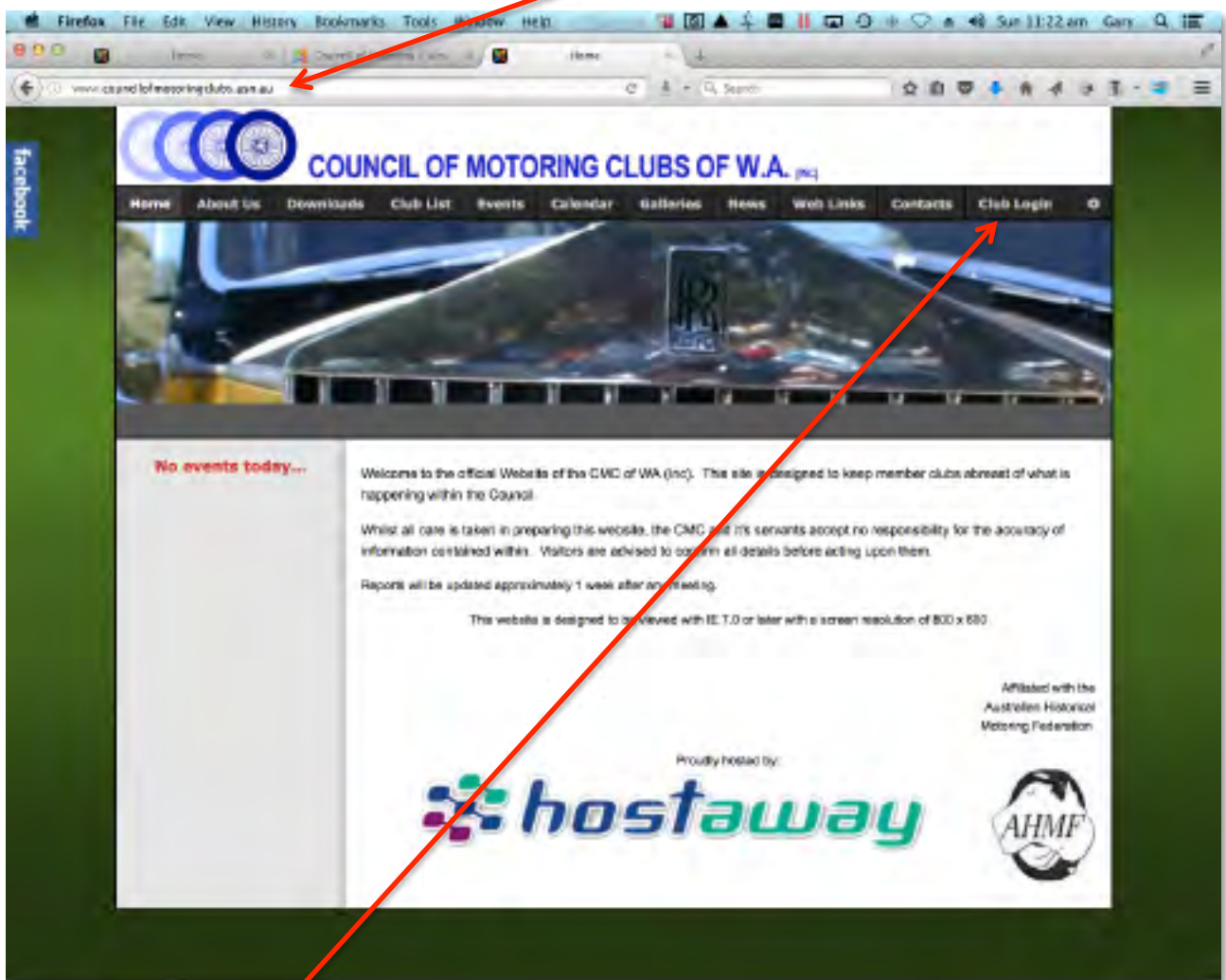
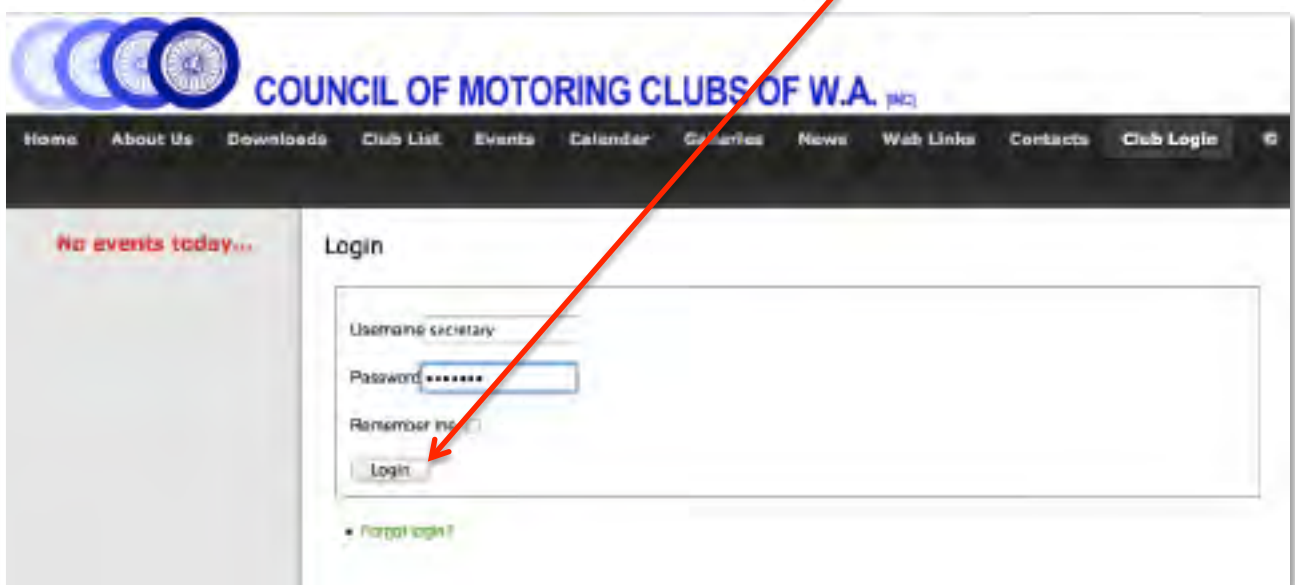


