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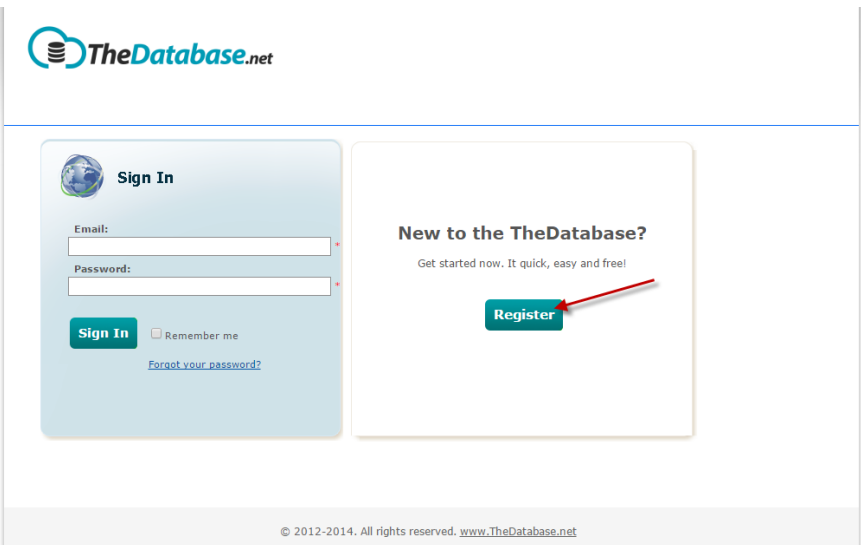
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Starting Out Signing Up

On the sign in page you can click the Register button:



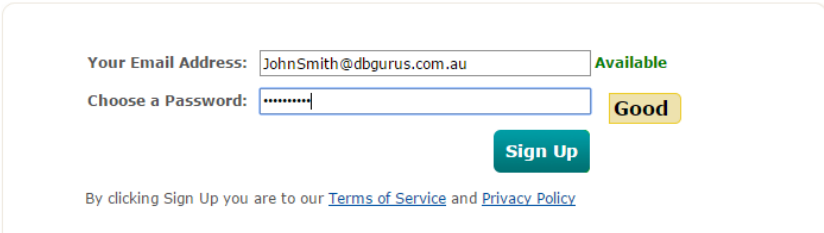
The screenshot shows the TheDatabase.net website. On the left is a 'Sign In' box with fields for 'Email:' and 'Password:', a 'Sign In' button, a 'Remember me' checkbox, and a 'Forgot your password?' link. On the right is a 'New to the TheDatabase?' box with the text 'Get started now. It quick, easy and free!' and a 'Register' button. A red arrow points to the 'Register' button. The footer contains the copyright notice: '© 2012-2014. All rights reserved. www.TheDatabase.net'.

Enter your email address and choose a password.

Note that each email address can only sign up for one TheDatabase account – you can access multiple accounts from one email but we will cover that later.

Your password must have at least one character and one number.

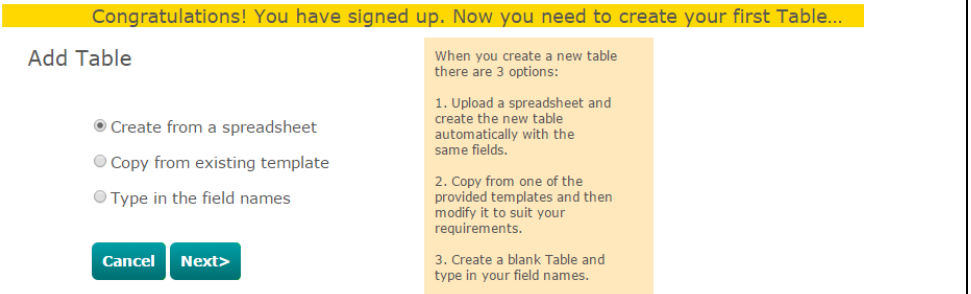
1 Step Sign Up



The screenshot shows the '1 Step Sign Up' form. It has two input fields: 'Your Email Address:' with the value 'JohnSmith@dbgurus.com.au' and a green 'Available' status, and 'Choose a Password:' with a masked password '.....' and a yellow 'Good' status. There is a 'Sign Up' button. Below the button, it says 'By clicking Sign Up you are to our [Terms of Service](#) and [Privacy Policy](#)'.

You will then be prompted to add you first table.

A database without any tables is not useful so you will see this every time you login until you have created your first table.



The screenshot shows the 'Add Table' screen. At the top is a yellow banner that says 'Congratulations! You have signed up. Now you need to create your first Table...'. Below this is the 'Add Table' section with three radio button options: 'Create from a spreadsheet' (selected), 'Copy from existing template', and 'Type in the field names'. There are 'Cancel' and 'Next>' buttons. To the right, a box titled 'When you create a new table there are 3 options:' lists: 1. Upload a spreadsheet and create the new table automatically with the same fields. 2. Copy from one of the provided templates and then modify it to suit your requirements. 3. Create a blank Table and type in your field names.

