

**PURPOSE:**

This Standard Operating Procedure is meant to provide guidance to a user on the required steps to correctly search and access TECHNICAL DOCUMENTATION using the Media Portal System.

**NOTE: Replacement Parts can be located [HERE](#).**

**DEFINITIONS:**

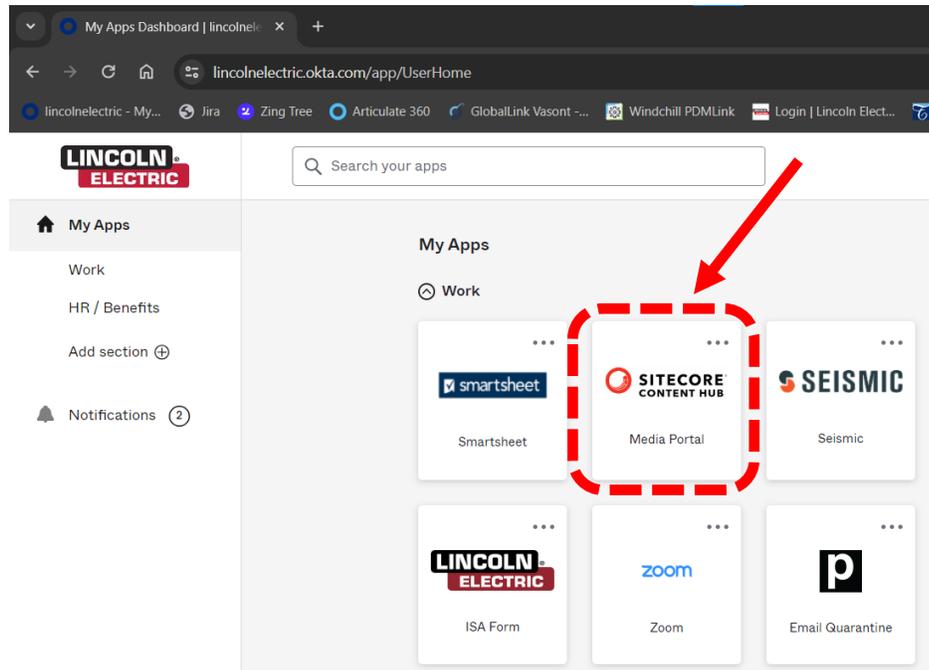
- TECHNICAL DOCUMENTATION – Any document containing relevant technical information or guidance for a particular application, i.e. Operator Manual, Service Manual, Service Notice, Wiring Diagram, Schematic, Quickstart Guide, Troubleshooting Guide, etc.
- METADATA - A description and context of the data pertaining to curated content. It helps to organize, find and understand data. Metadata is simply “data about data” or “data about content”.

**REQUIREMENTS:**

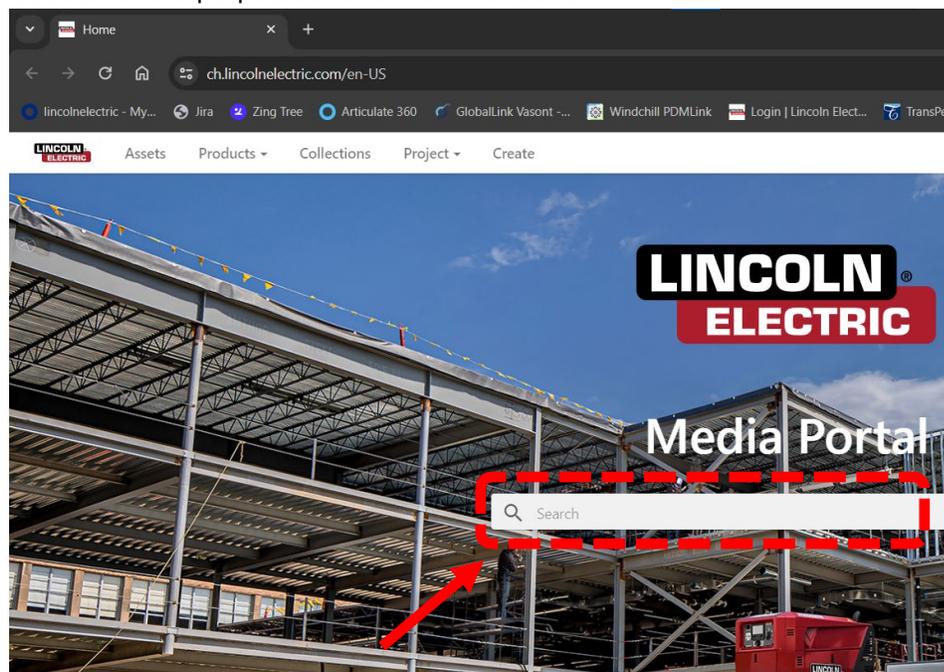
- User level access to the Media Portal system.
- Applicable search criteria, i.e. document name, document number, code number, product number, product name, or other specific identifier.

