

# How to Use the Hogan Knowledgebase

A quick tutorial on accessing and searching KB content

## Step 1: Setup your Hogan KB account

- Contact [Valerie Stone](#) – she can setup your account and create your username and password
- Valerie can also reset passwords if it's been awhile since you've logged in

## Step 2: Login to the KB

- Make this link a favorite in your browser: [gotohogan.com/knowledgebase](http://gotohogan.com/knowledgebase)
- Enter in your account name and password

## Step 3: Search for Content

- You might start by clicking on “New Items” to see any recent uploads to the KB
- You can use 4 different filters to help narrow your search (i.e., Type, Solution, Assessment, Vertical Industry)
- You can also type in keywords. Make sure to select “Full Text Search” to enable the search engine to pull from text within documents.

## Step 4: Share/Download Content

- Once you find an item of interest, you have 4 options:
  - Add to my favorites to view later in the Hot List
  - Download to view now and save directly to your desktop
  - Email this one specific item
  - Add the item to your cart. You can select multiple items in the cart to share all at once via email.