In this example we will upload a spreadsheet

Add Table Options

☒ Create from a spreadsheet

☐ Copy from existing template

☐ Type in the field names

Cancel

Next>

Click on the Choose file button

Add Table From Spreadsheet

Select your spreadsheet*: **Choose file** No file chosen
CSV,XLS or XLSX

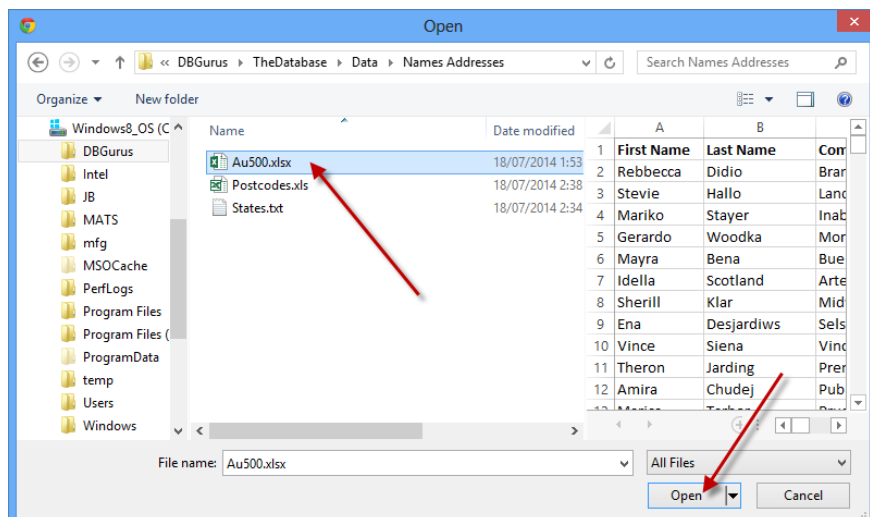
Name*:

☒ Upload data now

<Back

Next>

Locate the spreadsheet and press the Open button



Set the name of the new table and press Next

Add Table From Spreadsheet

Select your spreadsheet*: Au500.xlsx
CSV,XLS or XLSX

Name*:

☒ Upload data now

<Back

Next>

The table is created automatically and the data is read in and validated.

TheDatabase shows the validation results and you need to press the Import button.

Data Validation - Name and Addresses

Table Name and Addresses
Batch Description Au500.xlsx
File Au500.xlsx
Positional No Imported No
Valid Data: 500 Warnings: 0 Invalid Data: 0

Column Header Row

Data Start Row

Valid Data

First Name	Last Name	Company Name	Address	Suburb	State	Postcode	Phone Number	Mobile Number	Email
Ralbecca	Dido	Brandt	173 E 24th St	Leith	Tx	7315	03-8574-9523	0458-445-290	ralbecca.dido@dido.com.au
Stevie	Halls	Lendrum Temporary Services	22222 Acuma St	Proton	QL	4633	07-9997-3346	0497-622-628	stevie.halls@hotmail.com
Marka	Stayer	Stabimel, Moore	534 Schoenborn St #53	Memal	WA	6215	08-5558-9199	0427-885-282	marka_stayer@hotmail.com
Gerardo	Woodka	Morris Downing & Shamel	65206 Jackson Ave	Talmalma	NS	2640	02-6044-4682	0443-795-932	gerardo_woodka@hotmail.com
Mayra	Bena	Bush, David L	808 Glen Cove Ave	Lene Cove	NS	1395	02-6455-6085	0453-846-885	mayra.bena@gmail.com

TheDatabase tells you how many records have been imported.

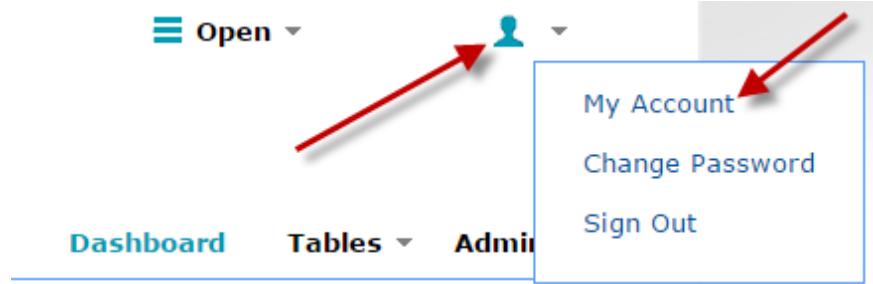
The page at dev.thedatabase.net says:

500 record(s) have been successfully imported

OK

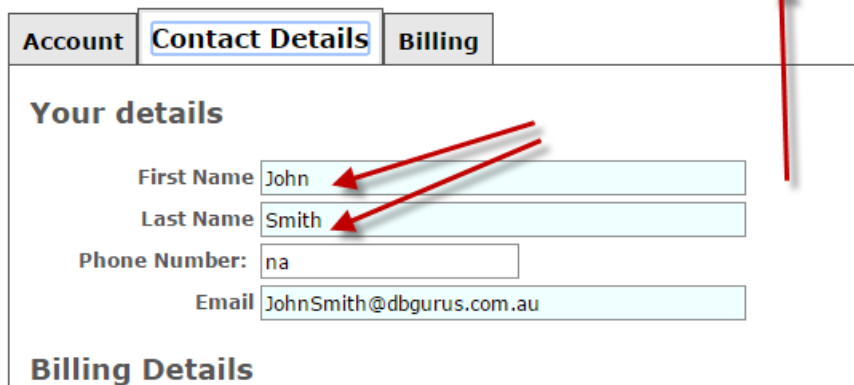
Sign Up is now complete.

