Document Library (for employees)



The Document Library contains division regulations, orders, various instructions, and other relevant documents.

All employees have access to the **Public Area (Vieša sritis)** folders, while **Internal documents** (Vidiniai dokumentai) can only be accessed by employees delegated by the departments.

Folder and file viewing and navigation

To view folders and files in the Document Library, log in to **https://dok.kvk.lt/** using your work email address and general system password.

1	Dokumentų biblioteka Pagendinis Dok	umentų biblioteka		۵ Ne	stebima
	Pagrindinis puslapis			Rodyti viską	
	🥳 Sinchronizuoti 👊 Eksportuoti j "Excel"			🚍 Visi dokumentai 🖂 💿	
	🗅 Pavadinimas 🗠	Modifikuota ~	Modifikavo ~		
	Administracija (Strateginis valdymas)	pirmadienis, 12-42	Inesa Sereikaite		
	Akademiné taryba	pirmadienis, 09:15	Sistemos paskyra		
	Darbo tayba	pirmadienis, 13:40	Inesa Sereikaite		
	🛅 Informacinių technologijų centras	pirmadienis, 09:32	Sistemos pasigra		
	Infrastruktūros skyrius	Value, 11:11	Inesa Sereikaite		

Click on the folder name. Select the file you want to view and click on it. The file will open in a new browser tab.

	sites/dokbiblioteka/Dokument biblioteka/Torms/Allterns.aspx?id=%2Fsites%2Fdokbibli	oteka%2FDokument biblioteka%2FInforma	☆		Θ	-
Atologie - 12 Bendrinti 🧐 Kopijuoti saltą 🛓 Atsiskytti …	2021-12-03 V1-122 ITCpdf	0		1/1		×
	<text><text><section-header><section-header><section-header><list-item><section-header><text><section-header><section-header><section-header><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><text></text></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></section-header></section-header></section-header></text></section-header></list-item></section-header></section-header></section-header></text></text>					

To return to the previous folder, go back to the tab where the Document Library window is open. In the row above the folders and files window, **click on the name of the folder you want to return to**.

Dokume	entų	biblioteka 🗸	Pagrindinis	Dokun	nentų biblioteka		
Pagrin	Pagrindinis puslapis > Informacinių technologijų centras > Vieša sritis						
e	Bendri	nti 🖙 Kopijuoti saita	a 🛓 Atsisiųsti	🔟 Na	iikinti 🔗 Prisegti vir	ršuje 🕕 Pervardyti	
	C	Pavadinimas $$			Modifikuota ${}^{\scriptstyle \lor}$	Modifikavo $$	
•		IS KVK	œ	:	pirmadienis, 09:20	Sistemos paskyra	
	a	2021-12-03 V1-122 I	TC nuostatai ir II	tech	pirmadienis, 09:20	Sistemos paskyra	

To download selected files or folders, **check them with the checkboxes** and click **Download**. More than one file or folder will be downloaded in **ZIP format**.

	Pagri	ndinis	puslapis > Kokybės centra	s >	Vieša	a sritis > KVS dok	umentai
	2.L≚	Atsisių	sti				
		ß	Pavadinimas 🗠			Modifikuota $ \smallsetminus $	Modifika
			Bendra vidaus audito ataskaita			pirmadienis, 10:01	Sistemos p
			KVS dokumentų formos			pirmadienis, 10:00	Sistemos p
1.	0		KVS procesai	Ċ	:	pirmadienis, 10:00	Sistemos p
			VVA			pirmadienis, 10:01	Sistemos p
		a	BVM Konsensuso seminaro proto	kolas_	_20	pirmadienis, 10:01	Sistemos p
	0	5	KVK Kokybės politika.pdf	Ē	:	pirmadienis, 10:01	Sistemos p
	0	5	KVK kokybes vadovas 5 versij	Ċ	:	pirmadienis, 10:01	Sistemos p

Changing the appearance of files and folders displayed in the Document Library

The Document Library site allows you to change the width of visible columns and the size of displayed item icons.

To change **the width of a column**, hover your mouse over the end boundary of the column, click and hold the left mouse button, and drag the column.

Example of changing the width of the Name column:



You can change the **size of file and folder icons** by clicking on **All documents** in the top right corner of the Document Library and selecting the desired view.