Uploading/Editing Club Magazines on CMC Website

1. Go to CMC Website – <http://www.councilofmotoringclubs.asn.au>



2. Click on **Club Login** enter your credentials and then click on **Login**

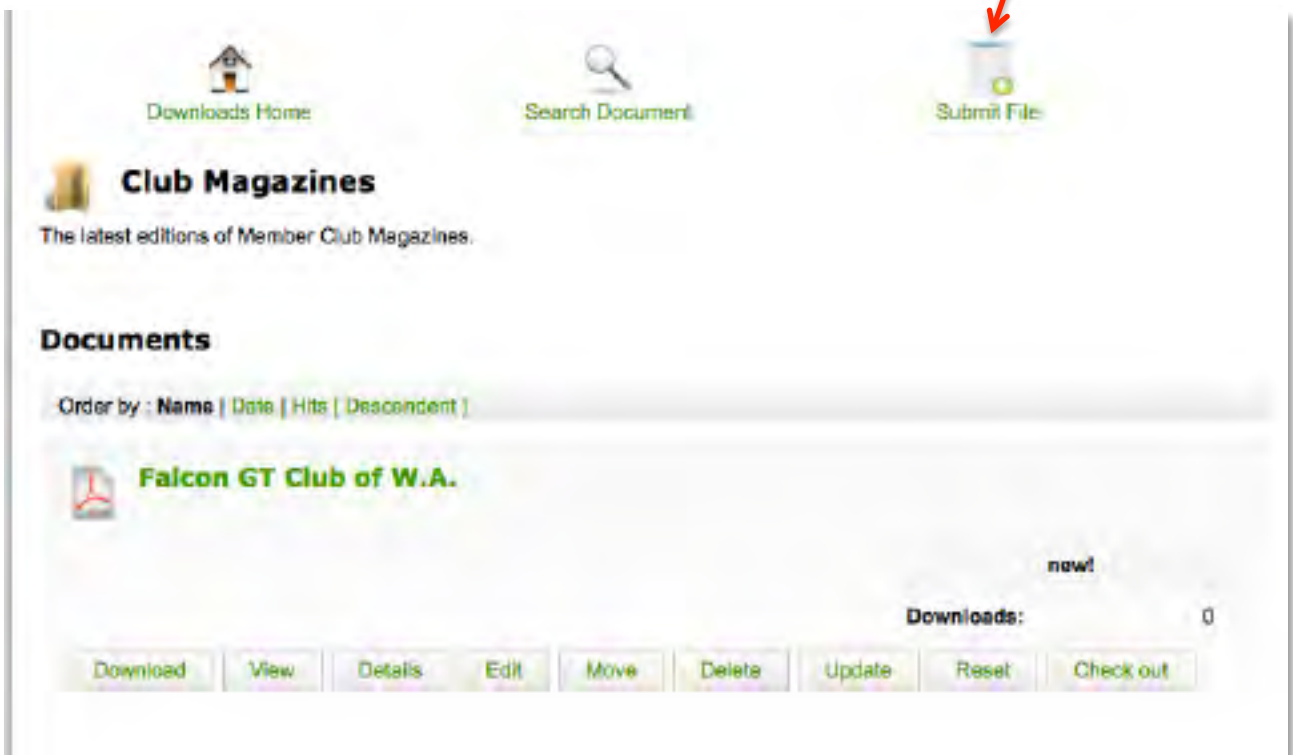


3. Select **Magazine Upload** from **User Menu**



4. To add a magazine for a Club that does not have one on the website, select **Submit File**.

Before progressing, ensure the magazine file is a pdf file and is appropriately named: *magazine_aaa.pdf*, where aaa is the club initials. This is to help manage files on the server.