In order to make the database look and behave how you want it to you should review the options under My Account



I am going to set my name and then press Save


Edit Account

A screenshot of the 'Edit Account' form. The form has three tabs: 'Account', 'Contact Details', and 'Billing'. The 'Contact Details' tab is selected. Under 'Your details', there are input fields for 'First Name' (John), 'Last Name' (Smith), 'Phone Number' (na), and 'Email' (JohnSmith@dbgurus.com.au). Red arrows point to the 'First Name' and 'Last Name' fields. A green arrow points to the 'Save' button (a floppy disk icon) at the top right. A red arrow points to the 'Save' button.

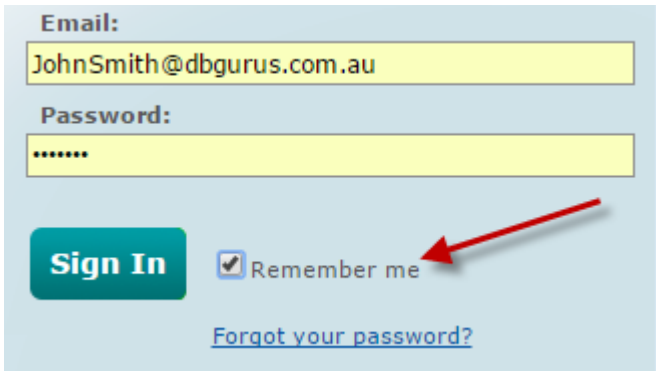
Signing In

Go to the sign in page, enter your email address and password and click on the Sign In button.

Note: You must enter the email address that you originally signed up with. If you cannot remember which one that is then contact us for assistance.

A screenshot of the 'Sign In' page. It features a globe icon and the title 'Sign In'. Below the title, there are input fields for 'Email:' (JohnSmith@dbgurus.com.au) and 'Password:' (masked with dots). A red arrow points to the 'Sign In' button. Below the button, there is a checkbox labeled 'Remember me' and a link 'Forgot your password?'.

In order to avoid signing in every time tick the Remember me checkbox



The screenshot shows a login form with the following elements:

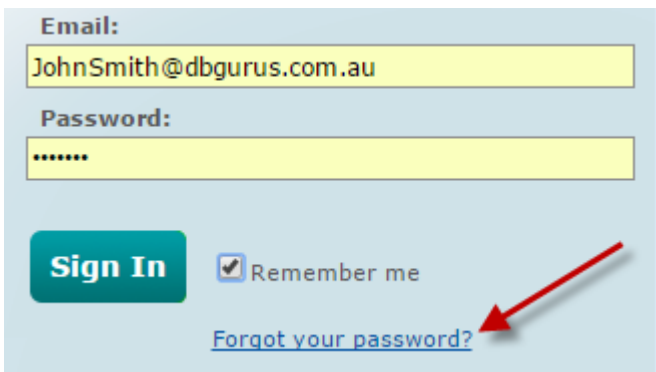
- Email:** A text input field containing "JohnSmith@dbgurus.com.au".
- Password:** A password input field with masked characters "*****".
- Sign In:** A green button.
- Remember me:** A checked checkbox with the text "Remember me". A red arrow points to this checkbox.
- Forgot your password?:** A blue link.

If you cannot remember your password then click this link, enter your email address and check your email after a few minutes.

Please enter your email address.

Send Password

Return



The screenshot shows a "Forgot password" form with the following elements:

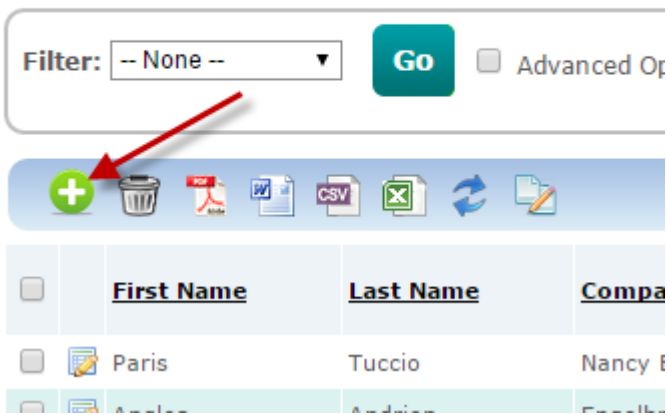
- Email:** A text input field containing "JohnSmith@dbgurus.com.au".
- Password:** A password input field with masked characters "*****".
- Sign In:** A green button.
- Remember me:** A checked checkbox with the text "Remember me".
- Forgot your password?:** A blue link. A red arrow points to this link.

Summary Page

Adding a Record

To add a record click on the Add icon in the table toolbar

Records - Name and Addresses



The screenshot shows a records management interface with the following elements:

- Filter:** A dropdown menu showing "-- None --".
- Go:** A green button.
- Advanced Options:** A checkbox labeled "Advanced Options".
- Toolbar:** A row of icons for record management. A red arrow points to the "Add" icon (a green circle with a white plus sign).
- Table:** A table with columns: **First Name**, **Last Name**, and **Company**. The table contains two rows of data: Paris Tuccio and Nancy Tuccio.

