

Acclipse Document Manager — Receiving and Updating Content

In order to receive content from a content provider in Acclipse Document Manager, you need to add the provider as a publisher. Once you have done this, you will be able to download and process updated content from this supplier as it becomes available. This involves downloading the content from the internet to your local Acclipse Document Manager server. You then process the updates and publish the content as required.

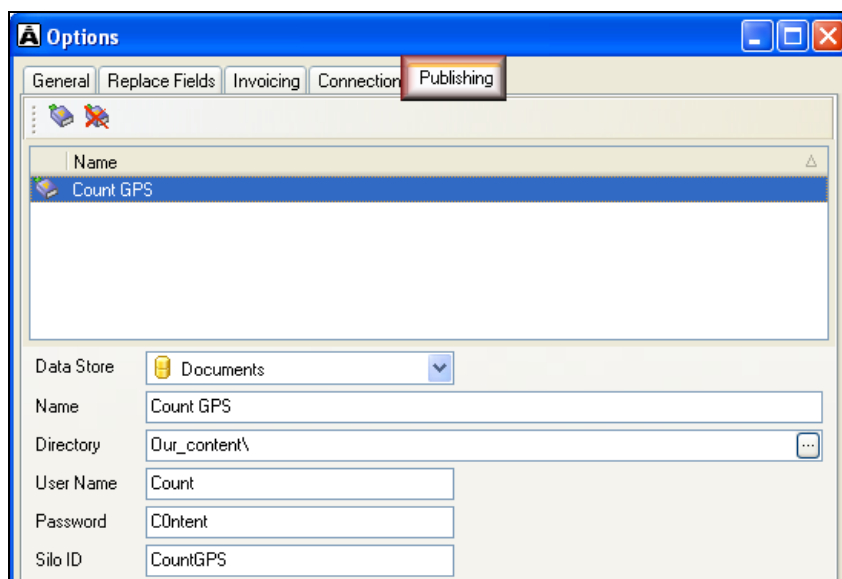
Add content provider as publisher

To receive content from a content provider:

1. Select **Tools** → **Options**.
2. Select the **Publishing** tab.
3. Click the **Add new publisher** icon.
4. Click the arrow beside the **Data Store** field → Select the appropriate folder.
5. Enter a name for the content provider in the **Name** field.
6. Select your content directory:
 - a. Click the browse icon beside the **Directory** field.
 - b. Locate and select the directory for the provider.

TIP: You should select a directory that all team members can access.


7. Update the **User Name**, **Password**, and **Silo ID** fields as supplied by your provider.
8. Click **Save & Close**.



Setting up a publisher to provide you with content

Download content updates



To download updated content from a provider:

1. Download the update using EITHER of these methods:
 - Select **Content** → **Upload/Download Content Updates**.
 - Click the *Upload/Download Content Updates*  icon.
2. Wait while the content is downloaded — A *Timestamping Document* window displays, followed by a *Synchronising with Server* window.

NOTE: If the time on your computer differs by five minutes or more from the server storing the updated content, the download will NOT be successful. Ensure your daylight savings and time zone settings are accurate.

Review and apply content updates

Once you have downloaded documents from a publisher, you can review these and publish them as required. To do so:

