

Media Directory Essentials User Guide

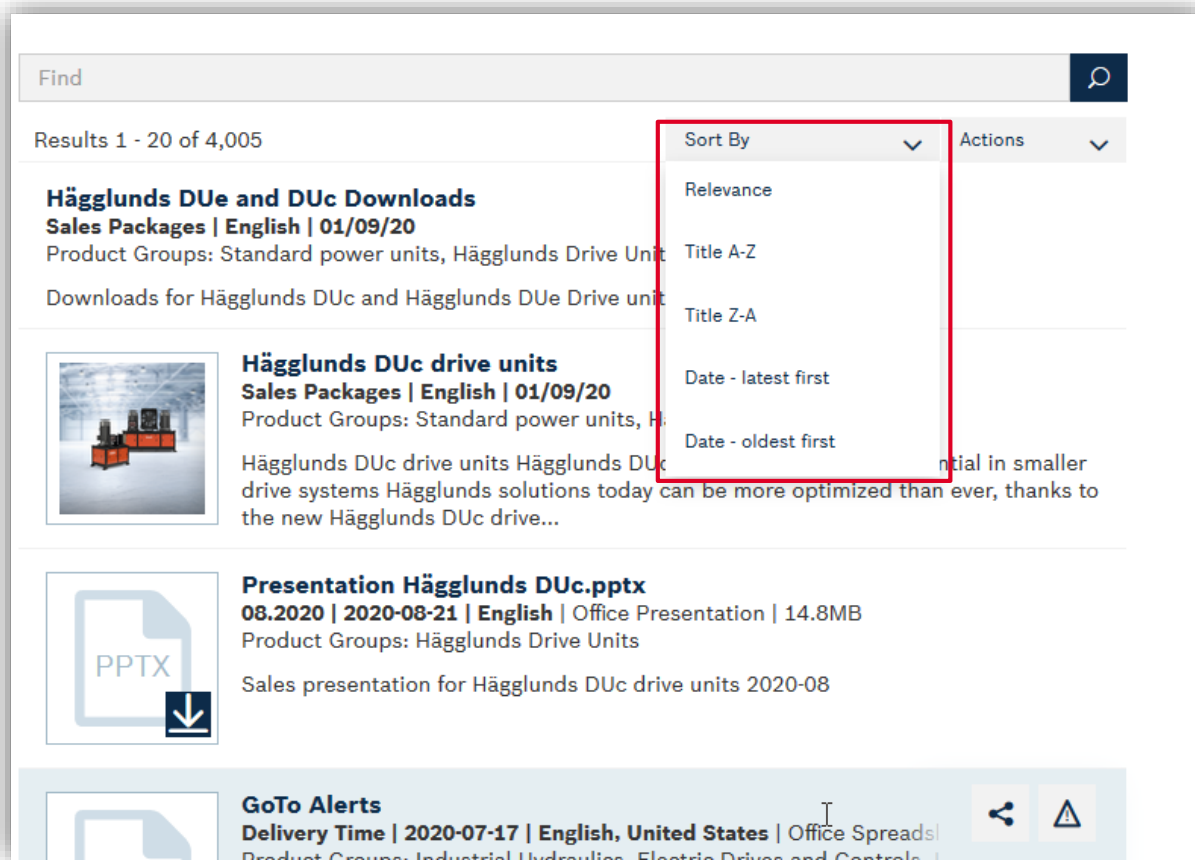
Media Directory Homepage

The screenshot displays the 'Search Media Directory' interface. On the left, there are two main filter sections: 'Product Groups' and 'Mediatypes'. The 'Product Groups' section includes categories like Industrial Hydraulics (3678), Electric Drives and Controls (1729), Mobile Hydraulics (1281), Linear Motion Technology (165), Welding Technology (84), and Assembly Technology (32). The 'Mediatypes' section includes Data Sheet (3407), Manual (1620), Catalog (231), Release Note (79), and Brochure (13). A search bar at the top right contains the text 'Search by keywords'. Below the search bar, the results are listed as 'Results 1 - 20 of 6,030'. The first result is 'Rexroth IndraMotion MLC Axis Interface 01VRS R911321570 | 2020-06-17 | 1.4MB'. The second result is 'Fluides de pression compatibles avec l'environnement HEPG, HEES pour unités à piston axiaux RF90221-1 | 2002-12-01 | 77k'. The third result is 'Amplif. para frenado en función de carrera RS29893 | 1995-08-01 | 211k'. The fourth result is 'SX 12'. Each result has a small thumbnail image and a download icon.

- You can search by keyword and/or by using the filters
- Enter a document number, product type code or product name in the search box
- Use the product group filter to zoom in and see by the counter how much the number of documents is reduced
- Add more filters or just go down the product tree to narrow down your search
- If you enter 'Power unit' in the search box, it will search for exactly this word combination
- Unselect the filters (x) if you want to search in other areas

Media Directory

Change the sort order of search results



The screenshot shows a search results page with a search bar at the top containing the text 'Find'. Below the search bar, it indicates 'Results 1 - 20 of 4,005'. A 'Sort By' dropdown menu is open, showing options: 'Relevance', 'Title A-Z', 'Title Z-A', 'Date - latest first', and 'Date - oldest first'. The 'Relevance' option is currently selected and displayed in bold. Below the menu, there are three search results. The first result is 'Häggglunds DUE and DUC Downloads', the second is 'Häggglunds DUC drive units', and the third is 'Presentation Häggglunds DUC.pptx'. The 'Sort By' dropdown menu is highlighted with a red border.