Editing a Record









To edit a record click on the edit icon



Records - Name and Addresses

Filter: -- None --

Go

☐ Advanced Options

<input type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>	<u>Comp:</u>
<input type="checkbox"/>	 Paris	Tuccio	Nancy
<input type="checkbox"/>	 Anglea	Andrion	Engelb

Edit Many


Click anywhere on a row to edit the record


Records - Name and Addresses


Filter: -- None --


Go


☐ Advanced Options































1

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<input type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>	<u>Company Name</u>
<input type="checkbox"/>	 Paris	Tuccio	Nancy Brandon Realtor
<input type="checkbox"/>	 Anglea	Andrion	Engelbrecht, William H
<input type="checkbox"/>	 Reuben	Hegland	Welders Supply Service Inc
<input type="checkbox"/>	 Candra	Deritis	Girling Health Care Inc
<input type="checkbox"/>	 Farrah	Malboeuf	Slachter, David
<input type="checkbox"/>	Hailey	Kopet	Stokes, Fred J


Deleting Records

To delete a record select it and press the delete icon.

Note that the permanent delete option is only available to admin users.

Records - Name and Addresses

Filter: -- None -- ☐ Advanced Options



Are you sure you want to delete selected item(s)?


☐ I wish to delete these records permanently.

	First Name	Last Name	Company Name
<input checked="" type="checkbox"/>	Paris	Tuccio	Nancy Brandon Realtor
<input type="checkbox"/>	Anglea	Andrion	Engelbrecht, William H
<input type="checkbox"/>	Reuben	Hegland	Welders Supply Service Inc
<input type="checkbox"/>	Candra	Deritis	Girling Health Care Inc
<input type="checkbox"/>	Farrah	Malboeuf	Slachter, David
<input type="checkbox"/>	Hailev	Konet	Stokes, Fred 1

Export using the toolbar buttons

Records - Name and Addresses

Filter: -- None -- ☐ Advanced Options




	First Name	Last Name	Company Name
<input type="checkbox"/>	Paris	Tuccio	Nancy Brandon Realtor
<input type="checkbox"/>	Anglea	Andrion	Engelbrecht, William H
<input type="checkbox"/>	Reuben	Hegland	Welders Supply Service Inc
<input type="checkbox"/>	Candra	Deritis	Girling Health Care Inc
<input type="checkbox"/>	Farrah	Malboeuf	Slachter, David
<input type="checkbox"/>	Hailev	Konet	Stokes, Fred 1

Search or Filter by selecting the field you wish to filter on and entering the value to filter on

Records - Name and Addresses

Filter: Last Name ☐ Advanced Options



	First Name	Last Name	Company Name
<input type="checkbox"/>	Katie	Magro	Jones, Andrew
<input type="checkbox"/>	Son	Magnotta	Lisko, Roy K

The icons at the top are for graphs, upload, email and config respectively. These will be covered in more detail in other sections.



500 Items 15 / Page Go

Filtering (or Searching) Records

To filter (or search) for records select the field that you want to filter on.

Note: Only visible fields are listed

Records - Name and Addresses

Filter: First Name

Go

Then enter the text or value you want to filter on and press Go

Records - Name and Addresses

Filter: First Name

Fred

Go

The page is refreshed showing the records that match.

In this example it shows records that have fred ANYWHERE in the First Name such as **F**redrick and Al**f**red

Records - Name and Addresses

Filter:



<input type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>
<input type="checkbox"/>	Alfred	Pacleb
<input type="checkbox"/>	Frederick	Tamburello
<input type="checkbox"/>	Alfreda	Delsoin
<input type="checkbox"/>	Fredric	Johanningmeie
<input type="checkbox"/>	Winifred	Kingshott
<input type="checkbox"/>	Frederic	Schimke

Advanced Options allow you to filter on additional criteria.

Note that Advanced Options can be hidden in the table options

Records - Name and Addresses

Filter: ☒ Advanced Options

Date Added: To

Entered By:

☐ Show Deleted Records ☐ Show Only Warning

You can change the summary screen to show Search fields rather than filters and make it easier to use.

See Edit Field for details

Records - Name and Addresses

Search:

Go

+ 🗑️ 📄 📄 📄 📄 📄 🔄 📄

⏪ ⏩ 1 of 34

<input type="checkbox"/>	First Name	Last Name	Company Name
<input type="checkbox"/>	Paris	Tuccio	Nancy Brandon Realtor
<input type="checkbox"/>	Anglea	Andrion	Engelbrecht, William H
<input type="checkbox"/>	Reuben	Hegland	Welders Supply Service Inc
<input type="checkbox"/>	Candra	Deritis	Girling Health Care Inc

Multi Level Filtering

Choose the desired field to be filtered and enter the desired search value
Then click the **Go** button

As seen in the image the records to be display are the ones that match the filter condition

Records - Name and Addresses

Filter:

First Name ▼

Jon

⊕

Go

☐ Advanced Options

+ 🗑️ 📄 📄 📄 📄 📄 🔄 📄

⏪ ⏩ 1 of 1

<input type="checkbox"/>	First Name	Last Name	Company Name
<input type="checkbox"/>	Jon	Bosker	DB Gurus

You can add more filters by clicking the **[+]** icon

Records - Name and Addresses

Filter:

First Name ▼

Jon

⊕

Go

You can choose another field for the second filter and input the desired value

Note: There can be up to 4 Filters

Records - Name and Addresses

Filter: First Name ▼ Jon

and Last Name ▼

Go

You can also click the Advance option checkbox to filter the result by **Date Added** and **Entered By**.

