HSIN | Homeland Security Information Network

HSIN 101:
End User Course for All Users
Using the Basics in the HSIN Toolbar
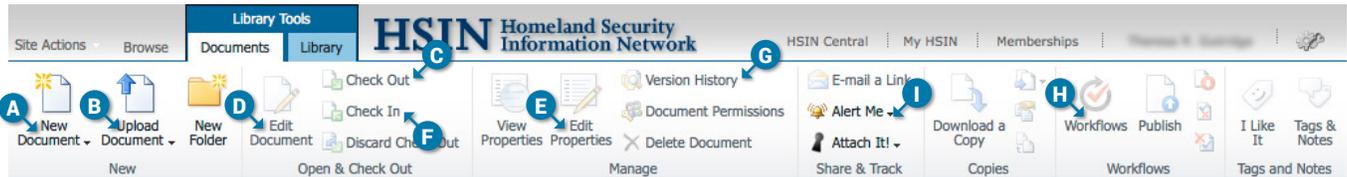
A. Create a New Document

1. To create a new document directly in a library, first navigate to desired library

2. From the Library Tools heading, click the **Documents** tab

3. From the group called **New**, click **New Document**, then click **OK**

4. **Edit** document, **Save** document, enter File Name, click **Save**, and then click **Close**

5. Document will automatically appear in the library

B. Upload a Document

There are two ways to upload a document from your computer to a library:

1. One way is by clicking **+ Add document**

2. Click **Browse**, select desired document, click **Open**, and click **Save**

3. If prompted, fill in desired properties, and click **Save**

A second way to upload is using the HSIN toolbar feature:

1. From the Library Tools heading, click the **Documents** tab

2. From the group called New, click **Upload Document** drop down arrow

3. Select **Upload Document**

4. Click **Browse**, select desired document, click **Open**, and click **OK**

5. If prompted, fill in desired properties, and click **Save**

C. Check Out a Document

1. Hover over the row of the document and check the documents checkbox ☑

2. From the Library Tools heading, click the **Documents** tab

3. From the group called Open & Check Out, click **Check Out**

D. Edit a Document

1. Hover over the row of the document and check the documents checkbox ☑

2. From the Library Tools heading, click the **Documents** tab

3. From the group called Open & Check Out, click **Edit Document**

4. Click **OK**

5. Edit document, **Save** document, then click **Close**
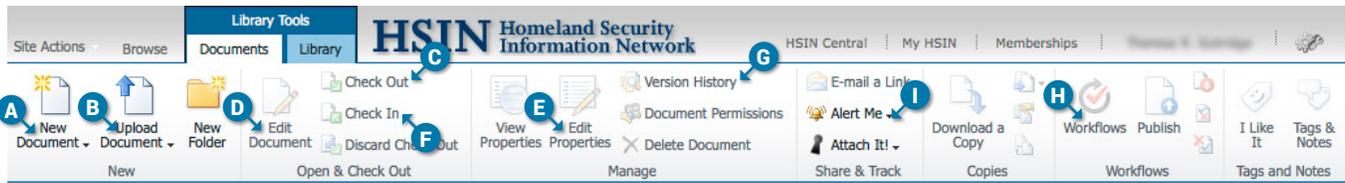
E. Edit Document Properties

1. Hover over the row of the document and check the documents checkbox ☑

2. From the Library Tools heading, click the **Documents** tab

3. From the group called Manage, click **Edit Properties**

4. Edit desired properties, and then click **Save**

F. Check In a Document

1. Hover over the row of the document and check the documents checkbox ☑

2. From the Library Tools heading, click the **Documents** tab

3. From the group called Open & Check Out, click **Check In**

4. Enter comments, and then click **OK**

G. Version History

1. Hover over the row of the document and check the documents checkbox ☑

2. From the Library Tools heading, click the **Documents** tab

3. From the group called Manage, click **Version History**

4. Click desired version date and time to open a previous version

H. Start a Workflow

1. Hover over the row of the document and check the documents checkbox ☑

2. From the Library Tools heading, click the **Documents** tab

3. From the group called Workflows, click **Workflows**

4. Select desired Workflow

5. Complete desired fields and then click **Start**

I. Create Alerts

Create an Alert on a Library:

1. Navigate to the desired library

2. From the Library Tools tab, click the **Library** tab

3. From the group called Share & Track, click **Alert Me**

4. Select **Set alert on this library**

5. Select desired choices, and then click **OK**

Create an Alert on a Document:

1. Hover over the row of the document and check the documents checkbox

2. From the Library Tools tab, click the **Documents** tab

3. From the group called Share & Track, click **Alert Me**

4. Select **Set alert on this document**

5. Select desired choices, and then click **OK**

For more information, contact the HSIN Outreach Team at **HSIN.Outreach@hq.dhs.gov** or visit our website at **www.dhs.gov/hsin**.

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Scan the QR code* or visit our website to learn more about how HSIN can help support your mission.

* You must have a QR code reader installed on your mobile device.