## PROCEDURAL STEPS:

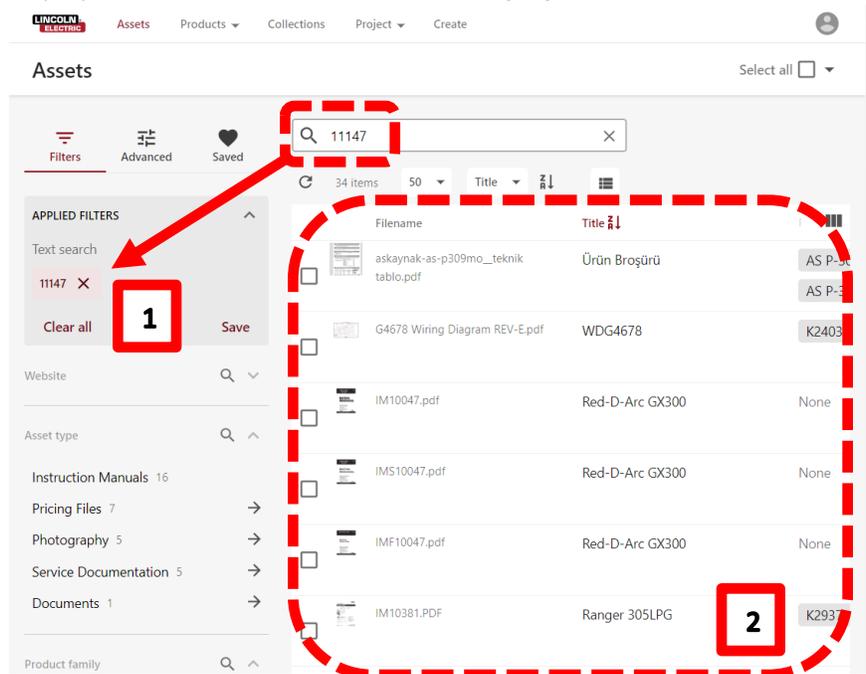
- Proceed to the “My Apps Dashboard” (<https://lincolnelectric.okta.com/app/UserHome>) and select the “Media Portal” icon.



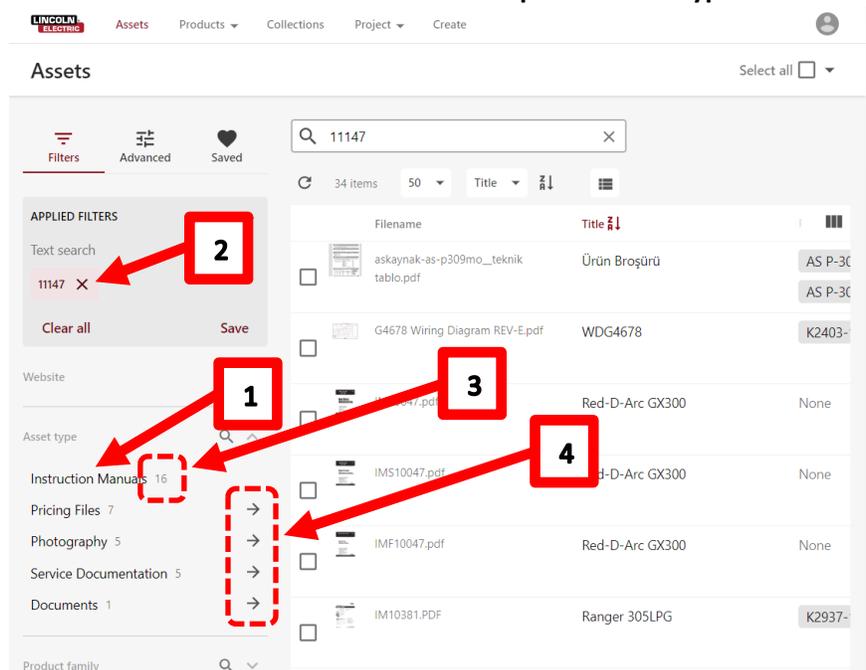
- Enter the Applicable Search Criteria in the “search bar” and press enter, code 11147 will be used for the purposes of this Work Instruction.



