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.
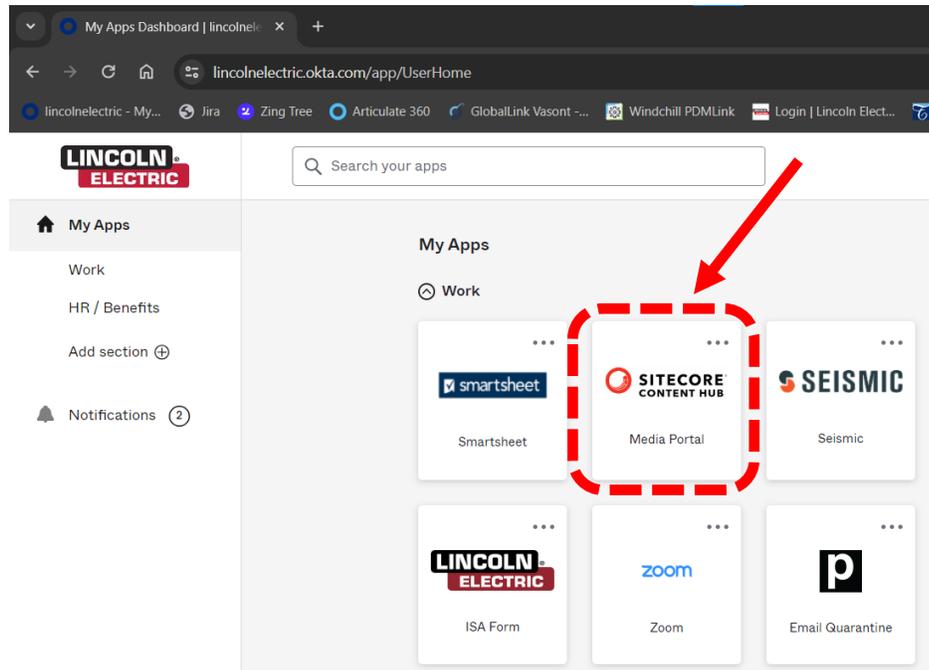
- Enter the Applicable Search Criteria in the "search bar" and press enter, code 11147 will be used for the purposes of this Work Instruction.
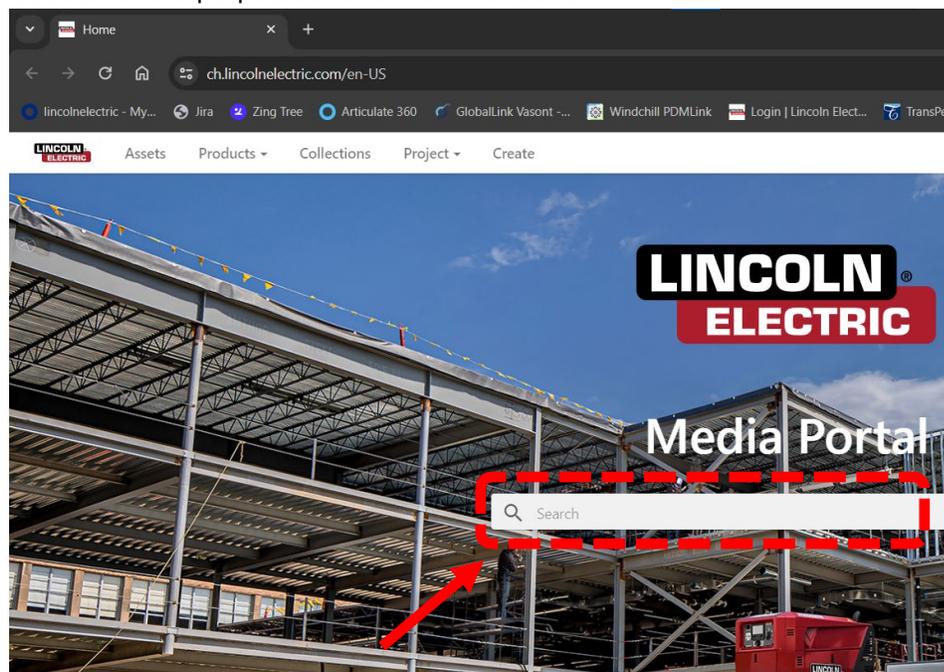
- All curated documentation that contains your Applicable Search Criteria (1) will be displayed here (2). **NOTE: Screens are displayed as "Table View".**
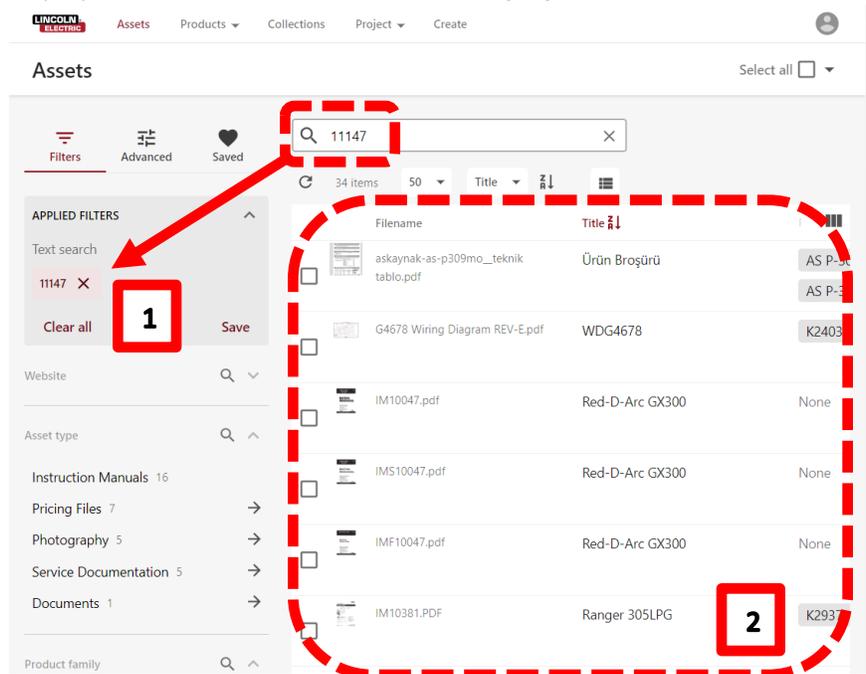
- You can add filters (1) by clicking on them or remove filters (2) to reduce or increase the