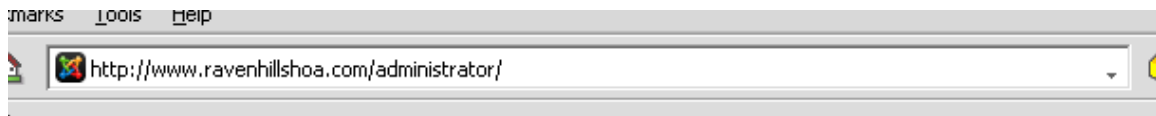
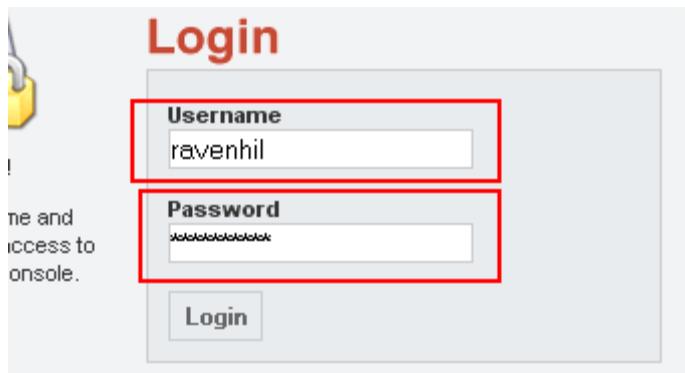


Uploading Documents to website

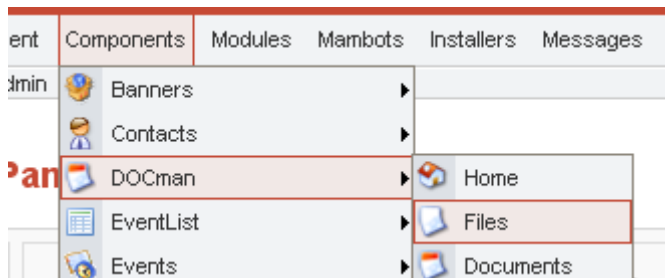
1. Open your favorite web-browser [Firefox, Internet Explorer, etc.] and enter the following web address:



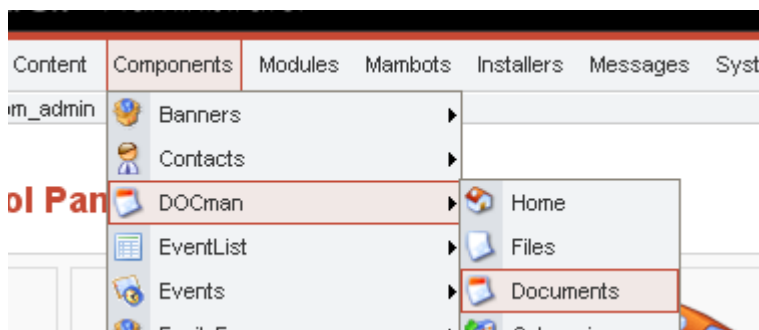
2. Enter username and password, and then click on LOGIN



