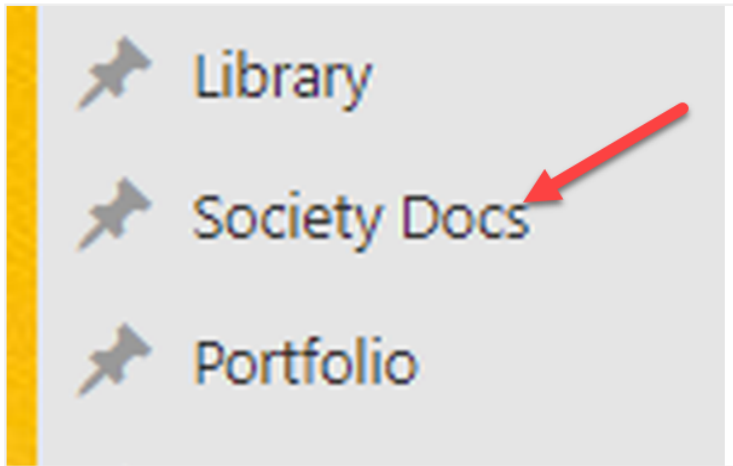
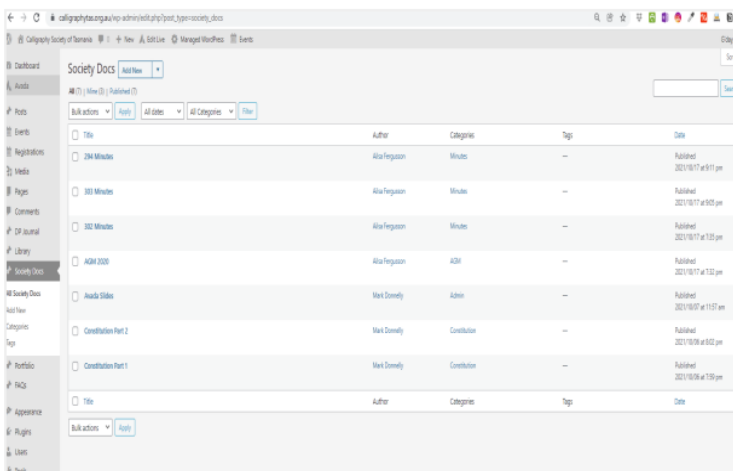


Adding a Society Document



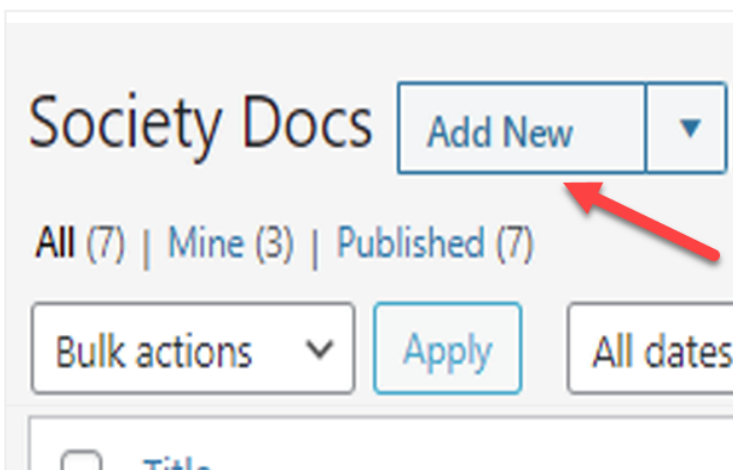
1

From the Dashboard select "Society Docs"



2

This will open a listing of all the documents in this Post Category.



3

Click "Add New"

Add new Society Docs

Add title 1

society_doc

Date 2

4

Fill in the title at 1

The document date 2

Doc Name *

Add new Society Docs

Add title

society_doc

Date

Doc Name *

5

You will need to also fill in the Document Name

3

which is the same as the title at

2

Doc Name *

Document *

No file selected [Add File](#)

Document Category

Book Review

Document types

6

Click add File and browse to where the file is stored on you computer. Select it and add it.

the file should be a PDF that way a user can choose to read it on the screen or print it out. if its a Word File then they will need to download it first.

Document Category

Book Review

Document types

Admin

AGM

Constitution

Financial

Minutes

Uncategorized

Doc Category

Minutes

Financial

Constitution

Admin

AGM

7

You will need to select the type of document in the next two fields. Currently we need need both fields to be added. Hopefully in the future we will on need on but that will depend on how we end up displaying the Document list on the front end.

Publish

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Publish](#)

8

The final step is to publish the entry.

The Publish button is found on the top right hand side of the screen.

