

JOIN instructions

1. Sign Up

Start **Internet Explorer** and navigate to: <https://join.utwente.nl> or log in with your M-Number and password via My University web applications

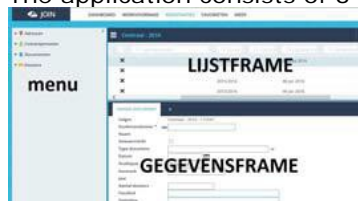
2. Dashboard

On the dashboard, click on Registrations:

DASHBOARD **WERKVOORRAAD** **REGISTRATIES**

3. Structure


The application consists of 3 parts:



□ Menu

The menu is on the left:



An arrow  indicates that there are one or more sub-levels. Clicking on the arrow will display the available books. JOIN uses document and dossier registrations. A document registration is a unique registration to which you can add documents. Document registrations

can be linked to one or more dossiers. A dossier is a collection of document registrations.

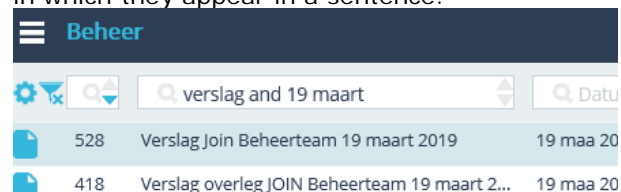
□ List frame/Data frame

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 dossier

Select the book in question (the method is the same).

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 order in which they appear in a sentence.



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.



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:



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.:

40	Intern
39	Intern
38	Uit

□ From a dossier book

Select the dossier in question. Click on the blue list arrow next to the dossier



Select documents. The program shows a list of linked document registration. Click

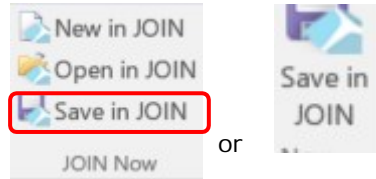


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the A4 icon to open a file, as described above.

6. Save documents from Word, Excel or PowerPoint

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



Word

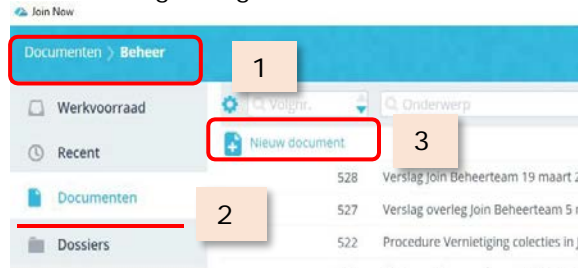
Excel/PPT

Open the file and click Save in JOIN

The first time, you will be prompted to enter your Username and Password. Check the Remember login box to log in automatically.

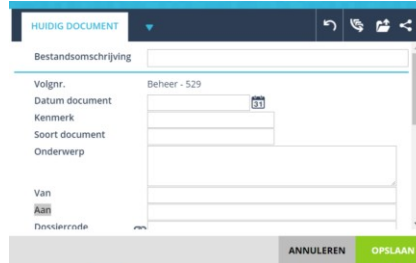


The following dialogue is shown:



1. Indicates which book is displayed
2. Click Documents to select a different document book

3. Now click New document



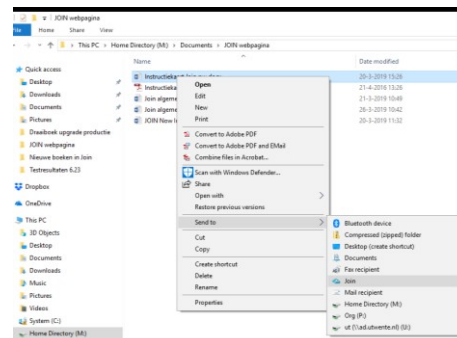
Complete the fields as carefully as possible, so the file can always be found!
Click Save.

7. Saving documents from the explorer

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

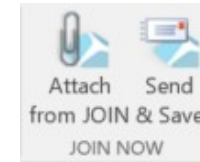
Open the explorer

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



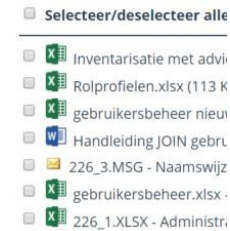
8. Send attachment from JOIN with Outlook

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

