



Welcome to the Tui Tuia Knowledge Wiki

The Knowledge Wiki is a place where you can access useful information about Tui Tuia as well as other subjects.

It's easy to collaborate - check out the quick instructions on the right side of this page or click [here](#) for more detailed guidelines.

Access and Permissions

[Granting Access in a Closed With Share Library](#)

[Tui Tuia Access Model](#)

[Permissions Levels Explained](#)

[Requesting access to a Closed with Share Library](#)

[Sharing a file in a Closed With Share Library](#)

Documents

[Adding and Editing Properties](#)

[Checking-out and Checking-in a document](#)

[Comparing previous file versions](#)

[Copying a document and saving in the same Library](#)

[Moving a document to another Library](#)

[Creating a Document Set](#)

[Creating a Link to a Document](#)

[Creating a Document Set in Team Management Sites](#)

[Document Sets](#)

[Email a link](#)

[File naming best practices](#)

[Filtering by metadata topics](#)

[PDF opens a black screen](#)

[Renaming a Document](#)

[Retrieving a document you have deleted](#)

[Sending a Document link](#)

[Templates - Securing](#)

[Uploading a Document](#)

Emails

[Saving emails in to Tui Tuia](#)

General Guide

[An Introduction to Tui Tuia](#)

[General Navigation](#)

[Saving Favourites in your Web Browser](#)

[Terminology](#)

[Newsfeed and Sites](#)

[What to include in a Service Desk Ticket](#)

Mobile Phones

[Accessing Tui Tuia from your mobile phone](#)

One Drive

[Navigating from One Drive to Tui Tuia](#)

[What files should be stored in One Drive](#)

[Using OneDrive](#)

One Note

[Working with One Note](#)

Profiles

[Changing your profile picture](#)

Search

[How to search in Tui Tuia](#)

[Searching for a Person](#)

[Searching for files that require approval](#)

Sites

[Favouriting a Site](#)

Software

Quick How-To Add a Page Guidelines

- On this page, click the **Edit** icon top right
- Scroll to the bottom of the list and type in two open brackets - [[
- Add the name of your topic and then two closed brackets -]]
- Click **Save** top right
- You will notice that the text you have typed will now be underlined.
- Click the underlined text and you will be prompted to Add a Page. Select **Create**.
- Add in the relevant information on your new page and click **Save** top right.
If you add a [Home](#) at the bottom of your new page users will be able to navigate straight back to the Home page easily.
- Your new page can now be accessed by the link you created on this page.

[Restoring a previous document version](#)

[Using non-Stats-approved software](#)

Stats Library

Home	Corporate Services	Production	Customers and Relationships	Strategy and Transformation	Statistical Services
Team Management	Knowledge Centre				

[Creating effective Topic lists](#)

[Using Templates](#)

[Getting Metadata added to your Document Library](#)

Training FAQs

[Getting Topics added to your Document Library](#)

[Training FAQs](#)

[Saving a Library shortcut to your Desktop](#)

Word

[Setting up an Alert on a Library or document](#)

[Use Styles to format a Document](#)

[Team Management Sites](#)

[Why users cannot create Folders in Document Libraries](#)

[Why tag your files with metadata](#)

[Understanding Views in Document Libraries](#)