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## **Concept Document Set in SharePoint 2010**

**Version: 1.0**

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## Concept "Document Set SharePoint 2010"

SharePoint 2010 introduced a new concept called "Document Set". A document set will allow users to group documents in what we call in Dutch a "Dossier"

A "document Set" in SharePoint 2010, which is a content type, will allow documents to share

- Meta-Data
- Versioning on Dossier-level
- start workflows on "Document Sets"
- Manage Security for the complete set...

You can assign 1 or more Content types to be used in a "Dossier"

**Allowed Content Types**  
Select from the list of available site content types to add them to the Document Set.

Select site content types from:  
All Groups

Available Site Content Types:

- Audio
- Basic Page
- Dublin Core Columns
- Form
- Image
- Link to a Document
- List View Style
- Master Page
- Picture
- Report
- Report Builder Model

Add >

< Remove

Description:  
Upload an audio file.

Group: Digital Asset Content Types

Content types allowed in the Document Set:

- Document
- CentralizedCT

Select which columns will be replicated to the individual documents. A single file will automatically inherit the meta-data from a Document Set!!!!

**Shared Columns**  
Select which column values for the Document Set should be automatically synchronized to all documents contained in the set.

Shared	Column name
<input checked="" type="checkbox"/>	Description
<input checked="" type="checkbox"/>	Dossier Status
<input checked="" type="checkbox"/>	Naam patient
<input checked="" type="checkbox"/>	Rijksregisternummer
<input checked="" type="checkbox"/>	Begin datum dossier

**Kan geen letter a meer lezen met nieuwe bril**

Begin datum dossier: 5/3/2010  
Dossier Status: Archiveren  
Naam patient: Riet Riethout  
Rijksregisternummer: 321.987.654

Type	Name	Modified	Modified By	Begin datum dossier	Dossier Status	Naam patient	Rijksregisternummer	Type Correspondentie
P	Ingebrekestelling <span style="color: green;">NEW</span>	6/10/2010 10:41 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Ingebrekestelling
P	Motivatie behandeling <span style="color: green;">NEW</span>	6/10/2010 10:42 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Gerechtig Schrijven
P	Process Verbaal Van klacht <span style="color: green;">NEW</span>	6/10/2010 10:42 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Gerechtig Schrijven
P	Verslag Gerechterlijk expert <span style="color: green;">NEW</span>	6/10/2010 10:42 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Process Verbaal

Select which fields will be visible on the "Dossier" home page

**Welcome Page Columns**  
Select which columns to show on the welcome page for the Document Set.

Available columns:

Description:

Columns shown on the welcome page:

Begin datum dossier
Dossier Status
Naam patient
Rijksregisternummer

**Kan geen letter a meer lezen met nieuwe bril**

<p><b>Begin datum dossier</b> <b>Dossier Status</b> <b>Naam patient</b> <b>Rijksregisternummer</b></p> <p><a href="#">View All Properties</a> <a href="#">Edit Properties</a></p>	<p>31/03/2010 Leveren Riet Riethout 321.987.654</p>
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### Creation of a new "Dossier"

The screenshot shows the 'Library Tools' ribbon in SharePoint. The 'New Document' button is highlighted, and its dropdown menu is open, showing two options: 'Klacht Dossier' (with a document icon) and 'CentralizedCT' (with a Word document icon). An arrow points to the 'Klacht Dossier' option. Below the ribbon, a table header is visible with columns: 'type', 'Name', 'Modified', 'Modified By', 'Company', and 'Document Type'. The table content is empty, with a message: 'no items to show in this view of the "Shared Documents" document library. To add a new item, click "New" or "Upload".'

Fill in "Dossier" –level Meta Data

New Document Set: Klacht Dossier

Edit

Save Check In Cancel Paste Copy Cut

Commit Clipboard

Name \*

Description

A description of the Document Set

Dossier Status Voorlopig gesloten

Naam patient

Rijksregisternummer

Begin datum dossier

OK Cancel

### Manage Security and Start Workflow on "Dossier" - Level

Site Actions Browse Page Library Tools Documents Library Document Set Manage System Account

Actions Share Manage

Libraries Site Pages Shared Documents Library with Content Type Lists Calendar Tasks

Discussions Team Discussion Recycle Bin All Site Content

Kan geen letter a meer lezen met nieuwe bril

Begin datum dossier 5/3/2010  
 Dossier Status Archiveren  
 Naam patient Riet Riethout  
 Rijksregisternummer 321.987.654

View All Properties Edit Properties

Type	Name	Modified	Modified By	Begin datum dossier	Dossier Status	Naam patient	Rijksregisternummer	Type Correspondentie
	Ingebrekestelling	6/10/2010 10:41 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Ingebrekestelling
	Motivatie behandeling	6/10/2010 10:42 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Gerechtig Schrijven
	Process Verbaal Van klacht	6/10/2010 10:42 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Gerechtig Schrijven
	Verslag Gerechterlijk expert	6/10/2010 10:42 AM	System Account	5/3/2010	Archiveren	Riet Riethout	321.987.654	Process Verbaal

Searching can be done on "Dossier Meta data" or "Document Metadata"

This Site: Main Site    riet

1-6 of 6 results

Dossier / Document Set

- [Kan geen letter a meer lezen met nieuwe bril](#)  
Riet Riethout ...  
Authors: System Account    Date: 6/10/2010  
<http://tst-sps-l01-001/Shared Documents/Kan geen letter a meer lezen met nieuwe bril>  
[View In Browser](#)
- [Shared Documents](#)  
Share a document with the team by adding it to this document library. ... Kan geen letter a meer lezen met nieuwe bril ... Riet Riethout ...  
Date: 6/10/2010  
<http://tst-sps-l01-001/Shared Documents/Forms/AllItems.aspx>

Individual Documents

- [Ingebrekestelling.txt](#)  
Archiveren ... Riet Riethout ... Ingebrekestelling ... test  
Authors: System Account    Date: 6/10/2010    Size: 4 Bytes  
<http://tst-sps-l01-001/Shared Documents/Kan geen letter a meer lezen met nieuwe bril/Ingebrekestelling.txt>
- [Motivatie Behandeling.txt](#)  
Archiveren ... Riet Riethout ... Gerechtelijk Schrijven ... test  
Authors: System Account    Date: 6/10/2010    Size: 4 Bytes  
<http://tst-sps-l01-001/Shared Documents/Kan geen letter a meer lezen met nieuwe bril/Motivatie behandeling.txt>
- [Verslag Gerechterlijk expert.txt](#)  
Archiveren ... Riet Riethout ... Process Verbaal ... test  
Authors: System Account    Date: 6/10/2010    Size: 4 Bytes  
<http://tst-sps-l01-001/Shared Documents/Kan geen letter a meer lezen met nieuwe bril/Verslag Gerechterlijk expert.txt>
- [Process Verbaal Van klacht.txt](#)  
Archiveren ... Riet Riethout ... Gerechtelijk Schrijven ... test  
Authors: System Account    Date: 6/10/2010    Size: 4 Bytes  
<http://tst-sps-l01-001/Shared Documents/Kan geen letter a meer lezen met nieuwe bril/Process Verbaal Van klacht.txt>