

New Peak ResourceSpace: Quick Start Guide

What is ResourceSpace (RS)?

ResourceSpace is a cloud-based (web) application for providing users with easy access to company documents and other digital assets (files of any type) anywhere there's an internet connection. Its key feature is ease of use, finding what you want is as easy as performing a Google image search. Access is controlled with many different user access levels and multiple types of document, allowing us to control what users can see depending on their access level. We are deploying the ResourceSpace system as a new alternative/replacement for the document part of the current Extranet.



NM32LA ResourceSpace 1

Intuitive...

ResourceSpace continually 'learns' from the way users search for resources by ranking image views per search keyword. Over time, resources are ranked against keywords making sure the most appropriate appear first. For example, if users regularly choose the second or third resource from a search for 'NM32LA', eventually this resource will occupy the first position as the search system learns this is actually a better, more appropriate result for 'NM32LA'. This happens not just for single keywords but multiple keywords as well, such as, 'NM32LA User Manual'.





NM32LA ResourceSpace 2

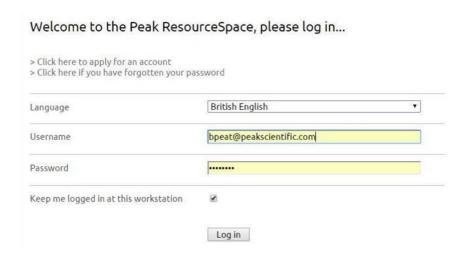
How do I access it?

You can access RS anywhere you have internet connection, including on mobile/tablet via data or wifi, by visiting http://resources.peakscientific.com. We strongly recommend you bookmark this in your preferred browser! Anyone can access the Peak RS, however, when not logged in, users will only see public materials. To access any company controlled document types, you are required to login.



Log in 1





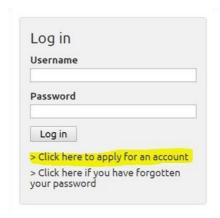
Log in 2

For new users you can apply for access via the panel on the bottom right hand corner, you may need to scroll down below the Simple Search panel. The marketing team will approve your access request as soon as possible.



Apply for access 1



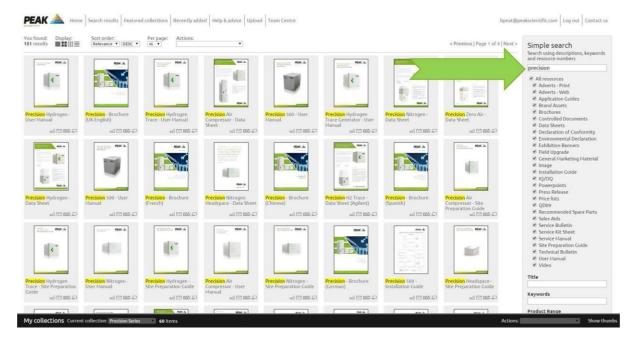


Apply for access 2

How do I find things?

Simple Search

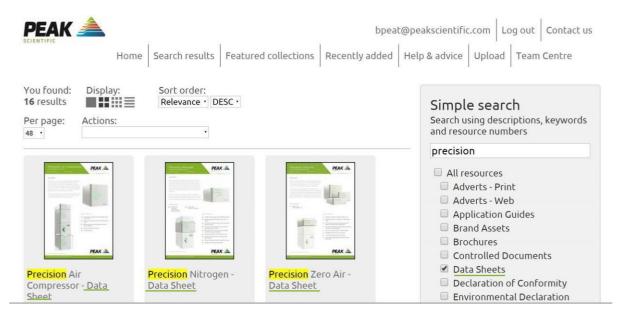
The key is simplicity. You don't need to worry about navigating to sections or knowing anything about filing structure or where to look. Simply use the search bar on right hand side and enter a search term or string before hitting enter key, just as you would when using Google or any other search engine. You can narrow down the results to the resource "type" you require by checking the boxes in Simple search (default searches all types).



Search

This can be a product name or multiple words. Eg. "precision hydrogen trace manual" or "nm32la service manual" or simply a part-name eg. "NM32" or "infinity".

