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Document sets in SharePoint Server 2010 enable users to incorporate real-world processes. With document sets, users can compile multiple work items into a single work product. Although each work item can have its own version, workflow, and metadata, the entire document set can have a single version, workflow, metadata, and permissions applied to it.

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Click New from the Document Library main page, then choose the document set (you will probably have one type, but you can have multiple content types to choose from) On the next screen, just fill in the blanks (all the folder level metadata you created in pre-

vious steps). Click OK; Your Document Set (Welcome Page) will now be created.

To do so, go to Site Settings -> Site Administration -> Site Collection Features and Activate Document Sets feature. In the document library, we need to add the Document Set content type. To do so, go to Library -> Library Settings -> Advanced Settings.

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This Mobile MOUSE Training Tutorial will show you how to setup Document Set Content Types in Microsoft SharePoint.

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\u0026 documents~~ ~~Sharepoint 2010 Document Sets Tutorial~~  
Start workflows on the whole document set or individual items  
within the Document Set to manage common tasks such as  
review and approval. E-mail a link to the Document Set. Use the  
Send To command to move or copy the Document Set to another  
location (the destination must be configured within Central  
Administration).

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There are the following steps to create a document set - Step 1:  
Enable Document Sets. By default, a document set content type  
is not enabled in the SharePoint. So to create the document set,  
the first step is to enable the document sets. i. Go to the Setting  
icon at the top right corner of the screen and select site informa-  
tion. ii.

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To do so, go to Site Settings -> Site Administration -> Site  
Collection Features and Activate Document Sets feature. In the  
document library, we need to add the Document Set content  
type. To do so, go to Library -> Library Settings -> Advanced

Settings.

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Open the Document Library in which you want to enable Document Sets. Go to Document Library Settings > Advanced Settings page for the library. Change the Allow management of content types setting to Yes. On the Document Library Settings page, click on Add from existing site content types link.

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Start workflows on the whole document set or individual items within the Document Set to manage common tasks such as review and approval. E-mail a link to the Document Set. Use the Send To command to move or copy the Document Set to another location (the destination must be configured within Central Administration).

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Do one of the following: To add a new file to the Document Set, click New Document, and then click the type of document you want to create. To upload a document to the Document Set, click Upload Document and then browse to the location of the file you want. Select the file, click Open and then click OK.

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Document Set is a new feature introduced in SharePoint 2010 as part of content/document management. Document set helps to manage group of documents as a single entity. Actually Document set is a content type that can be attached to any document library and make use of it's features. Advantages of Document Sets

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