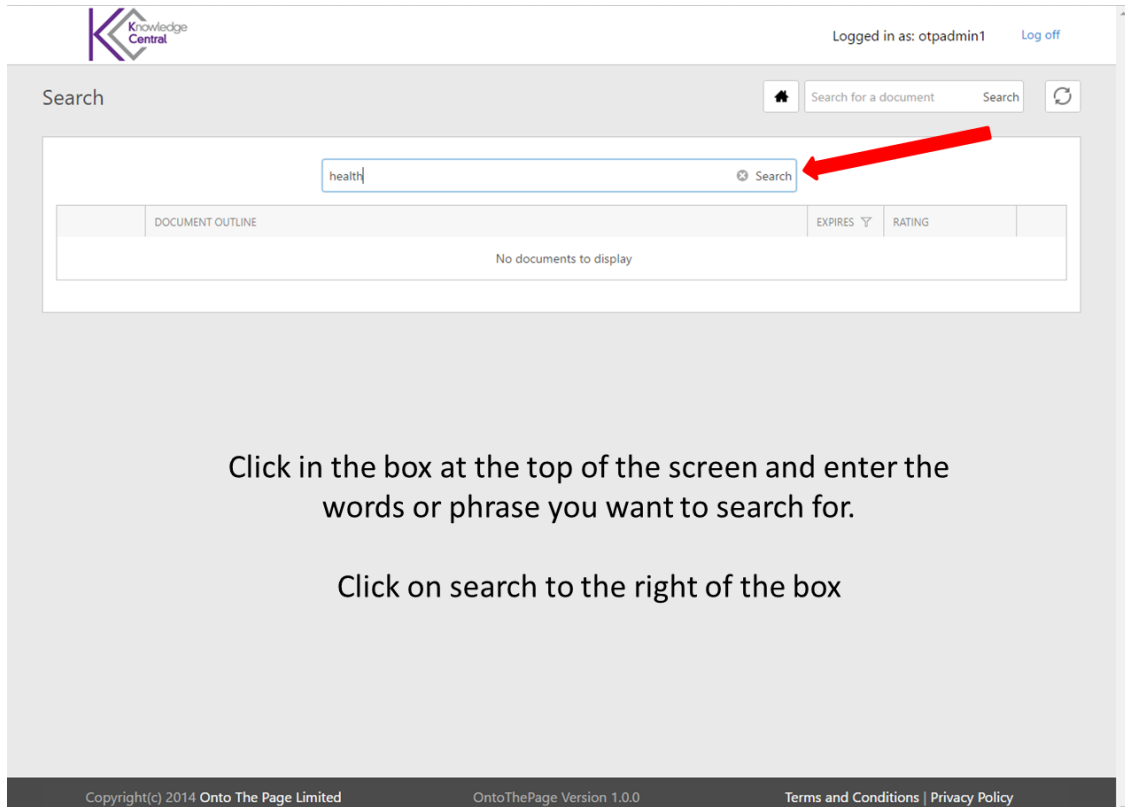
Search for documents

Administrator options

- Create new document
- Manage documents
- Manage folders
- Manage users
- Run reports
- My documents
- Download documents