Dokumentų biblioteka	Pagrindinis E	Dokumenty biblioteka				
Pagrindinis puslapis					Rodyt	i viską
🥰 Sinchronizuoti 🛛 💶 Ekspor	tuoti į "Excel"				1. 🕄 Visi dokumentai 🗸 🕻	D
2 Administracija (Strategi pirmadienis, 1342	2 Akademinė taryba pirmadienis, 09:15	2 Darbo taryba pirmadienis, 1340	2 Informacinių technologi pirmadienis, 09:32	2 Infrastruktūros skyrius Vakar, 11:11	2. Sąrašas Kompaktiškas sąraš Visi dokumentai Kunnenia ga pirmadienis, 09:55	85

NOTE: The display changes you make do not affect the view seen by other users.

Creating and uploading folders and files

Employees with editing rights can create and upload folders and create or upload files of various formats (Office documents, video and audio materials, links, etc.) in their assigned folders.

To create **a new folder or file**, click **New** and select the type of item you want to create.

Pagrindinis puslapis 💈 I	nformacinių technologijų centras	vieša sritis
1. 🕂 Nauja 🗸 不 Nusiųst	i 🔻 🖻 Bendrinti 🕒 Kopijuoti saitą	🤪 Sinchronizuoti
Aplankas		
2. 🔊 "Word" dokumentas		Modifikuota ${}^{\scriptstyle \lor}$
"Excel" darbaknygė		pirmadienis, 09:20
"PowerPoint" pateiktis	122 ITC nuostatai ir IT technologijų nau	pirmadienis, 09:20
"OneNote" bloknotas		
"Visio" brėžinys		

If you want to **upload a file(s)** or **folder(s)** from your computer, click **Upload** and select the type of item you want to upload.



Select the file(s) or folder(s) you want to upload, click **Open**, and wait for the selected item(s) to upload.

→ 🗠 🕆 📜 > This	PC > Desktop > Mokymams >	~	ර , Search Mo	okymams
rganize • New folder			1	🛛 • 🖬 🕐
🕴 Naujausia_progr ^	Name	Status	Date modified	Туре
Naujausia_progr	Failams	0	2022-05-06 09:59	File folder
This PC	1_uzd_Microsoft Teams susitikimo dalyvi	Ø	2022-05-03 08:15	Microsoft Wor
3D Objects	2_uzd_video	ø	2022-05-03 14:21	MP4 File
Desktop	3_uzd_IMS	ø	2018-04-29 11:23	Compressed (a
Desktop	🧟 Antroji uzduotis	ØR	2022-05-04 14:39	Foxit PDF Read
Documents	Geguzes_5_mokymai - Copy	ø	2022-05-05 11:44	Microsoft Pow
Downloads	Geguzes_5_mokymai	0	2022-05-05 11:44	Microsoft Pow
Music	Geguzes_5_Moodle_mokymai	0	2022-05-04 23:54	Foxit PDF Read
Pictures	Pirmoji uzduotis	Ø 8	2022-05-04 14:32	Foxit PDF Read
Videos	Spausdinimui	0	2022-05-04 16:09	Microsoft Wor
🐛 Windows-SSD (C	Trecioji uzduotis	ØR	2022-05-04 14:44	Foxit PDF Read
×	¢			
File nam	e: "Pirmoji uzduotis" "Geguzes_5_mokymai" "Ge	guzes_5_Mood	dle_n ~ All Files	v

NOTE: New objects in the Document Library can only be created in the Public Area and Internal documents folders. Created or uploaded folders and files inherit the viewing and editing rights of the respective folder.

Deleting and restoring folders and files

Document Library users with editing rights can delete files and folders. Deleted items can be restored **within 93 days of deletion**.

To delete an item(s) from the Document Library, **check the file(s) or folder(s) with the checkboxes** and select **Delete**.

5/11

Pagrindinis puslapis > Informacinių technologijų centras > Vieša sritis 2. Atsisiųsti 🗊 Naikinti …							
1.	ß	Pavadinimas 🗠			Modifikuota ${}^{\scriptstyle \lor}$	Modifikavo 🗸	
٢	5	Geguzes_5_Moodle_mokymai.pdf	Ċ	÷	Prieš kelias sekundes	Dėstytojas Dėstytojaitis	
۰	2	^{2'} Pirmoji uzduotis.pdf	Ŕ	:	Prieš kelias sekundes	Dėstytojas Dėstytojaitis	
٥	•	Geguzes_5_mokymai.pptx	Ċ	:		Dėstytojas Dėstytojaitis	
		IS KVK			pirmadienis, 09:20	Sistemos paskyra	
	5	2021-12-03 V1-122 ITC nuostatai ir IT techno	ologijų	nau	pirmadienis, 09:20	Sistemos paskyra	
•	•	Dokumentas.docx	Ċ	:	Maždaug prieš valandą	Dėstytojas Dėstytojaitis	

If you want to check which items you have deleted or restore them, click **Recycle Bin** in the top menu of the Document Library.