5. Ensure *Upload a file from your computer* is selected, then click on **Next**

Downloads Home Search Document Submit File

Submit a Document

Step 1 of 3

Choose the upload method

Upload a file from your computer

Transfer a file from another server to this server

Link a file from another server to this server

Next >>>

6. Click on **Browse** to select the file to upload.

Downloads Home Search Document Submit File

Submit a Document

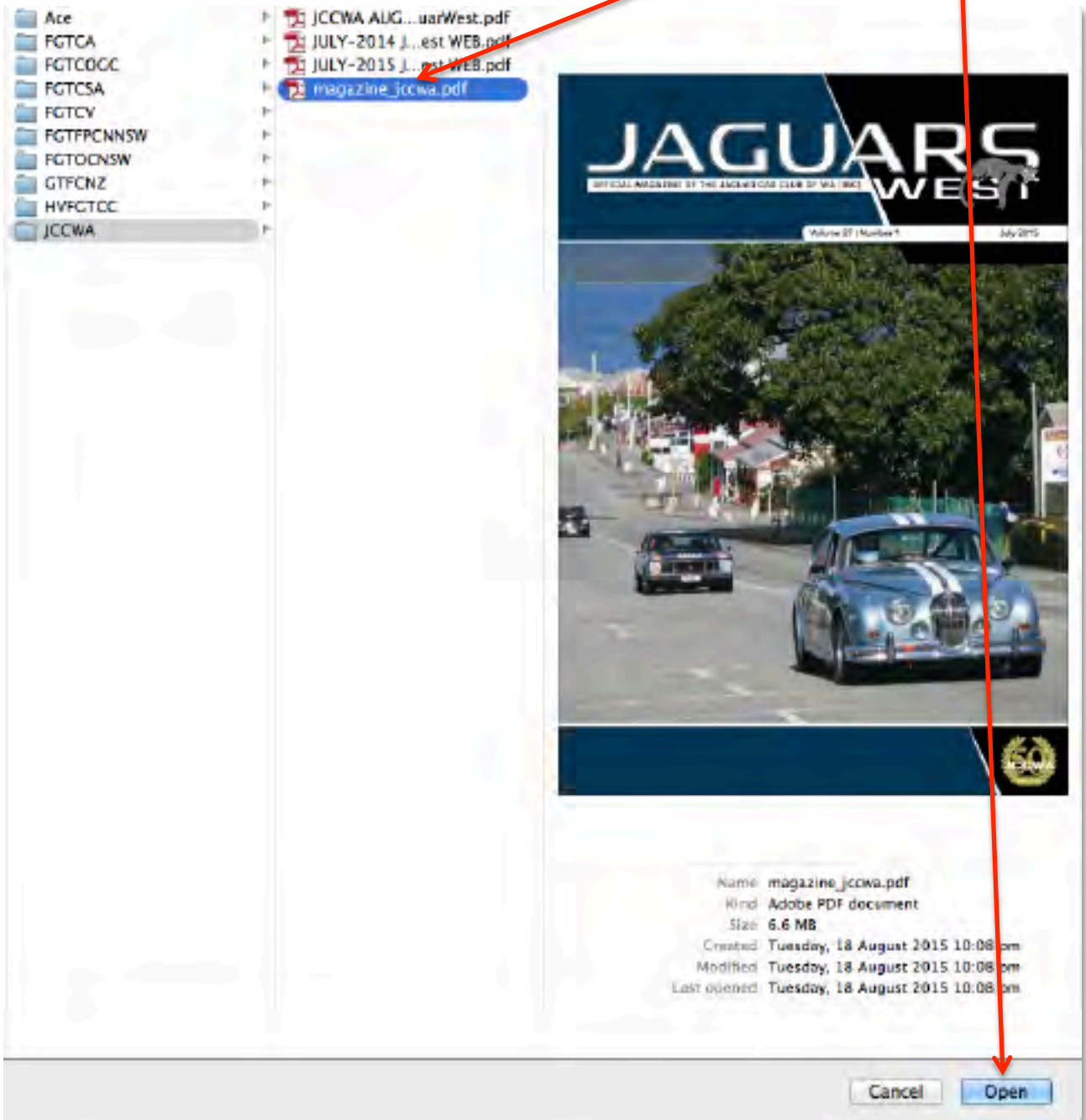
Step 2 of 3

Upload a file from your computer

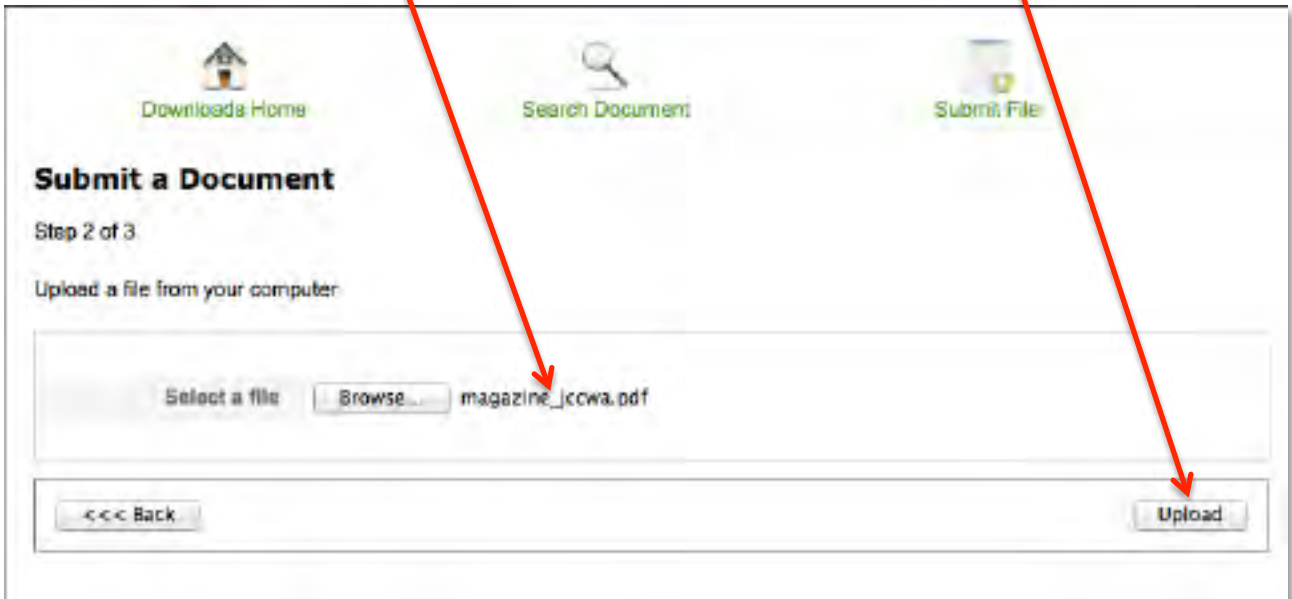
Select a file No file selected.

