

## Systems File/Media Upload System Guide

### Administrative Area:

To set up a "New" User to upload a file for:

1. Click on the "New User" button by the dropdown box.
2. Fill out the information for the new user – Most important is id, password and email address-the other areas are optional.
3. Submit info
4. Select A Member Pending Approval submitted through the web and select "Approve".

To upload a file:

1. Go to the Media Upload section (link at top of page).
2. Use the browse button to select the file from your computer.
3. Fill in the name of the file or a new name if you wish in the blank provided.
4. Provide a brief description-for your reference.
5. Select a category.
6. Click on "Save and Add to Media List"
7. If successful a note will appear under the upload window.
8. After successful upload it will appear to the right. Change the radio button to "Active".

To set an uploaded file for a user to download:

1. Go back into the "User Profile" section.
2. Select the user from the dropdown menu.
3. Set file access permission at the right for every file. In other words if there are 8 files uploaded set permission for that user for each file using the radio buttons.
4. Once complete-Click on the "Save Changes" button.

Email new client with ID and Password you created and the URL to your website so they can log in. Clients who have already used the system simply let them know that you have uploaded it and they can log in with their ID and Password to get the file or files.