Addresses

☒ Advanced Options

Date Added: dd/mm/yyyy To dd/mm/yyyy

Entered By: All

☐ Show Deleted Records ☐ Show Only Wa

Sorting

To sort your records click on column header

To reverse the order click it a 2nd time

Records - Name and Addresses

Filter: -- None -- Go ☐ Advanced Options

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	First Name	Last Name	Company Name
<input type="checkbox"/>	Paris	Tuccio	Nancy Brandon Realtor
<input type="checkbox"/>	Anglea	Andrion	Engelbrecht, William H
<input type="checkbox"/>	Reuben	Hegland	Welders Supply Service Inc
<input type="checkbox"/>	Candra	Deritis	Girling Health Care Inc

Note: You can change the default sort in the table's properties.

Edit Table: Name and Addresses

Back

Fields Properties Child Tables Templates Notifications Attachments

Category Display

Name*: Name and Addresses

Menu: Tables

Summary Page Filter --None-- ☒ Show Advanced Options

Summary Page Sort by Address

Reason for change None

Change History Always Visible

Exporting


To export records click on one of these icon in the table toolbar.

Options are:

- PDF
- Word
- CSV
- Excel

Records - Name and Addresses

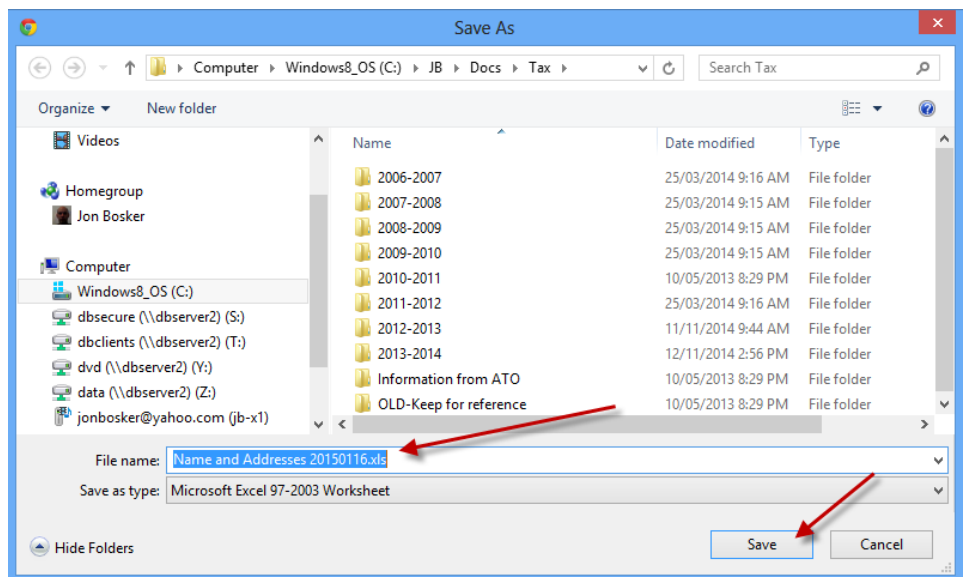
Filter: ☐ Advanced Options



<input type="checkbox"/>	First Name	Last Name	Company Name
<input type="checkbox"/>	Paris	Tuccio	Nancy Brandon

Depending on your browser and its settings you may be asked to enter a name and location for the saved file.

Note that if a filter has been applied then only records matching that filter will be exported.



Bulk Update

Sometimes you need to update a number of records with the same value – for example on your data the state is “QL” and you want to change them all to “QLD”

<u>Suburb</u>	<u>State</u>
Kidman Park	SA
Laura	QL
Milton	NS
Battery Point	TA
Ringwood	VI
Tanbar	QL
Beelbi Creek	QL

First you should filter the rows you want to change

Records - Name and Addresses

Filter: State

Select the rows you want to change

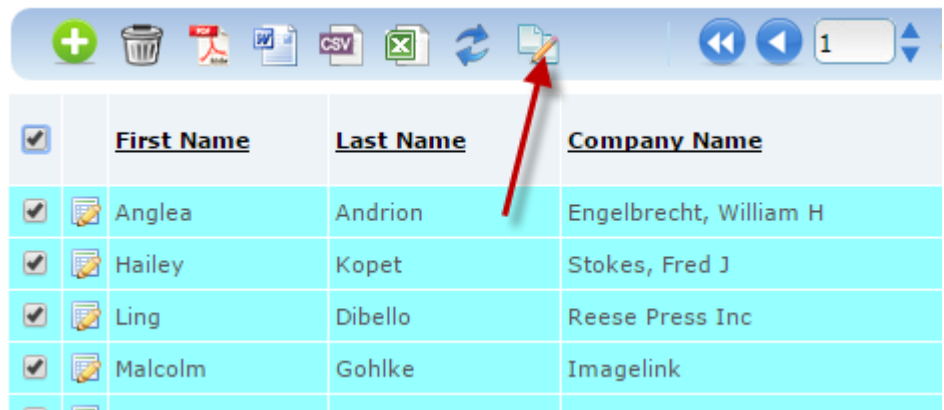
<input checked="" type="checkbox"/>	<u>First Name</u>	<u>Last Name</u>	<u>Company Name</u>
<input checked="" type="checkbox"/>	Anglea	Andrion	Engelbrecht, William H
<input checked="" type="checkbox"/>	Hailey	Kopet	Stokes, Fred J
<input checked="" type="checkbox"/>	Ling	Dibello	Reese Press Inc
<input checked="" type="checkbox"/>	Malcolm	Gohlke	Imagelink