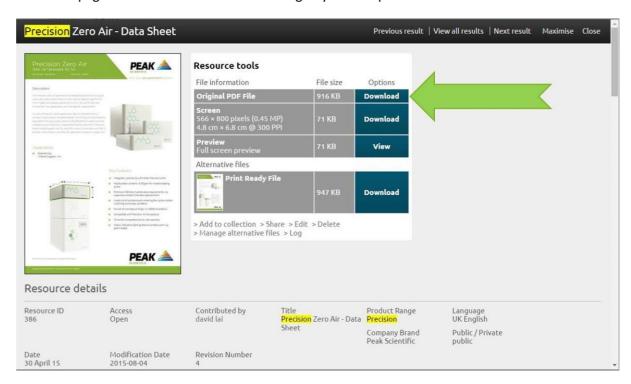




Resource filter

Search results and Download

The search results page will show all assets relating to your search term (remember you can narrow down to specific resource type), simply click on the image thumbnail or name and you will be taken to the specific resource. Here you can click to download the file you need (usually the Original file, but also screen-resolution and print-ready versions available) or you can click on the document image to preview – then click the ">" symbol to move to next page. This is handy for quick preview of a multi-page document without downloading to your computer or device.



Download



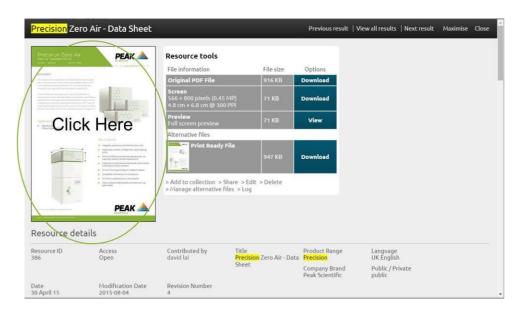


Image Thumbnail 1



Image Thumbnail 2



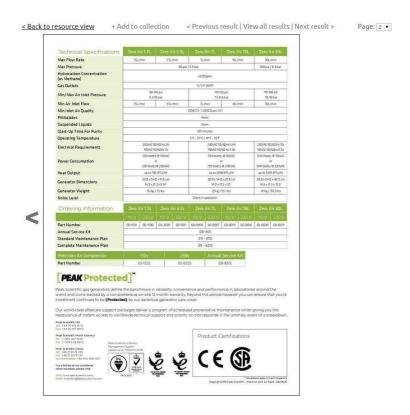
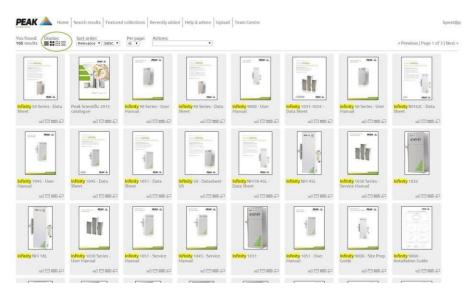


Image Thumbnail 3

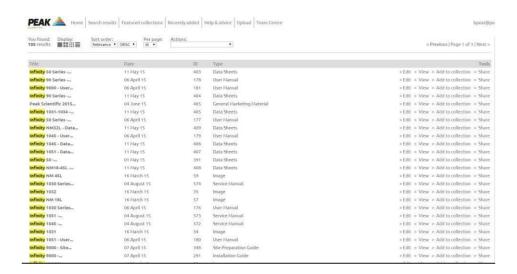
Customise your view

You can easily customise your search results view to show more or less results per page and increase or decrease the thumbnail size, using the "Display" icons in the top left hand of screen, just under the Peak logo. You can also change the order of the results depending on relevance to search made.

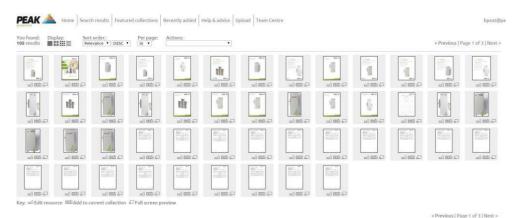


Display 1





Display 2



Display 3



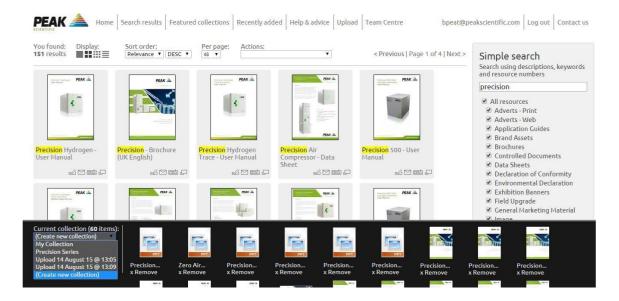
Display 4



Collections

ResourceSpace allows users to quickly and easily create collections. These are simply bundles of resources you want to gather together for convenience to keep in a saved "bundle" for any time in the future whenever you are logged in. These collections are specific to each user, but can be shared with others if required.

