INOSSEM
英诺森

InShare

InShare is our company platform for document storage and knowledge sharing. It is used for electronic work document management, employees' self-learning and business reference. Inossem encourages employees to actively share valuable information as a knowledge supplement to the document server.

1.1 Login, change password

Login address：https://library.inossem.com/share/page/

Account: Same as corporate email account

Password:Admin@7890

Modify the initial password;

1.2 InShare site classification

InShare document server includes three types: company site, department site, and group site, which store different types of documents;

1.2.1 Company site;

Refers to shared files, used to introduce the company's various rules and regulations and professional documents of various industries, training materials and pictures of corporate cultural activities, information, etc.;

1) Inossem Policy content is mandatory for new employee induction training, including: company policy, company introduction, system usage instructions, and working document templates;

2) Inossem Resource contains several professional shared resource document libraries, covering knowledge, cases, technical specifications, etc.;

3) Inossem Training: company training courses videos and PPT; 4) Inossem Gallery: company activity pictures, PPT with pictures;

Users can upload and download documents in shared files, or delete documents uploaded by themselves. When uploading documents, you must upload them in an orderly manner according to the naming rules and sequence. The administrator will regularly check the content and classification of newly uploaded documents, make adjustments to non-compliant documents, and punish those who upload illegal content;

1.2.2 Department site;

Each department's exclusive document library is used to store departmental project information,

management information, etc., share company success stories with department employees, and guide employees in professional work. Employees are added to the corresponding department site when the account is opened. Check the corresponding department site and information on my site;

1.2.3 Group site;

Used for document sharing of project teams, cross-departmental employees or temporary team members, or backup of personal work documents, each employee can create a group site;

填写对应的站点信息；

Pay attention to the expiration date and validity of the group site when using it, and close the site in time after sharing or when it is not needed;

1.3 InShare operation

Enter a site, the interface is as shown below;

"Document Library" can view all the materials in the site;

"Site members" can view who are included in the site;

"Add user" can add people who are not in the site to the site, only the site administrator has the authority to operate; "Create" can create folders/documents;

"Upload" can upload files to this site; "Download" can download files locally.