Subscriptions

Learning Objectives

In this Job Aid, you will learn how to:

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Overview

Subscriptions allow quick access to files, folders, and cabinets within Documentum. Instead of navigating through the repository, you can access content quickly by adding it to the Subscriptions node in the Navigation pane. Accessing content through this node retrieves content from its original repository location.

Security Info

You need BROWSE permission to subscribe to content.
1 **Subscribe to Content**

1 To subscribe to a file, folder, or cabinet within the repository, select one or more objects in the Content pane.

2 Click the **TOOLS** menu, and then select **Subscribe**.

**Shortcuts**
- Right-click, or press **Control (CTRL)** and click, and then select **Subscribe**.
- Press **U** on your keyboard.

**For PC**
Drag-and-drop objects into the **Subscriptions** node if the **Drag and drop** option is enabled. Refer to the **Set Preferences Job Aid** for directions on how to enable drag-and-drop.

**NOTE** If the **Subscribe** option is not available, then you are already subscribed to the object.
3. The *Subscribed to (name of object) successfully* confirmation message displays in the Status bar.

4. Click the Subscriptions node in the Navigation pane. The object(s) display(s) in the Content pane.
2 View Subscriptions

1 To view a subscription within the repository, click the Subscriptions node in the Navigation pane. Your subscriptions display in the Content pane.

2 View or edit subscription content the same as any other content within the repository.

NOTE Content in the Subscriptions node is retrieved from its original repository location.
3 Subscribe Others to Content

1. Select one or more objects in the Content pane.

2. Click the TOOLS menu, and then select Subscribe Others.

Shortcut
Right-click, or press Control (CTRL) and click, and then select Subscribe Others.
3 The Choose Users to Subscribe screen appears. To search for users, type the user’s last name in the Search By Name text box.

4 Click the right arrow icon to move names from the left pane into the right pane. Conversely, select names in the right pane and click the left arrow to remove them from the list.

5 When all appropriate names have been selected and appear in the right pane, click the OK button to create the subscription(s).
6 The **Subscription(s) successfully honored** confirmation message appears in the Status bar.
4 | Unsubscribe

1 To unsubscribe or cancel a subscription to content, click the Subscriptions node in the Navigation pane, and then select the content in the Content Pane.

2 Click the TOOLS menu, and then select Unsubscribe.

3 The Unsubscribed from (name of object) successfully confirmation message appears at the bottom of the Status bar, and the content is removed from the Subscriptions node.

Quick Tip
You cannot unsubscribe others from content.

Shortcut
Right-click, or press Control (CTRL) and click, and then select Unsubscribe.

Note
Subscriptions are the actual objects in Documentum. Never delete subscriptions as this will delete the actual objects in Documentum - unsubscribe from them instead.