Note only visible rows are selected. To make more rows visible change the number of items per page first

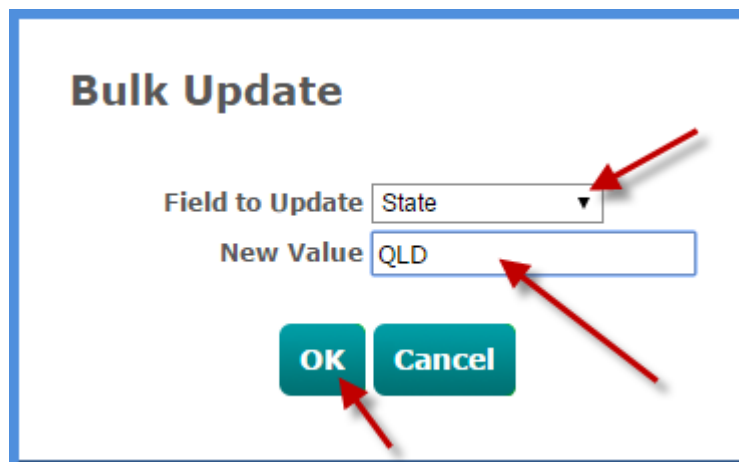
112 Items / Page

<u>Address</u>	<u>Suburb</u>
21st St	Laura

Then click on the Edit Many icon in the toolbar



Select the Field to Update and the New Value then press OK



Bulk Update

Field to Update: State

New Value: QLD

OK Cancel

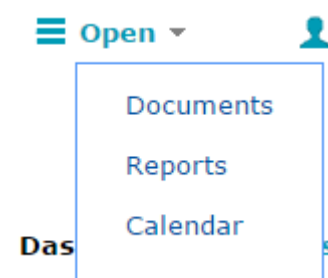
Menus

Open

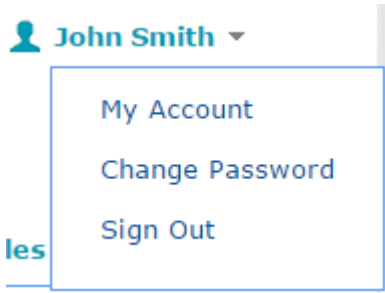
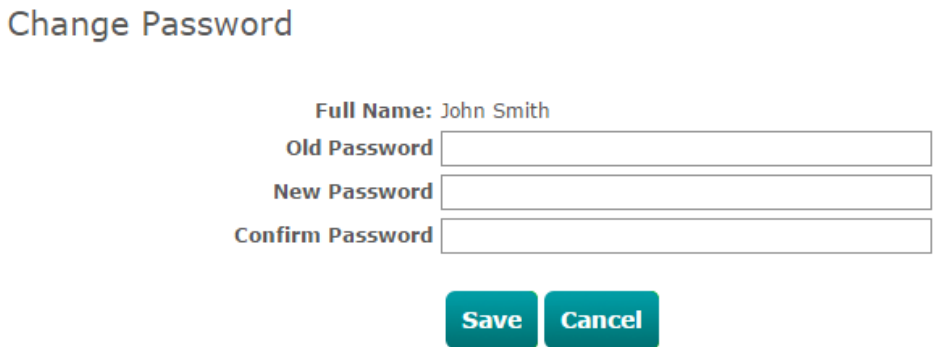
At the top is a menu that gives you access to:

- Documents
- Reports
- Calendar


These are all described in other sections.



