CBRE Library User Guide

General User

Use this document as a reference tool. In addition to this document, a recorded training session for this tool is available on the Library Home Page, Library Resource Page or through myLearning.

The Library is a web-based application that offers a full range of tools and resources relevant to CBRE employees. There are three main areas to the Library:

1. Company Resources/Departments – offering general company information and various internal documents from Departments
2. Lines of Business – offering business line specific documents and policies
3. Global Regions – containing global specific documents and policies

You can access the Library via the Navigator at http://navigator.cbre.com, you will click the Library tab on the top navigation. You can also access the Library directly at http://library.cbre.com.

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1. Searching for a Document

To perform a **Quick Search** (1), enter a word or phrase in the search box located in the left column of the home page and hit “Go”. This will perform a **Full-Text Search** which means it will look for your search word(s) within the content of the document.

To narrow your search results when too many return, use the **Advanced Search** (2). Here you will have many new options to use when searching for a document such as Service Line and Department, Sub-Service and Sub-Department, Keywords, Title, etc. For example, if you are looking for CBRE logos, you can narrow your search results by using the Advanced Search options and choosing “Shared Services” from the Service Line/Dept drop down list. The Marketing from the Sub-Service/Sub-Department drop down list.
If you are still receiving too many search results you can choose to Search Within. To do this click the “Refine Search” link on the top bar and choose “Search Within” from the drop-down menu. From here you will be taken to the Advanced Search screen but your search will now only scan the documents in your current search results.

Another method of searching for a document is by utilizing the Table of Contents. You can access this through the link in the left column. From here you can navigate through the folder structure of the Library to find documents related to a specific subject within a Line of Business, Department or Specialty.
2. My Saved Searches

Once you have searched for a document or group of documents you have the option to save your search for future use. After completing your search, click on the “Refine Search” link in the top bar and choose “Save Search” (1) from the drop-down menu. Title your search by entering a name in the Explorer User Prompt window (2) that appears.

Every time you select the saved search title under My Saved Searches (3), the Library will look for the same documents and any new documents that have been added with the same parameters used in your initial search.

*NOTE: if My Saved Searches does not appear in the left column first click on User Profile, this will allow you to update the page with custom personalization.*
3. Accessing a Document

Once you locate a document, you may view it in several different ways.

If you choose the **Thumbnail View** or the **Document Title (1)**, the document will be displayed in a PDF format or read-only format. If you choose the **Download this Document (2)** link the document will be displaying in the native format or application, for example, Word, PowerPoint, or Excel.

The Library publishers have added detailed comments and titles to aid you in locating the document you need. You can also learn more about the document by clicking the **Information Link**. This will provide you with the following information:

- Title – Complete title of the document
- Library Publisher – who published the document, click user id to send email
- Comments – additional information about the document
- Keywords – allows for easy search if you need to find the document again
- Service/Dept – which Service Line/Dept the document is associated with
- Region – where the document originated
- Language – within content of document
- Document Type – classifies the file to assure you are downloading what you need
- Format – what type of file this is, i.e. pdf, doc, xls, ppt, etc.
4. Saving a Document

To save a document to your hard drive, choose **Download this Document**. This will allow you to save and then utilize the document as it is intended.

For example if you select the New Assignment Transition Checklist Download this Document link, a dialog box is displayed prompting you to “open file” or “save to disk”. If you select “open file” the Microsoft Word application is displayed (you will need to maximize the application to view the document). You can then work in the document. When you are ready to save the document select File then Save As from the toolbar. Save the document on your hard drive or network location. If you choose the “save to disk” option, you will be prompted to choose the destination folder and file name and save to your hard drive or local network. Once the document has downloaded you will be prompted if you would like to open the document.
5. Subscribe to a Document

When you subscribe to a document you will receive an e-mail notification immediately if the document has been revised. Recommended types of documents to subscribe to are user manuals, checklists, contact lists, and forms.

To subscribe, follow these steps:

1. Locate the document you would like to subscribe to (either by the Search or Table of Contents).
2. Select the Information link (1) located to the right of the document title.

   ![Content Information Page]

3. On the Content Information page, click “Content Actions” (2) on the top bar and choose “Subscribe” (3) from the drop-down menu.

4. You will then receive an Internet Explorer prompt requesting your email address, once you click the “OK” button you have completed the subscribe process.

Each time the document is revised, you will receive an email from libraryfeedback@cbre.com with the subject line, Library Subscription Notification. In the body of the email there will be a link to the document that was revised.

*Note: if you have not yet logged into the Navigator for the day, you will be prompted for your Navigator login and password before you can access the document.*
You can subscribe to as many documents as you like. To review or modify your subscriptions at any time, select “User Profile” (1) from the left navigation menu then select “Subscriptions for XXX (your user id)” (2).
6. Contacting the Publisher

On the Document Information page you will see an active link to the Publisher of the document. When you select the link, an email box is displayed allowing you to send feedback to the person who posted the document (i.e. Library Publisher).
7. Customize Your Personal View

To customize your personal view of the Library, select the User Profile (1) link from the home page. Customizing your view of the Library will create quick links on the left side on your Library screen.

On this main page you will find an option “Portal Design for XXX (your user id)” (2). Use the gray buttons to edit your system links, edit saved queries or searches and edit your Personal Websites.

8. My Personal Websites

Many users spend a good deal of time in the Library on a daily basis and need a fast way to get to other Websites. By customizing the My Personal Websites (3) feature of the Library you will create quick links to your most often used sites that will appear on the left bar.
9. Contacts

If you are experiencing **Technical Difficulties** with the Library contact the IT Help Desk at 877.435.7547 or HelpDesk@cbre.com.

For questions about Library **Functionality and Use** contact LibraryFeedback@cbre.com.

To **Learn How to Become a Publisher** visit the Library Resource Page.