<<< Back

7. Navigate to the desired file on your computer, click on the file name and then click on **Open**

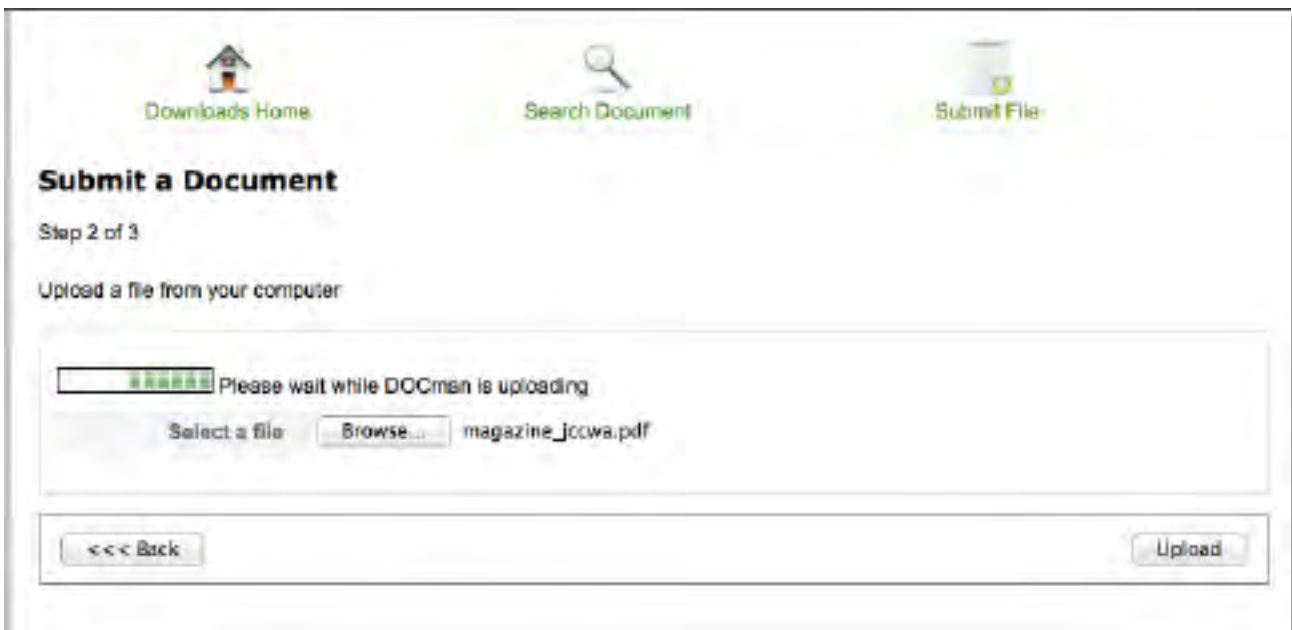


8. You will now see the file name you selected next to *Browse*, now click on **Upload**



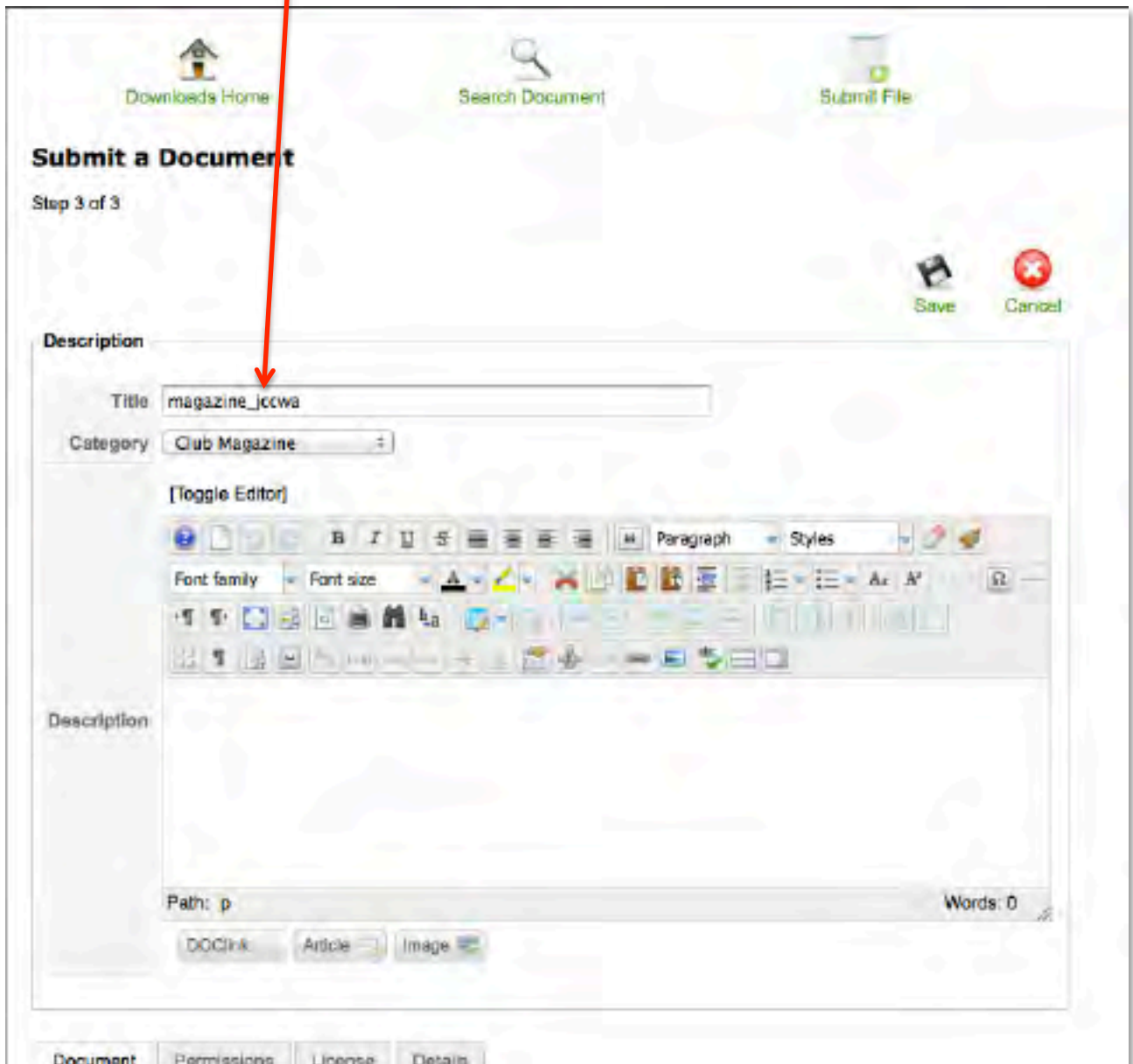
The screenshot shows the 'Submit a Document' interface at Step 2 of 3. At the top, there are three navigation links: 'Downloads Home' with a house icon, 'Search Document' with a magnifying glass icon, and 'Submit File' with a document icon. Below these is the title 'Submit a Document' and the text 'Step 2 of 3' and 'Upload a file from your computer'. The main area contains a file selection box with the text 'Select a file' and a 'Browse...' button. To the right of the 'Browse...' button, the filename 'magazine_jcwa.pdf' is displayed. At the bottom of the interface, there are two buttons: '<<< Back' on the left and 'Upload' on the right. Two red arrows point from the text in step 8 to the 'Browse...' button and the 'Upload' button.

9. This screen will be seen while the file is being uploaded. May take a minute or so, if the file is large. (10Mb maximum file size)



The screenshot shows the 'Submit a Document' interface during the upload process. The layout is identical to the previous screenshot, but a progress bar is now visible. The progress bar is a horizontal rectangle with a green fill and a black border, followed by the text 'Please wait while DOCman is uploading'. Below the progress bar, the file selection box still shows 'magazine_jcwa.pdf'. The '<<< Back' and 'Upload' buttons remain at the bottom.