amount of items resulting from your entered search criteria. The numbers displayed after the filter type (3) indicates the number of documents containing that particular filter criteria. The arrow icon will 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.**
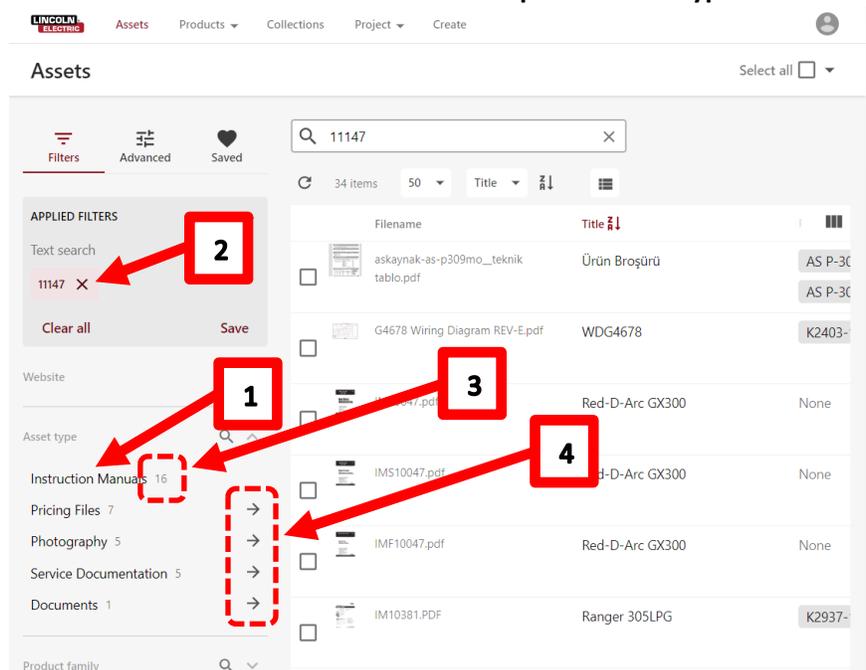
- When selecting and applying a filter that has "children" in its hierarchy (ex. Service Documentation [1]) the children hierarchy (2) will then be displayed for that particular filter category and all documentation will be shown that match the applied filters .

