

Doxis 4 webCube – External Users

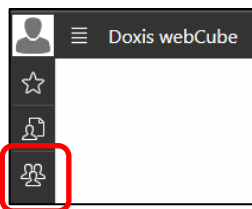
Login

<https://edmc.wacker.com/>

Registration

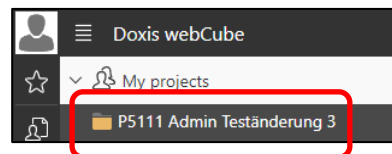
Enter your login data. The login and password is the same as Login4More (For the password reset, the Forgot Password function can be used)
Please note that if you use Citrix access via VPN to WACKER, the password cannot be changed in this way. Please contact the WACKER UserHelpDesk.

Start page

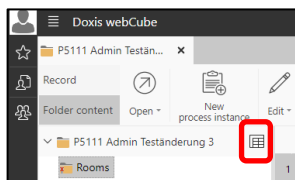


Click on **collaboration projects** (3 heads on the left side)

Click on your **project** (here: P511 Admin Teständerung 3)

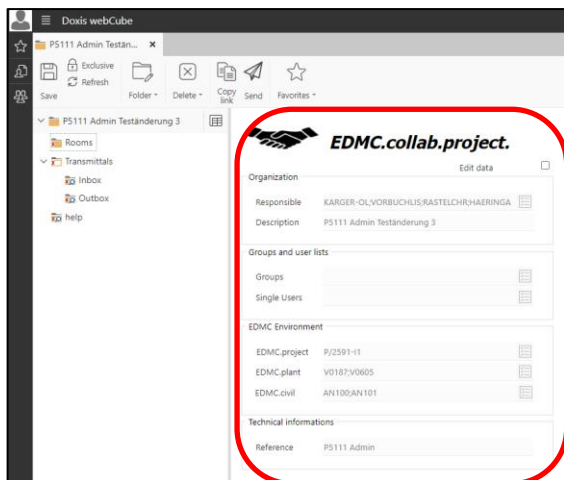


Project is open



Click on **Show cover sheet** (Table sign next project name)

Project is open



Overview of the responsible and users, project description and assignments

1

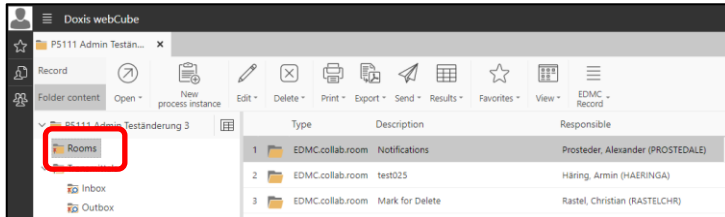
2

3

4

5

Open rooms of the project

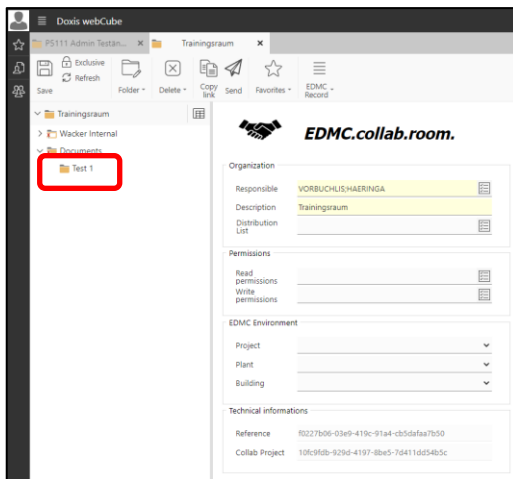


Click **Rooms**

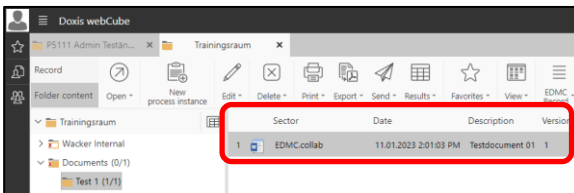
Click on the **collaboration room** (here Trainingsraum)

6

Room is open



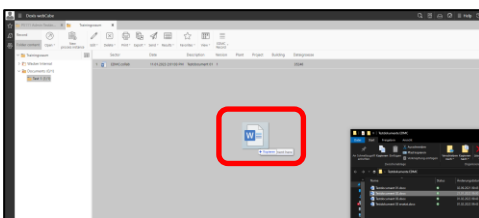
Click on the **subfolder**



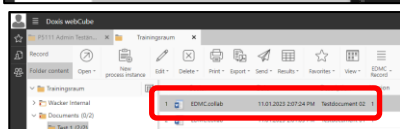
Document overview opens

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Import a document



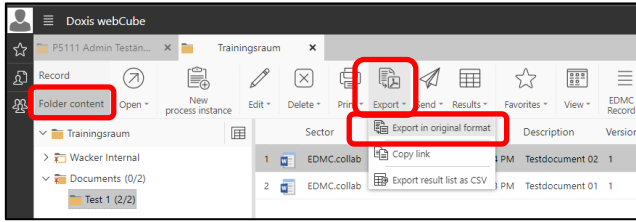
Drag & drop the document into the folder



Document has been uploaded

8

Export document for editing

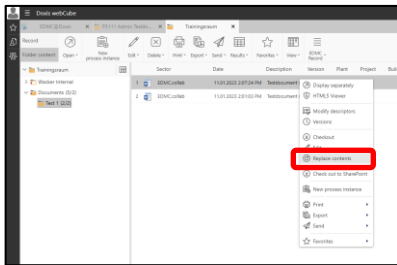


Click **Export** on the menu

Click on **Export in original format**

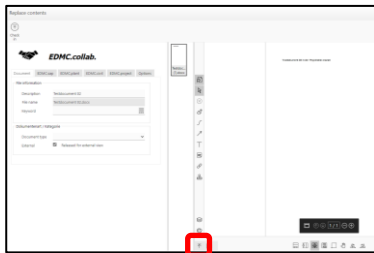
9

Replace content of a document



Right click on the document

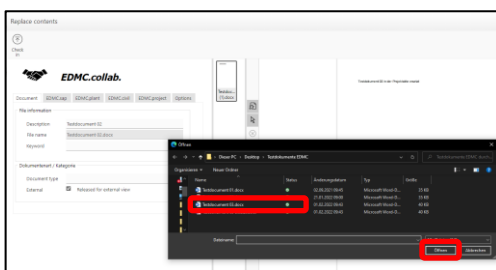
Click on **Replace contents**



Drag & Drop the document into the folder

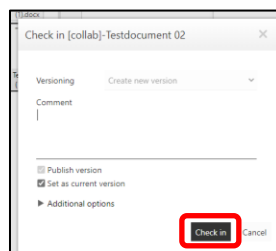
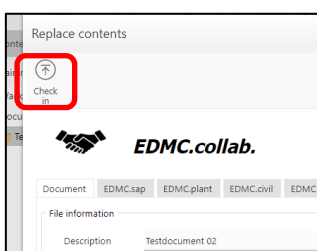
or

Click on **Import** and the document
Click on **Open**



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Check in the document



Content has been replaced

Click on **Check in**

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Versions

	Sector	Date	Description	Version	Plant
1	EDMC.collab	18.01.2023 1:05:18 PM	Testdocument 02	2	
2	EDMC.collab	11.01.2023 2:01:03 PM	Testdocument 01	1	

On the **Version** (here version 2) can you see, how often the document already replaced