3. Move your mouse over to Components → DOCman → Files, and click on Files



4. Move your mouse over to Components → DOCman → Documents, and click on Documents.

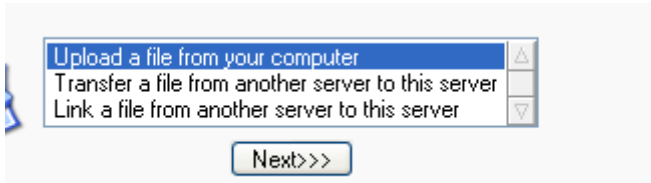


5. Move your mouse over to Upload and select Upload icon.

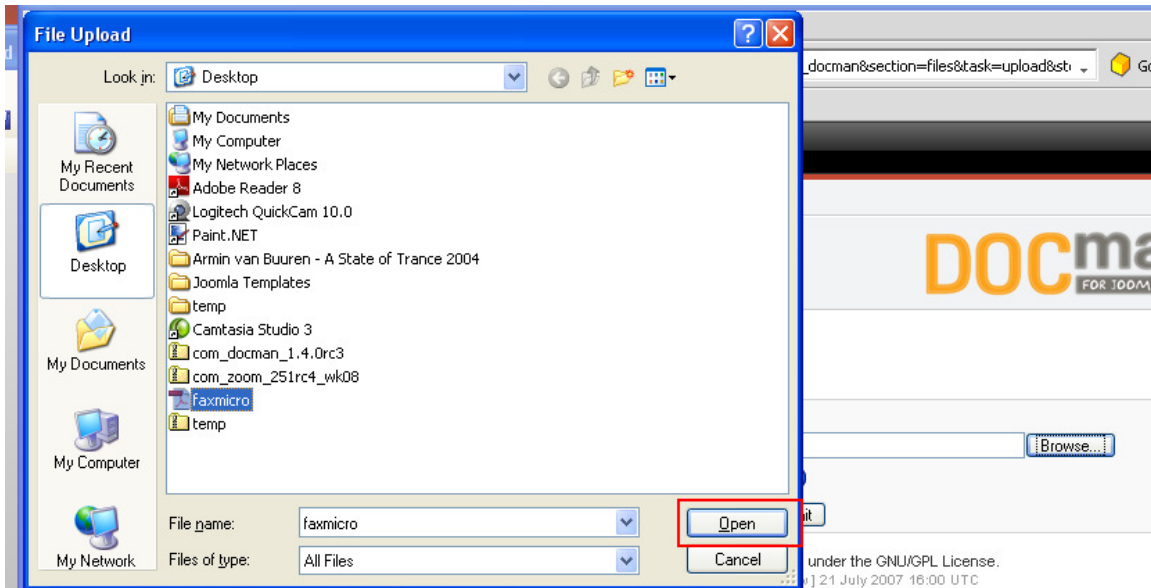
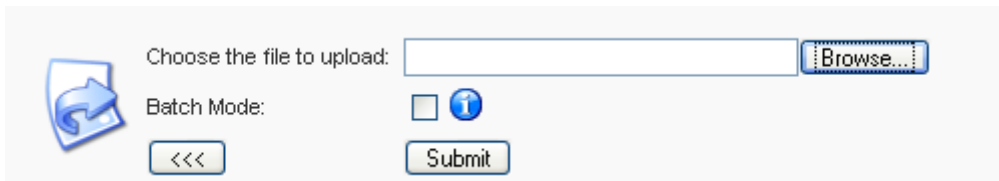
Uploading Documents to website



