

Using Google Docs

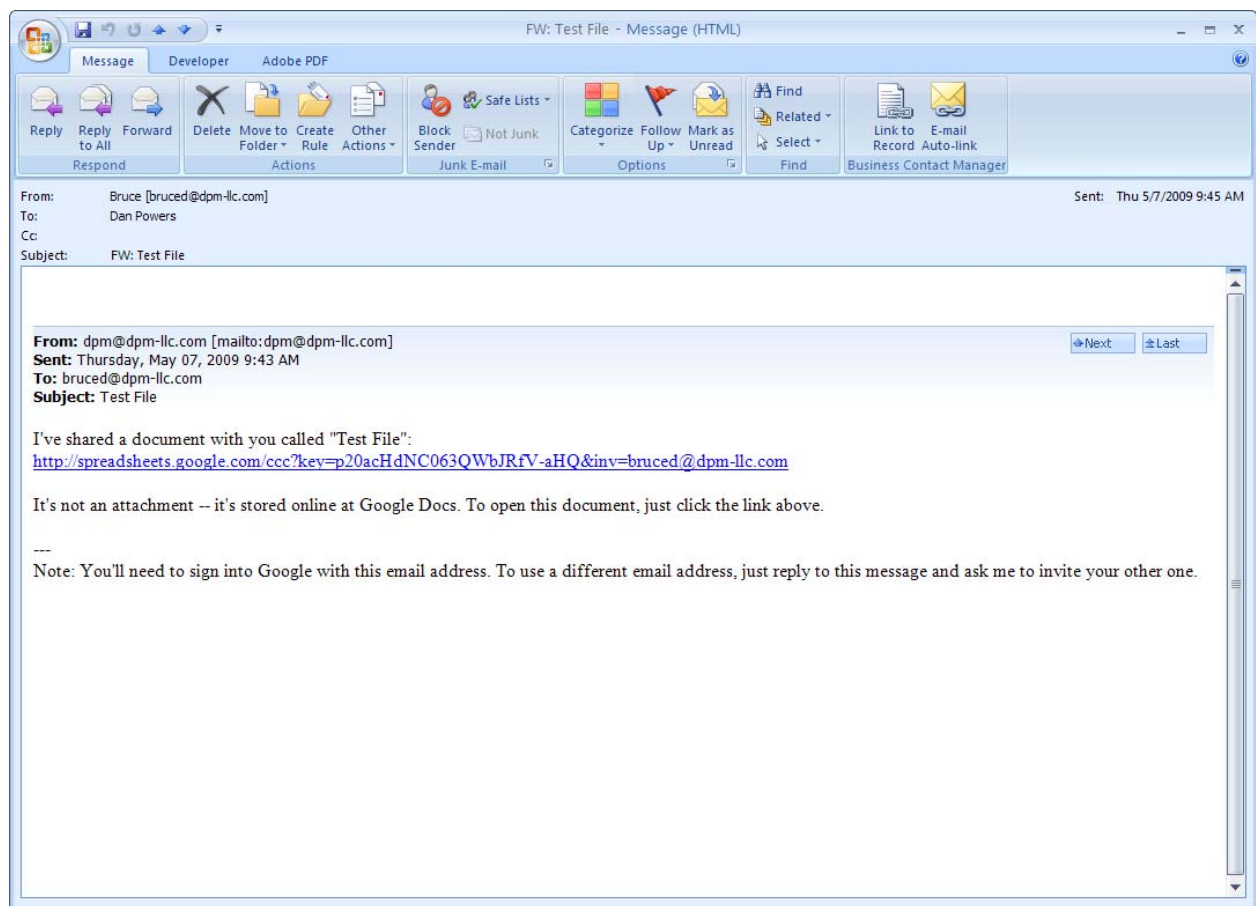
The documents stored on Google Docs can only be accessed by invitation only. The following steps will guide you on the use of the Google Docs site.

First Time Use

Supply DPM with an e-mail address

DPM will send an invitation to that e-mail address to allow you access to the files

You will receive an e-mail that looks like the one below.



Click on the link and follow the on screen instructions (Note: your user name is the e-mail address you provided)

Once you are in the site open your file

Click on Share

Click on this button

The screenshot shows a Google Docs spreadsheet titled "Test File" in a Windows Internet Explorer browser. The spreadsheet contains a table with columns for Part Number, Unit, CTMI Stock, Min Stock, Annual Forecast, PO Qty, Qty, Sawing Length, Complete, Heat Treating Qty, Complete, Rough Turn Qty, Complete, Rough Bore Qty, Complete, C. Grind Qty, Complete, Machine Ends Qty, Complete, Drill Side Hole Qty, Complete, To Jennings HT Qty, Sent, and Received. A callout box with the text "Click on this button" points to the "Share" button in the top right corner of the document interface.

Next click Set notification rules

Click on Edit

Check Any changes are made

In the Notify me check email right away

In doing this anytime a change is made to your file by someone other than you, you will receive an e-mail like the one below

The screenshot shows an email notification from Google Docs. The subject is "Test File" was edited recently. The body of the email contains the following text:

See the changes in your Google Document "Test File". [Click here](#)

dan_p58 made changes from 4/20/09 9:02 AM to 9:02 AM

- Values changed

Open the current version of your Google Document "Test File". [Click here](#)

Powered by Google Docs

Want to stop receiving this email? [Click here](#)

Click on the link and it will take you to a copy of your file showing exactly what was changed by highlighting the changes

If you want to share your file with others in your organization so they can update

Open your file

Click Share

Click invite people

Type in their email address

Be sure the check box to edit is checked

Click send (Note you may have to maximize your screen to see the send button)

You will not need any Microsoft products to use this site although it is very similar to the Office products.

Should you have any problems with the site (logging in, using, etc.) contact Dan Powers either by phone or e-mail

Phone: 530.534.3966 e-mail: danp@dpm-llc.com