- All curated documentation that contains your Applicable Search Criteria (1) will be displayed here (2). **NOTE: Screens are displayed as “Table View”.**



- You can add filters (1) by clicking on them or remove filters (2) to reduce or increase the amount of items resulting from your entered search criteria. The numbers displayed after the filter type (3) indicates the number of documents containing that particular filter criteria. The arrow icon will display the available children hierarchy when selected (4). Filtering with different “Asset type”(s) will display the majority of available Technical Documentation. **NOTE: Use the specific Asset Type for the document needed.**



- When selecting and applying a filter that has “children” in its hierarchy (ex. Service Documentation [1]) the children hierarchy (2) will then be displayed for that particular filter category and all documentation will be shown that match the applied filters .

The screenshot shows the 'Assets' page with a search bar containing '11147'. The 'APPLIED FILTERS' section is expanded to show 'Text search: 11147' and 'Asset type: Service Documentation'. A red dashed box labeled '1' highlights the 'Service Documentation' filter. Below it, another red dashed box labeled '2' highlights the expanded list of children filters: 'Service Manual 2', 'Wiring Diagram 1', 'Repair Times 1', and 'Schematic 1'. The main table displays 5 items with columns for Filename, Title, Products, and Modified on.

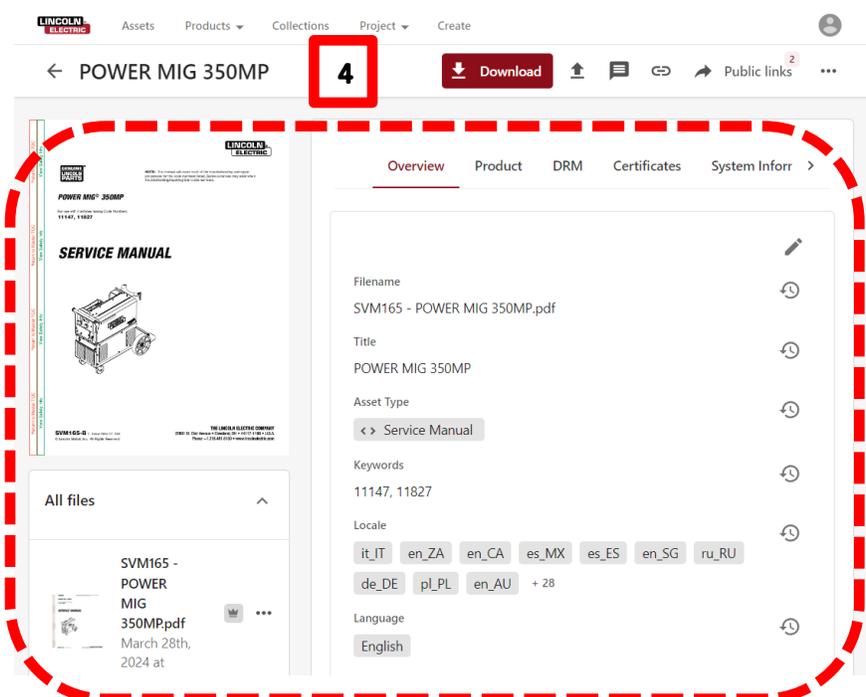
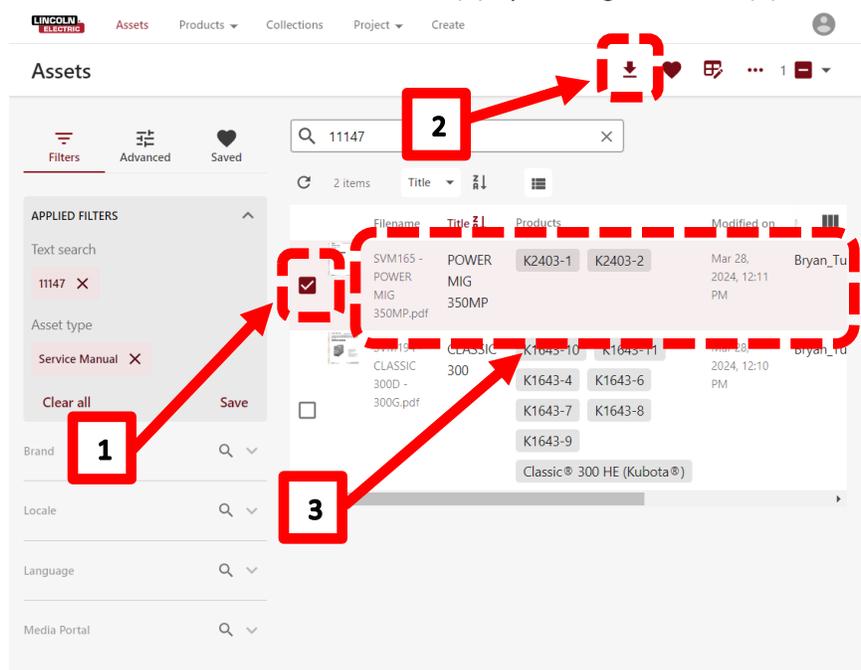
Filename	Title	Products	Modified on