Click on **Search for documents**

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Knowledge Central

Logged in as: otpadmin1 Log off

Search

Search for a document Search

health Search

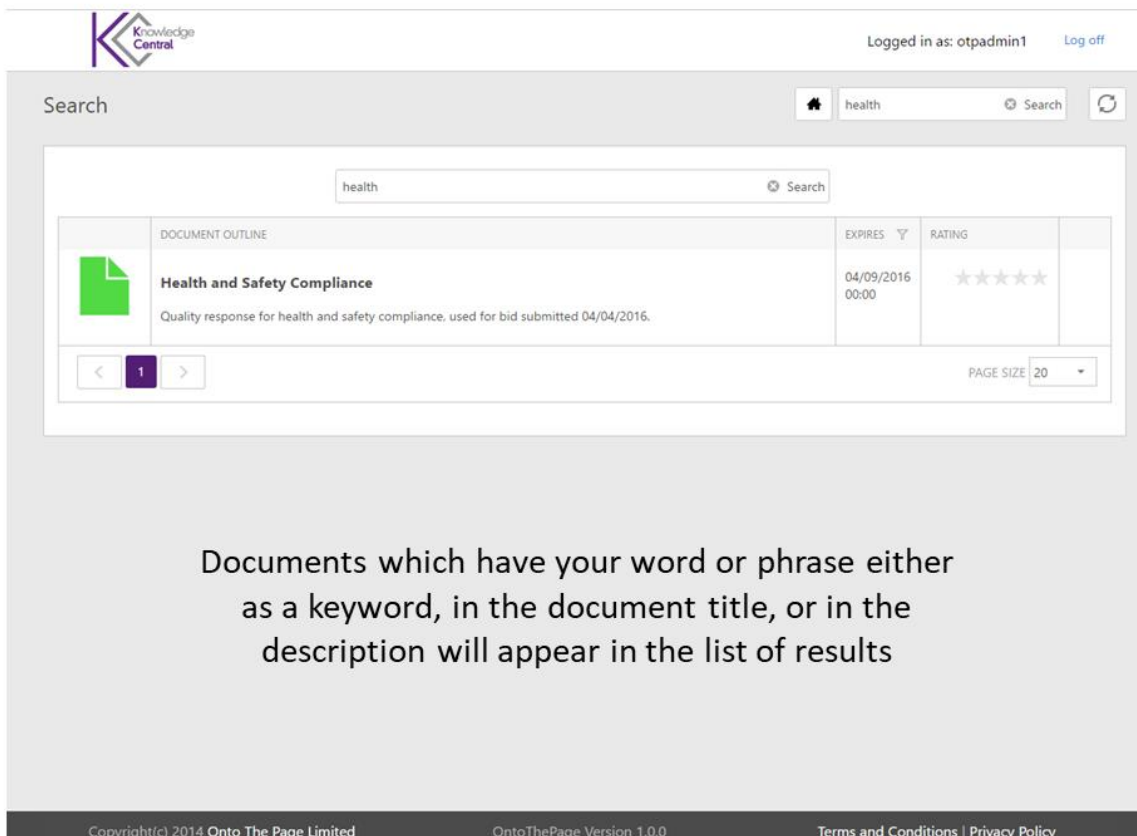
DOCUMENT OUTLINE EXPIRES RATING

No documents to display

Click in the box at the top of the screen and enter the words or phrase you want to search for.

Click on search to the right of the box

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Knowledge Central

Logged in as: otpadmin1 Log off

Search

health Search

health Search

	DOCUMENT OUTLINE	EXPIRES	RATING	
	Health and Safety Compliance Quality response for health and safety compliance. used for bid submitted 04/04/2016.	04/09/2016 00:00	★★★★★	

< 1 >

PAGE SIZE 20

Documents which have your word or phrase either as a keyword, in the document title, or in the description will appear in the list of results

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Step 4 - Maintain your knowledge base

The knowledge manager can easily keep track of feedback and suggestions from other users, and see when documents are due to expire and when new content needs to be commissioned:

The screenshot displays the 'Manage documents' interface in Knowledge Central. At the top, the logo and 'Logged in as: otpadmin1' are visible. The main content is divided into three sections:

- User suggestions:** A table with columns for 'NOTES FOR ADMINISTRATOR', 'ADDED', and 'SUGGESTION TYPE'. It lists two suggestions from 'OTP user' dated 18/07/2016: one for a document update and one for document retirement.
- Documents about to expire:** A table with columns for 'DOCUMENT OUTLINE', 'EXPIRES', and 'RATING'. It shows 'CSR policy' expiring on 01/07/2016 with a 5-star rating.
- Documents with no file uploaded:** A table with columns for 'DOCUMENT OUTLINE', 'EXPIRES', and 'RATING'. It shows 'Health and Safety Policy 2016' expiring on 13/05/2017 with a 4-star rating.

Each section includes a 'PAGE SIZE' dropdown set to 20 and navigation arrows.

I'm interested – what next?

Now you've seen how easy it is to get started, have a look at our [pricing options](#) and see which one's right for you.