JOIN instructions

JOIN

1. Sign In
Start a web browser (like Google Chrome or Mozilla Firefox) and navigate to: https://join.utwente.nl.
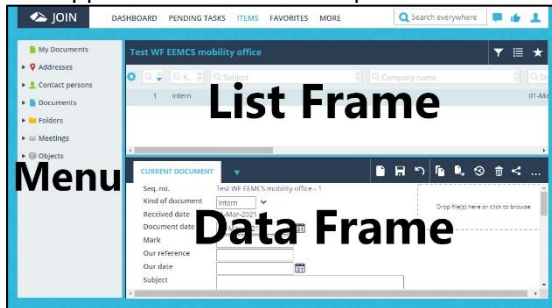
2. Dashboard
On the navigation bar, click on 'Items':

DASHBOARD   PENDING TASKS   ITEMS
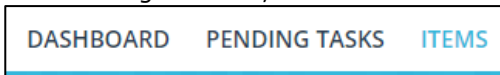
3. Structure
The application consists of 3 parts:

List Frame
Menu
Data Frame

➢ Menu
The menu is on the left:

▸ 📍 Addresses
▸ 👤 Contact persons
▸ 📄 Documents
▸ 📁 Folders
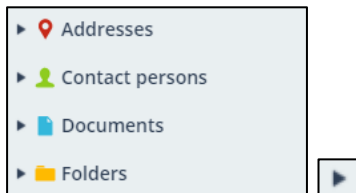
An arrow indicates that there are one or more sub-levels. Clicking on the arrow will display the available books. JOIN uses document and folder registrations.

A document registration is a unique registration to which you can add documents. Document registrations can be linked to one or more folders. A folder is a collection of document registrations.

➢ List frame/Data frame
The list frame shows the number of registrations in a book. Clicking a registration in the list frame (automatically highlighted in light blue) shows the contents of that registration in the data frame.

4. Searching for a document or folder
Select the book in question (the method is the same for both documents and folders).
In the search bar at the top of the list frame, enter a search query, e.g. 'report AND 19 March'. This will tell JOIN to look for the words 'report' and '19 March' in the corresponding field, regardless of the orderin which they appear in a sentence.

Demo
report AND 19 March   Document
626   Report JOIN Meeting 19 March 19 2018   19-Mar-2018
625   Report JOIN Management Team 19 March 2...   19-Mar-2019

The search yields 2 registrations (2018 and 2019). If the search query had been 'report 19 March', the result would have been: No registrations found, because this query does not appear verbatim in the document.

Demo
Report 19 March   Document da...
No items found that match your query or that you are authorized to v
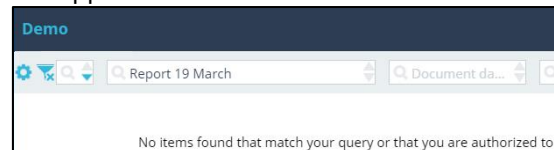
5. Opening a file

➢ From a document book
As soon as one or more files have been added to a registration, a blue A4 icon will appear on the right-hand side:

Demo
Subject
626   Report JOIN Meeting 19 March 19 2018
625   Report JOIN Management Team 19 Mar

Clicking on the blue A4 icon will open the file. If the registration contains multiple files, the program will open a window displaying the files in question, after which you can open your preferred file by clicking on it.

If the A4 icon is gray rather than blue, the registration is not linked to any files, e.g.:

Subject
626   Report JOIN Meeting 19 March 19 201
625   Report JOIN Management Team 19 Ma

➢ From a folder book
Select the folder

Click on the blue list arrow next to the folder

CURRENT FOLDER   ▼
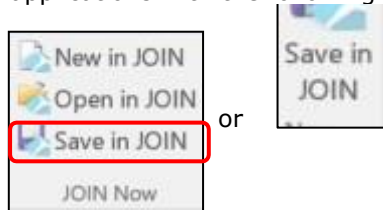
Select 'documents'

JOIN shows a list of linked document registration. Click the A4 icon to open a file, as described above.
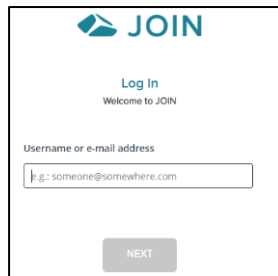
 JOIN

6. Save documents from Word, Excel or PowerPoint

You can save documents from these applications with the following button:
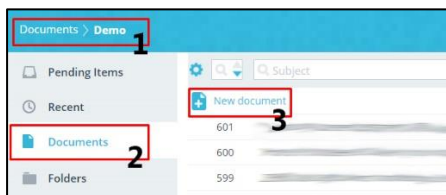
 or

Word **Excel/PPT**

Open the file and click 'Save in JOIN'. You will be prompted to log on.
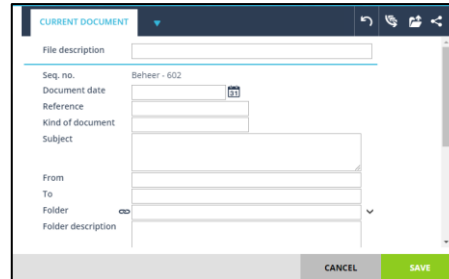

The following dialogue is shown:

1. Indicates which book is displayed
2. Click 'Documents' to select a different document book
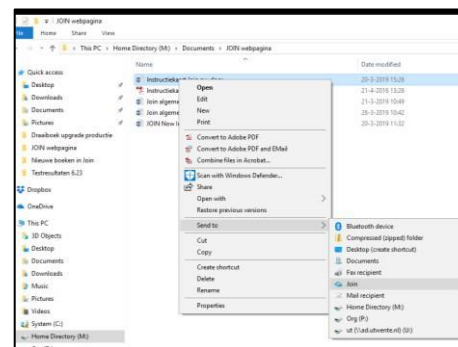
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3. Now click 'New document'

Complete the fields as carefully as possible, so the file can always be found!
Click 'Save'.

7. Saving documents from Windows Explorer

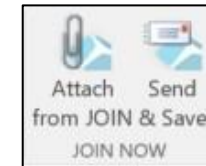JOIN can be used to save any kind of digital file.

Open Windows Explorer

Right-click the document and select 'Send to' in the menu and select 'JOIN'

8. Send attachment from JOIN with Outlook

When sending a message in Outlook, the following buttons will be shown:

Select 'Attach from JOIN' and use the search method (point 4); if the system does not show the contents of the right book, click 'Documents' to select the right book.

Select the files you want to send and click 'Add'
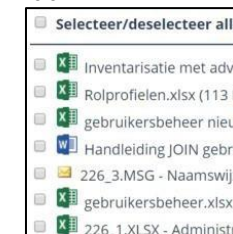
To save the e-mail in JOIN, click the Send & Save button. For more information on how to save the e-mail in JOIN, please see point 6.

9. Logging out

Do not forget to log out properly after using JOIN. This greatly reduces the chance of unwanted access