10. Now change the *Title* to the Club Name.



The screenshot shows a web interface for submitting a document. At the top, there are three navigation icons: a house icon labeled "Downloads Home", a magnifying glass icon labeled "Search Document", and a document icon labeled "Submit File". Below these is the main heading "Submit a Document" and the sub-heading "Step 3 of 3". On the right side, there are two buttons: "Save" with a floppy disk icon and "Cancel" with a red 'X' icon. The main content area is titled "Description" and contains a form with the following elements: a "Title" text input field containing "magazine_jccwa", a "Category" dropdown menu set to "Club Magazine", a "[Toggle Editor]" button, a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, font family, font size, bulleted list, numbered list, link, unlink, and image, a large empty text area for the description, a "Path" field containing "p", and a "Words: 0" counter. At the bottom of the form, there are three buttons: "DocLink", "Article", and "Image". At the very bottom of the page, there are four tabs: "Document", "Permissions", "License", and "Details". A red arrow points from the instruction above to the "Title" input field.

11. You can add some info to the *Description* if you wish, e.g. Date of Magazine.

12. Finally Click on **Save**.

The screenshot shows a web interface for submitting a document. At the top, there are three navigation links: "Downloads Home", "Search Document", and "Submit File". The main heading is "Submit a Document" with a sub-heading "Step 3 of 3". On the right side, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red 'X' icon). Below this is a "Description" section containing a form. The form has a "Title" field with the text "Jaguar Car Club of WA", a "Category" dropdown menu set to "Club Magazine", and a rich text editor. The rich text editor has a toolbar with various icons and the text "January 2016" is entered in the editor area. At the bottom of the form, there is a "Path" field with the value "p" and a "Words: 1" counter. Below the form are three buttons: "DocLink", "Article", and "Image". Two red arrows originate from the text above: one points to the "Save" button and the other points to the text area of the rich text editor.

13. Your newly added magazine will now appear in the list.

The screenshot shows a web application interface with a blue header bar containing a message: "Thank you for your submission." Below the header, there are three navigation buttons: "Downloads Home" (with a house icon), "Search Document" (with a magnifying glass icon), and "Submit File" (with a document icon). The main content area is titled "Club Magazines" and includes the subtitle "The latest editions of Member Club Magazines." Below this, there is a "Documents" section with a sorting menu: "Order by : Name | Date | Hits | Descendant |". The document list contains two entries:

- Falcon GT Club of W.A.**: Includes a PDF icon, a "new!" status, "Downloads: 0", and buttons for "Download", "View", "Details", "Edit", "Move", "Delete", "Update", "Reset", and "Check out".
- Jaguar Car Club of WA**: Includes a PDF icon, a "new!" status, "Downloads: 0", and buttons for "Download", "View", "Details", "Edit", "Move", "Delete", "Update", "Reset", and "Check out".

A red arrow originates from the top of the page and points directly to the "Jaguar Car Club of WA" document entry.

14. To Upload a magazine for Club that already has one on the website, you need to Update the existing entry.

Click on **Update** below the name of the desired club.

Again ensure the magazine file is a pdf file and is appropriately named: *magazine_aaaa.pdf*, where aaaa is the club initials. This is to help manage files on the server.

The screenshot displays a web interface for managing club magazines. At the top, there are navigation icons for 'Downloads Home', 'Search Document', and 'Submit File'. Below this is the 'Club Magazines' section, which includes a sub-heading 'The latest editions of Member Club Magazines'. A 'Documents' section follows, with a sorting option 'Order by: Name | Date | Hits [Descending]'. Two document entries are listed:

- Falcon GT Club of W.A.**: Includes a PDF icon, a 'new!' label, a 'Downloads: 0' counter, and buttons for Download, View, Details, Edit, Move, Delete, Update, Reset, and Check out.
- Jaguar Car Club of WA**: Includes a PDF icon, a 'new!' label, a 'Downloads: 0' counter, and buttons for Download, View, Details, Edit, Move, Delete, Update, Reset, and Check out.

A red arrow points from the text 'Click on **Update** below the name of the desired club.' to the 'Update' button of the 'Jaguar Car Club of WA' entry.

15. You will now see a familiar screen, with the only difference being the *Update Document* heading instead of *Submit a Document*

[Downloads Home](#) [Search Document](#) [Submit File](#)

Update Document

Step 1 of 3

Choose the upload method

- Upload a file from your computer
- Transfer a file from another server to this server
- Link a file from another server to this server

[Next >>>](#)

16. Continue as you did with Steps 5 to 12