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

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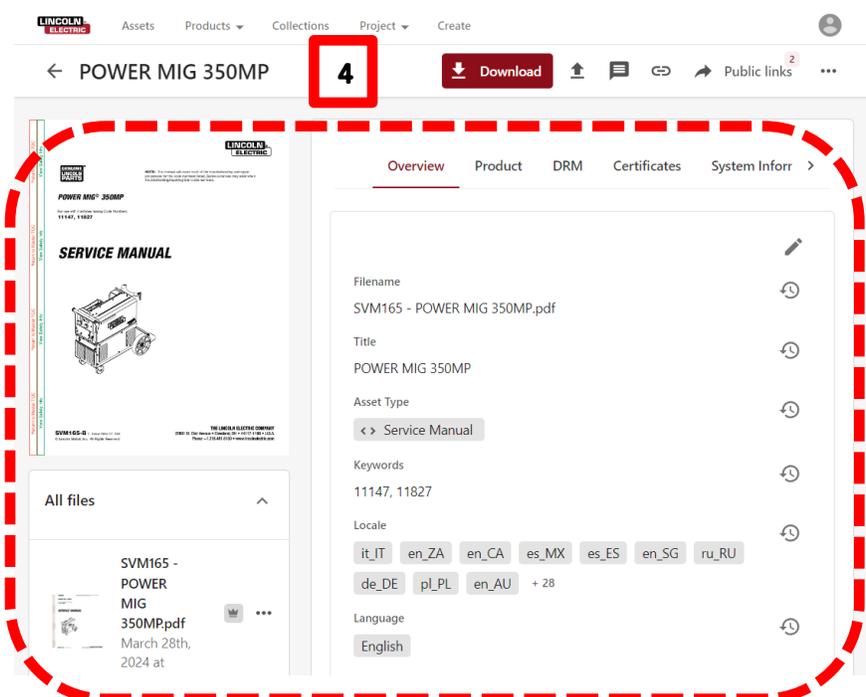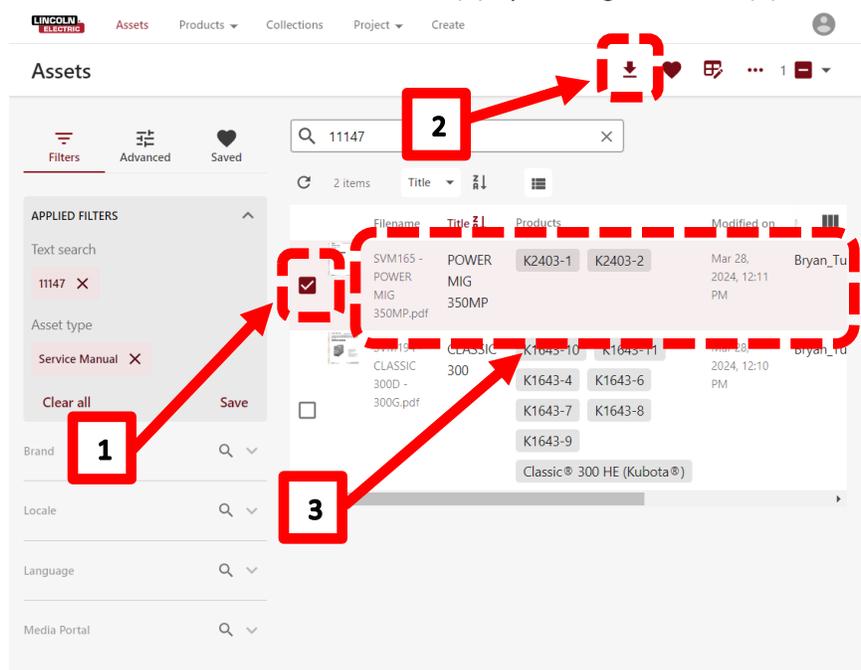
- You have now successfully located and accessed Technical Documentation using the Media Portal.