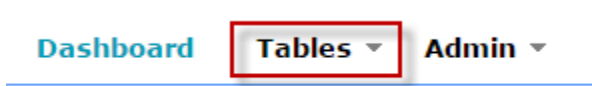
My Account

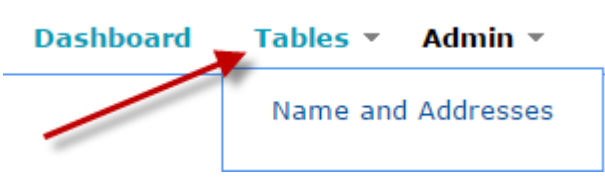
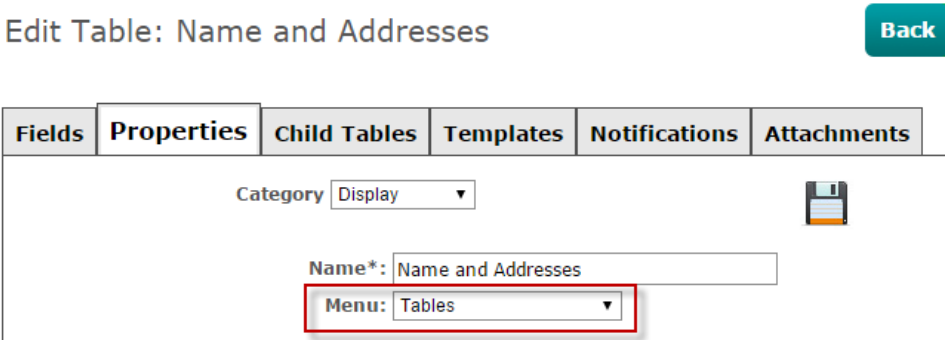
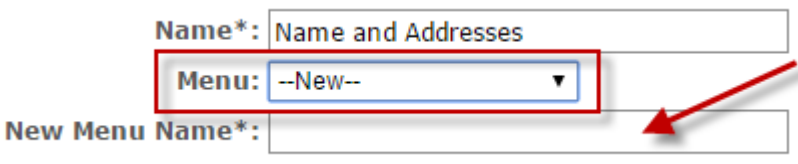
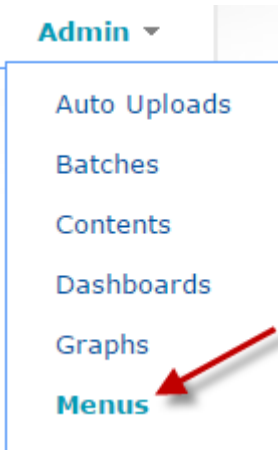
<p>Also at the top is a menu that gives you access to:</p> <ul style="list-style-type: none"> • My Account • Change Password • Sign Out <p>My Account is described in another section.</p>	
<p>Change Password opens a simple page that allows you to enter a new password.</p> <p><i>Note: If you do not know your old password us the Forgotten Password link on the login page</i></p>	
<p>Sign Out logs you out of the system and takes you back to the Sign In page.</p>	<p>Technical Note: If you are having problems try forcing a sign out which will clear all session variables http://live.thedatabase.net/ForceSignOut.aspx</p>

Dashboard or Home Menu

<p>The Dashboard menu takes you to your dashboard or default table depending on how you have it set up in My Account</p>	
--	--

Custom Menus

<p>The rest of the menus are configurable. You can have no other menus and just use the dashboard menu to access your main table or you can have any number of menus running along the top.</p>	
---	--

<p>Also you can have any number of menu items below each menu and even have sub menus below those.</p>	
<p>To set the menu where a table appears go into the Table Configuration and look in the Properties tab.</p> <p>There you can select the menu you want the table to appear under or you can select None or New</p>	
<p>New will prompt you to enter the name of the new menu item.</p>	
<p>More advanced users can edit the menu structure by choosing Menus from the Admin menu</p>	

In there menus can be reordered, added, moved, renamed, deleted and so on.

The interface is similar to other parts of the system.


Menus

Menu

Go

☐ Show Deleted Records

[Top Level/](#)

	Menu
	Tables

My Account Options

Account

Accessible from the My Account Menus this allows you to edit various options relating to your account including:

 **John Smith** ▾

My Account

Change Password

Sign Out

The first tab allows you to change the Account details Options.

Logo allows you to change the logo shown at the top of the page. See Admin help [How do I](#).

Other Map Scale allows you to set the zoom of the map on other pages such as the sample site page.

Show location allows you to choose which samples sites are shown on the dashboard map.

Account	Contact Details	Billing
<p>Logo</p> <p><input checked="" type="checkbox"/> Use default logo</p> <p>Maps</p> <p>Other Map Scale: <input type="text" value="Auto"/></p> <p>Show Location: <input type="text" value="Depositional"/></p> <p>Data Scope</p> <p><input type="checkbox"/> Use Data Scope</p> <p>Home Page</p> <p>Menu: <input type="text" value="Dashboard"/> <input checked="" type="checkbox"/> Show Open Menu</p> <p><input checked="" type="radio"/> Display Dashboard</p> <p><input type="radio"/> Display Table: <input type="text" value="--None--"/></p>		

Data Scope see Admin guide [What is Data](#).

Menu lets you rename the Dashboard menu item.

Show Open Menu shows the Open menu at the top of the page.

Display Dashboard/Table allows you to either show a user configurable dashboard or your main table.

Contact Details

The 2nd tab shows the Contact Details. The only mandatory fields are

- First Name
- Last Name
- Email

Edit Account



Account **Contact Details** Billing

Your details

First Name
Last Name
Phone Number:
Email

Billing Details

☐ Same as above
First Name
Last Name
Phone Number
Billing Email
Billing Address
Country:

Billing


The 3rd tab contains your Account details and Payments made.

Edit Account

Account **Contact Details** **Billing**





Account Name* ETS Demo
Account Type* Corporate [Change](#) [Renew](#)
Expiry Date 25/9/2099

Payments

<p>To change your account type click on the <u>Change</u> link</p>	<div> <div>Edit Account</div> <div> <div>Account</div> <div>Contact Details</div> <div>Billing</div> </div> <div> <div>Account Name* ETS Demo</div> <div>Account Type* Corporate Change Renew</div> <div>Expiry Date 25/9/2099</div> </div> <div>Payments</div> </div> 
<p>Select your preferences and press Continue.</p> <p>You will then be taken to PayPal to pay the difference if required.</p> <p>Account Types are explained on the website.</p> <p>Period is the frequency you wish to be billed. Paying for a longer period in advance will allow you to enjoy big discounts.</p> <p>Billing Email is the address that the statement will be sent to.</p> <p>Country is required for taxation purposes. Australian residents enjoy a 9.1% discount but are liable for 10% tax.</p> <p>Cost before discount is the gross cost (inc tax if applicable)</p> <p>Any unused credit or discounts from extended plans are then subtracted to give the You pay figure.</p>	