Dokumentų biblioteka	Pagrindinis Dokumentų biblioteka Šiukšlinė	
Pagrindinis puslapis > Info	ormacinių technologijų centras 👌 Vieša sritis	

Check the files or folders you want to restore and click **Restore**.

_			2.	
م	leško	oti ""	📋 Naikinti	5 Atkurti
		Ľ	Pavadinimas	Panaikini
1		ø	Dokumentas.docx	2022-07-14
	0	Þ	Geguzes_5_mokymai.pptx	2022-07-14
		Ð	Geguzes_5_Moodle_mokymai.pdf	2022-07-14
	•	Ð	Pirmoji uzduotis.pdf	2022-07-14
		ø	Geguzes_5_mokymai - Copy.pptx	2022-07-14
	•	ø	Geguzes_5_mokymai.pptx	2022-07-14
L		Ð	Geguzes_5_Moodle_mokymai.pdf	2022-07-14

The items will reappear in the folders from which they were deleted.

How to create a direct link to the Document Library, its individual folders on your desktop, or in your personal OneDrive?

Creating a direct link to the Document Library or its folders on the desktop

Right-click anywhere on the desktop, select **New** \rightarrow **Shortcut**.



In the window that opens, enter the **Document Library site address** (https://kvkedu.sharepoint.com/sites/dokbiblioteka) and click **Next**.



Enter the desired name for the shortcut and click **Finish**.

←	
	What would you like to name the shortcut?
1	Type a name for this shortcut:
1.	Dokumentų biblioteka
	Click Finish to create the shortcut.
	2. Finish Cancel

Example of the created shortcut:



You can create direct links to individual folders in the Document Library in the same way.

To get a link to a specific folder, check the folder in the Document Library and select **Copy link**.



Click Copy.



Synchronizing the Document Library in your personal OneDrive

To have a link to the Document Library or its individual folders in OneDrive, open the folder you want to link and click **Sync**.

Example of creating a link to the IT Center folder:



Click **Open link**.

Allow this site to open the odopen link with Microsoft OneDrive?						
Choose a different application.						
Always allow https://kvkedu.sharepoint.com to open odopen links						
jų centras						
A A X						

After successfully creating a link to a folder in OneDrive, you will find a section named **Klaipėdos valstybinė kolegija** in your file viewer. Expanding this section will show the synchronized Document Library folder.

Image: Image	alstybinė kolegija View							
Pin to Quick Copy Paste	Cut Copy path Paste shortcut to ~ t	Copy to	name New folder	item access Properties	Edit	Select all Select none Invert selection		
Clipboard On		Organize	New	0	pen	Select		
← → × ↑ 🙀 > Klaipėdos valstybinė kolegija								
1. 🙀 Klaipėdos valstybinė kolegija				Status	Date modified			
2. 📕 Dokumentų biblioteka - Informacinių technologijų 🔋 📕 Dokumentų biblioteka - Informacinių tec			6	2022-07-14 21:56				
📜 Test 1 - Dokumentų biblioteka			📕 Test 1 - Dokumentų biblioteka		0	2022-07-14 21:01		

All changes made in OneDrive will automatically be reflected on the Document Library website.

If you no longer want the Document Library folder to be synchronized with your OneDrive account, right-click on the folder and select **Settings**.



Next to the folder you no longer want to sync, click **Stop sync** and confirm your choice by clicking **Stop sync** again.

 Microsoft OneDrive 	×							
Settings Account Backup Network Office About								
OneDrive - Klaipėdos valstybinė kolegija (i.sereikaite@kvk.lt)								
75,2 GB of 1 024 GB cloud storage used Add an account Manage storage Unlink this PC								
3 locations are syncing	\mathbf{x}							
24,6 GB used on this PC Choose folders	Stop sync							
Dokumentų biblioteka - Informacinių technologijų centras 0 KB <u>Choose folders</u>	Stop sync							
Test 1 - Dokumentų biblioteka 100 KB <u>Choose folders</u>	Stop sync							
ОК	Cancel							

NOTE: Document Library links in OneDrive can only be created if OneDrive sync is enabled on your computer.

From: https://www.vikis.kvk.lt/ - **KVK Vikis**

Permanent link: https://www.vikis.kvk.lt/doku.php?id=en:administracines_sistemos:dokbibl



Last update: 2024/08/13 06:24