

The CTRnet Document Library


Overview

The CTRnet Document Library is a document sharing resource available to all National CTR sites. The administrators from each CTR site have the ability to add both public and private documents to the library. Public documents are available to any internet user who visits the site. Private documents can either be available to all CTRnet users or the owner can specify which users have access to a particular document.

Getting Started

Browse to <https://www.ctrnet.org> and choose **Document Library** from the **Resources menu** at the top of the page. The Public Documents section will list any documents that are available without logging into the site. You will see a message in the Private Documents section informing you to log in to access private documents.

Downloading a Document

To download a document, click on the  icon in the **Download File** column of the document list. This will save the document to the browser's default download directory on your hard drive.

Log In to CTRnet

You must be logged in to access **Private Documents** and to **Add/Edit/Delete** a document. The **Log In** link is available in the menu at the top of the page. Once you log in, simply navigate to **Resources menu, Document Library** page. Once you are logged in you will have access to the Private Documents section as well as the Add Document button.


Adding a New Document

Once you are logged in, click the  button, which will appear at the top right of the Document Library page. That will open the **Add a New Document to the Library** page where you will first choose the file to upload.


Click the **Choose File** button and browse to the file you would like to upload, highlight it, and click the Open button. The following file types can be uploaded to the site: .CSV, .DOC, .DOCX, .PDF, .PPT, .PPTX, .RTF, .TXT, .XLS, and .XLSX. The file size limit is 20 MB.

Next, enter the document title and a description of the file. The last step is to choose whether the document will be public, private - all CTRnet users have access, or private – only selected users have access. Click **Upload Document** to add the new document.

Editing a Document

If you would like to edit a document that you added to the document library, click the  icon in the **Download File** column of the document list. This will bring up the **Edit Document** box where you can change the title and description as well as change the privacy settings for the document. A document can only be edited by the owner (the user who added the file). Click the **Save Changes** button to finish.

Deleting a Document

If you would like to edit a document that you added to the document library, click the  icon in the **Download File** column of the document list. This will bring up the **Confirm File Deletion** box where you can click **Delete** or cancel. A document can only be deleted by the owner (the user who added the file).

Adding Users to the CTRnet Site

If you would like to add a user from your CTR site to the CTRnet website, please email accelweb@de-ctr.org with a request to add the new user(s) to CTRnet.