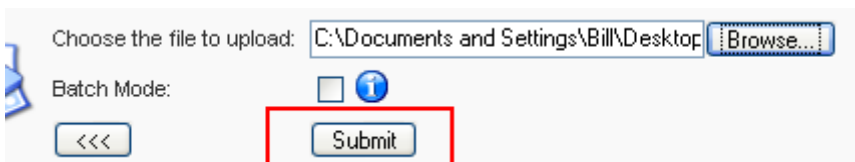
6. Click on next



7. Click Browse and locate file – .pdf; after finding file click open in subsequent window.

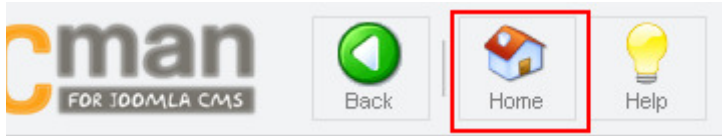


8. Click submit after successfully selecting file.

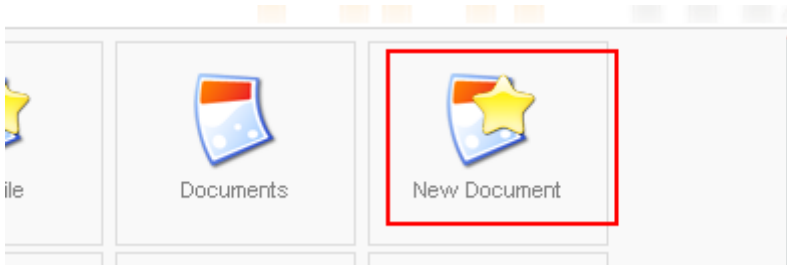


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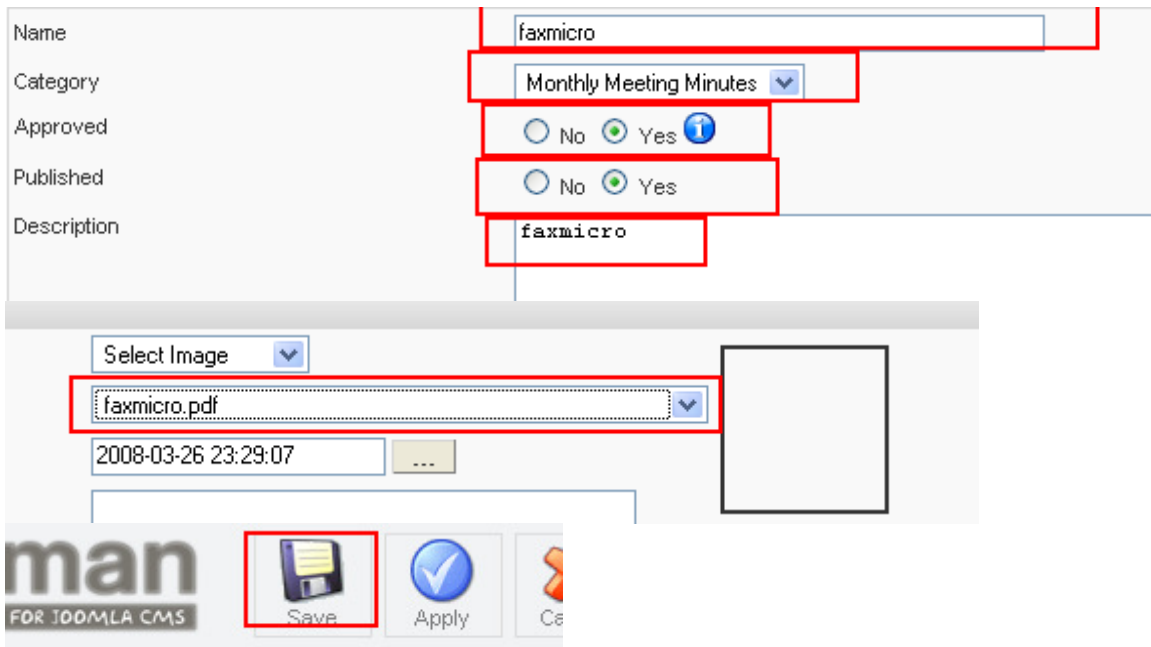
9. Click on HOME.



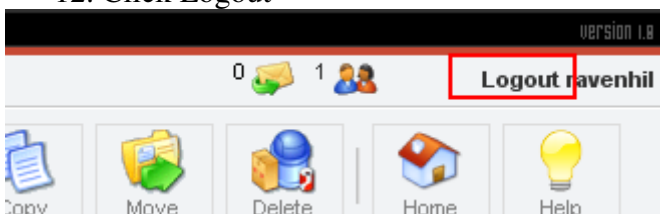
10. Click on New Document



11. Fill in Name, Choose Category, select yes for approved and published, and enter description, then click save.

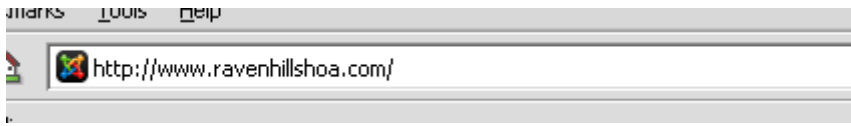
A screenshot of a document creation form. The form has several fields: 'Name' with the value 'faxmicro', 'Category' with a dropdown menu showing 'Monthly Meeting Minutes', 'Approved' with radio buttons for 'No' and 'Yes' (the 'Yes' button is selected), 'Published' with radio buttons for 'No' and 'Yes' (the 'Yes' button is selected), and 'Description' with the value 'faxmicro'. Below these fields is a 'Select Image' dropdown menu showing 'faxmicro.pdf'. At the bottom of the form, there are three buttons: 'Save' (with a floppy disk icon), 'Apply' (with a checkmark icon), and 'Cancel' (with a red X icon). The 'Save' button is highlighted with a red rectangular box.

12. Click Logout

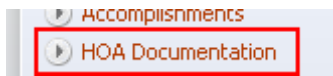


Uploading Documents to website

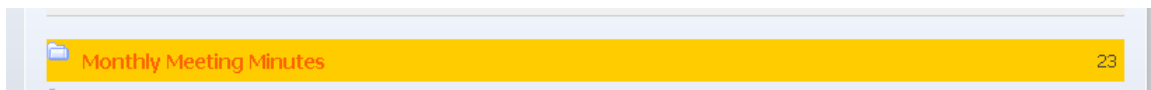
13. Now verify Documents posted to the website



14. Click on HOA Documentation



15. Click on Category you've placed the item in.



16. Observe your posted document