- Click on **Sort By**
- By default, search results are sorted by Relevance
- Change the sort order by selecting an option in the pulldown menu
- The new sort order is displayed in **bold**

Media Directory

Functions for a single document



DOWNLOAD

PREVIEW: PDF docs only

SHARE: copies the URL of file to your desktop or opens an email with the link in it

ALERT: triggers a notification to your mailbox immediately after this document is updated or replaced

Media Directory

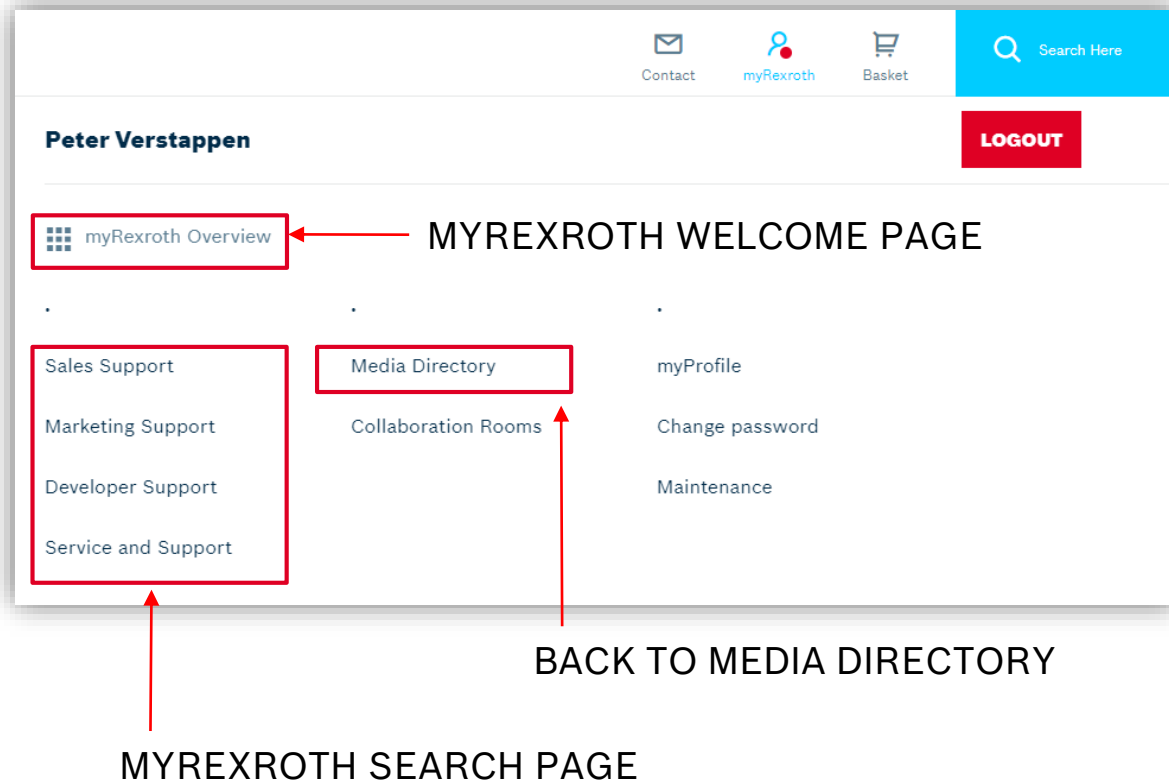
Extra for logged in users: active & inactive documents

The screenshot displays the 'Search Media Directory' interface. On the left, under 'Refine by', the 'Document Status' filter is highlighted with a red box. It contains two options: 'Active versions (5128)' and 'Inactive versions (900)'. Below this, 'Product Groups' and 'Mediatypes' are also visible. The main search area shows a search bar with the text 'Find', a search button, and a results count of 'Results 1 - 20 of 6,030'. Three search results are displayed, each with a thumbnail, a title, a part number, a date, and a size. The first result is 'Rexroth IndraMotion MLC Axis Interface 01VRS R911321570 | 2020-06-17 | 1.4MB'. The second and third results are marked as 'inactive' in a blue box on the left of their thumbnails.

- Logged in users will find an extra search filter: Document status
- **Active** versions: most recent version of a document.
- **Inactive** versions: older version of documents. They can be useful for Service
- By default, the search displays all versions
- Please use the filter to switch between active and inactive documents

Media Directory

Difference between Media Directory and myRexroth search



- Via Media Directory search you can find exactly the same documents as in the old Media Directory – intranet version.
- For documents in existing Partner Portal, please use myRexroth search!
- You can navigate to myRexroth search and back by one of the options in the flyout-menu
- Flyout menu will appear when you click on myRexroth button in top navigation