Collections are managed via the bar at bottom of page (drag this up if it's partially hidden from view) where you can create new collections and then add resources easily by clicking on the resource and selecting "Add to collection". Think of collections as shopping baskets that you can keep for future use – handy for collecting multiple files you need before downloading as a single collection for offline use.



My Collections 1

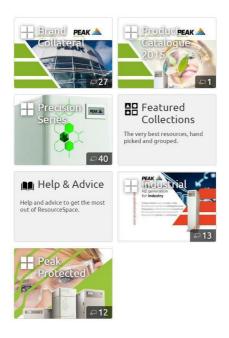


Add to Collection



Featured Collections

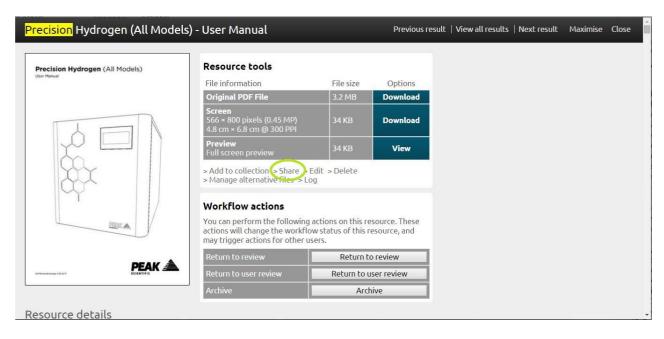
You will see some Featured Collections on the homepage of ResourceSpace. These are the large panels with names, eg. Brand Collateral, Precision Series, Peak Protected, etc. These are collections of material we have collated for your convenience, and a good starting point for commonly requested items or topics. We will add to these frequently and create new ones based on demand.



Featured Collections

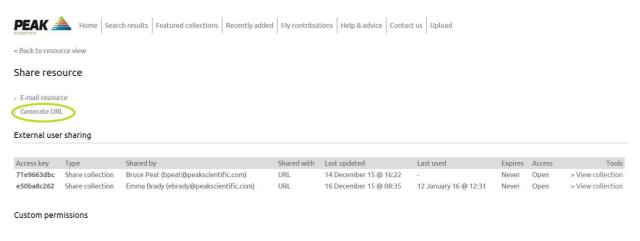
How do I share a resource?

There are two ways to share a resource depending on who the intended recipient is. To share a resource, simply click the word "Share" on the resource page.





On the next page click the "Generate URL" button.



Share a resource 2

The link generated can then be copied and sent to anyone with a log in to Resourcespace so long as the user has access to that resource type. For example, a user with Staff access could not share a controlled document with a user with Staff (Service) access but they could share a data sheet.

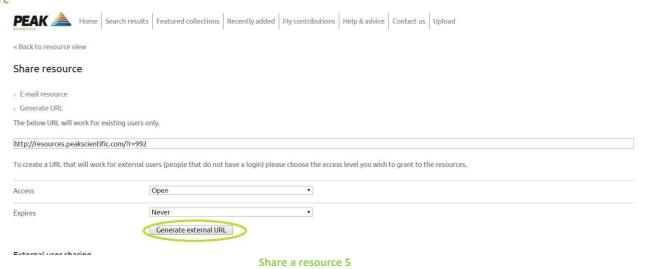


Share a resource 3

To share a resource with an external user, click "Generate and external URL" and copy the link to send this to a user without Resourcespace access or a user with Resourcespace access but without access to the particular resource type.







What about external use?

There will be two distributor access levels, one including service, the other blocking service related documents. This will resolve some regional discrepancies with what distributors should have access to. There is also a separate category for end users with restricted access. For all other external users, Resourcespace can be accessed without a log in for documents which are not private, for example, product images, data sheets and user manuals.

There are also dedicated OEM user groups for Agilent, Shimadzu, Sciex, Thermo Scientific, Waters and an additional OEM user group for other OEMs, for example, Perkin Elmer.

We hope this guide can help you get the most out of Resourcespace but should you require any assistance please contact marketingsupport@peakscientific.com.