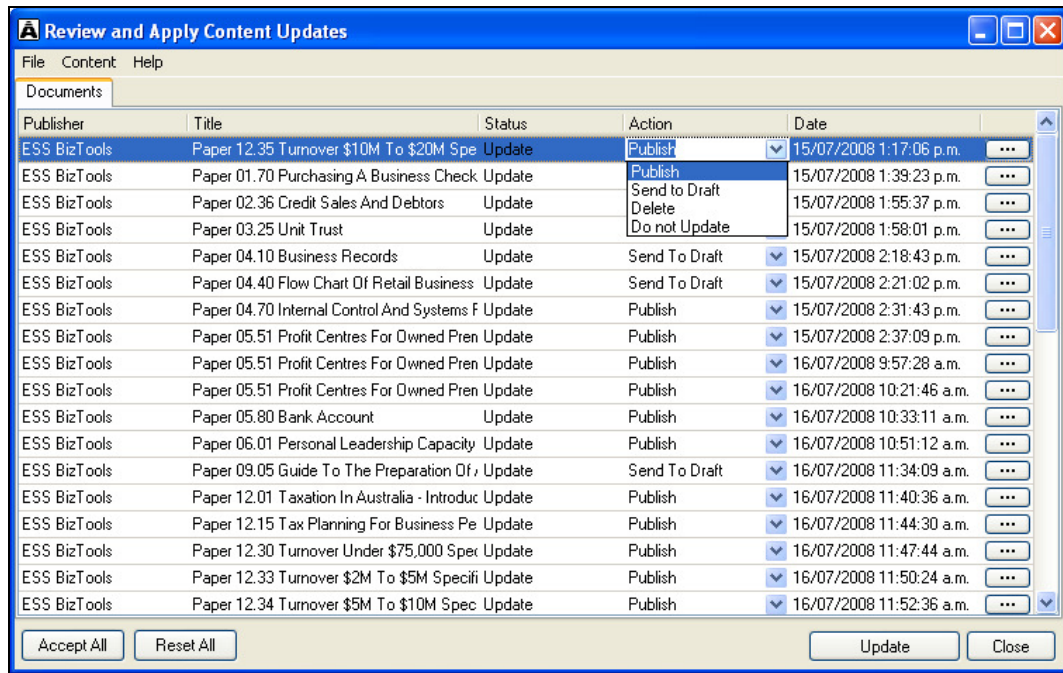
1. Process the update using EITHER of these methods:
 - Select **Content** → **Review and Apply Content Updates**.
 - Click the *Review and Apply Content Updates*  icon.
2. Click **OK** if a message informs you that no updates are available.
3. View a document and its details to determine the appropriate setting for it:
 - a. Click the *Update Details*  icon on the row of the required document to view details about it.
 - b. Click **Preview** on the *Update Details* window to open and view the document.
 - c. Click **OK** on the window informing you that no changes you make to the document here will be saved.
 - d. Click **Close**.
4. Click the dropdown arrow on a document row to change its action settings → Select ONE of the available actions:
 - **Accept** — Document is removed from user module but still accessible from *Deleted* category on folder tree.
 - **Delete** — New version of document is deleted. Current version remains in user module.
 - **Do NOT Update** — No action is taken for new version of document. It remains in the *Check for Content Updates* window.
 - **Ignore** — Document is removed from *Check for content update* window but NOT deleted.
 - **Publish** — Updated version of document is published.
 - **Send to Draft** — Updated version is NOT published immediately but sent to *Draft* category where you can publish or remove it.

NOTE: Each document has a default action based on status and whether it is protected from updates.

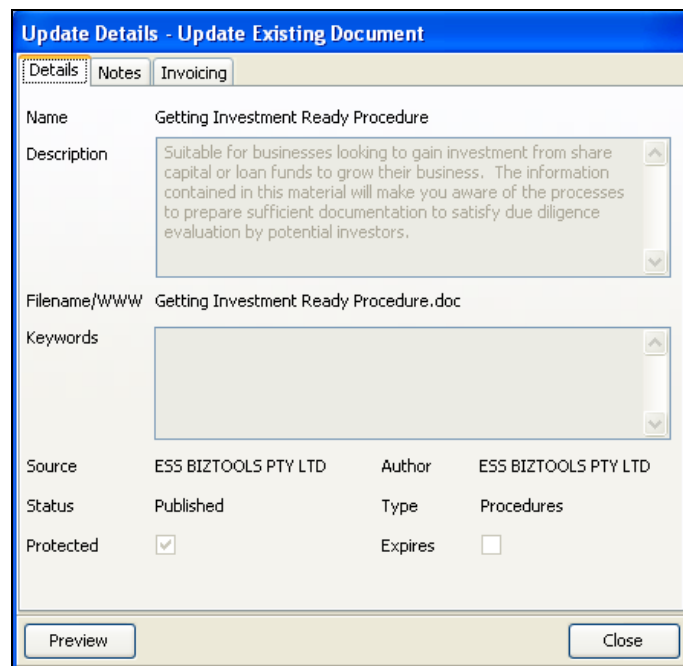
*TIP: Click **Accept All** to set all documents to the Publish action or **Reset All** to remove all actions set.*

NOTE: The Document Category Changes tab will display if documents have been moved to different categories. You can select this tab to see which documents have been moved to different categories.

5. Click **Update** to have the available documents processed according to the action options you have selected (*Publish, Send to Draft, Delete, or Do not Update*) and to move any documents to their new categories.



Selecting the required action for an available document



Preparing to preview a document