G4678 Wiring Diagram REV-E.pdf	WDG4678	K2403-1 K2403-2	Mar 28, 2024, 8:50 AM
SVM165 - POWER MIG 350MP.pdf	POWER MIG 350MP	K2403-1 K2403-2	Mar 28, 2024, 12:11 PM
PM300MP.pdf	POWER MIG 350MP	K2403-1 K2403-2	Mar 28, 2024, 10:30 AM
G4677 Machine Schematic REV-D.pdf	ESG4677	K2403-1 K2403-2	Mar 28, 2024, 8:50 AM
SVM194 - CLASSIC 300D - 300G.pdf	CLASSIC 300	K1643-10 K1643-11 K1643-4 K1643-6 K1643-7 K1643-8 K1643-9	Mar 28, 2024, 12:10 PM

- The children hierarchy can also be displayed and selected individually (1) without applying the parent filter (2).

The screenshot shows the 'Assets' page with a search bar containing '11147'. The 'APPLIED FILTERS' section is expanded to show 'Text search: 11147'. A red dashed box labeled '2' highlights the 'Text search' filter. Below it, another red dashed box labeled '1' highlights the expanded list of children filters: 'Service Documentation', 'Service Manual 2', 'Repair Times 1', 'Schematic 1', and 'Wiring Diagram 1'. The main table displays 34 items with columns for Title, Products, and Modified on.

Title	Products	Modified on
askaynak-as-p309mo_teknik tablo.pdf	Ürün Broşürü	AS P-30
G4678 Wiring Diagram REV-E.pdf	WDG4678	K2403-
IM10047.pdf	Red-D-Arc GX300	None
IMF10047.pdf	Red-D-Arc GX300	None
IM10381.PDF	Ranger 305LPG	K2937-

- Once the correct document has been located you can download it by clicking on the selection box (1) and then pressing the “Download” icon (2) when it appears or you can view the document and its Metadata (4) by clicking on its row (3).



- You have now successfully located and accessed Technical Documentation using the Media Portal.