<p>To renew an account click on the Renew link on the Account tab</p>	<h3>Edit Account</h3> <div> Account Contact Details Billing </div> <hr/> <p> Account Name* ETS Demo Account Type* Corporate Change Renew Expiry Date 25/9/2099 </p> <p>Payments</p>
<p>You then select the Period you wish to pay for in advance.</p> <p>Any unused credit or discounts from extended plans are then subtracted to give the You pay figure</p>	<h3>Renew Account</h3> <p> Period Monthly ▾ </p> <p> Cost before discount: \$300 Less discount / credit: You pay: \$300 </p> <div> Continue Back </div>

Graphs

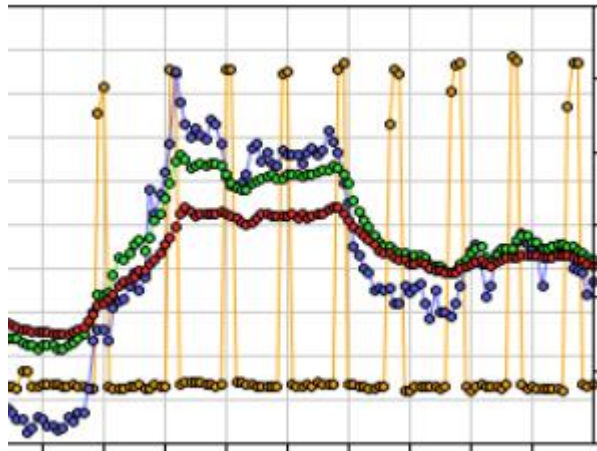
<p>To create a graph click on the graph icon on the table summary page.</p>	<div> Home Tables ▾ Admin ▾ </div> <hr/> <div>     </div> <hr/>
<p>You can then quickly create a simple graph of any number field by simply selecting it</p>	

Series

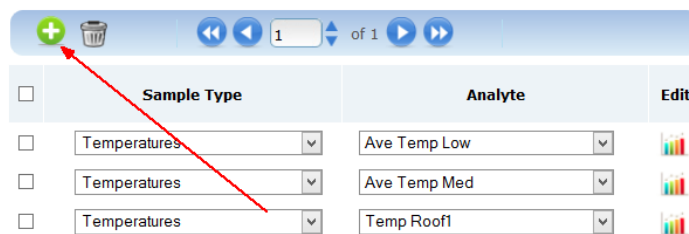
You can plot an unlimited number of series.

That can be any combination of:

- **Sample sites.** One series per sample site. These can be added one at a time or all sample sites for a sample type.
- **Sample types.** You can plot any sample type against any other sample type.
- **Analytes.** You can compare analyse within a sample type or between sample types



To add a new axis click on the Add icon at the top...



<input type="checkbox"/>	Sample Type	Analyte	Edit
<input type="checkbox"/>	Temperatures	Ave Temp Low	
<input type="checkbox"/>	Temperatures	Ave Temp Med	
<input type="checkbox"/>	Temperatures	Temp Roof1	

... and select the Sample Type and Analyte you wish to plot. The other options are:

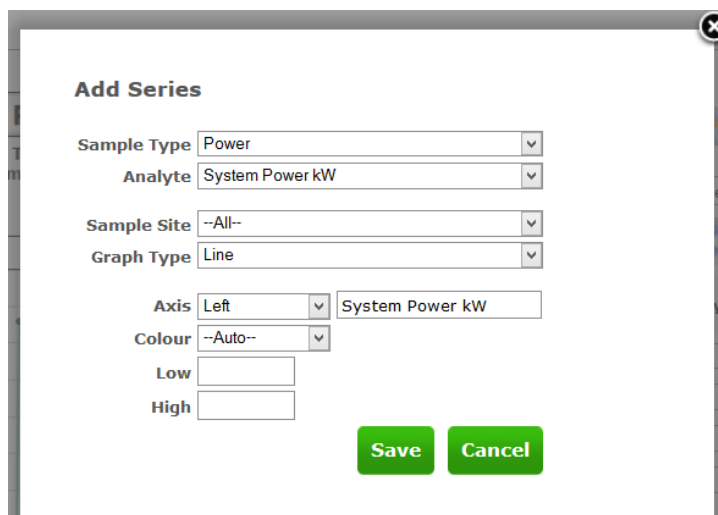
Sample Site: You can either show all sample sites (with automatic colours) or add one sample site at a time with tighter control.

Graph Type: Line, Bar, Area, Point and [Mean, Min and Max]

Axis: Right, Left or Percentage. [See below.](#)

Colour: Select from 16 colours.

Low/High: Set the axis range



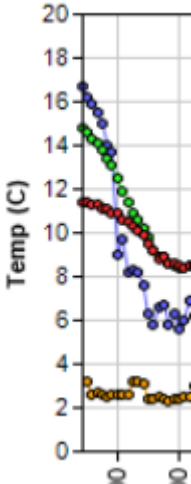
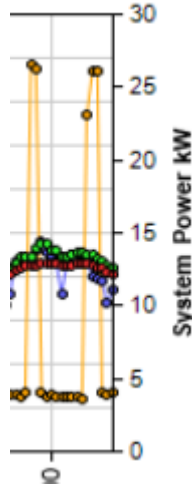


Add Series

Sample Type: Power
Analyte: System Power kW
Sample Site: --All--
Graph Type: Line

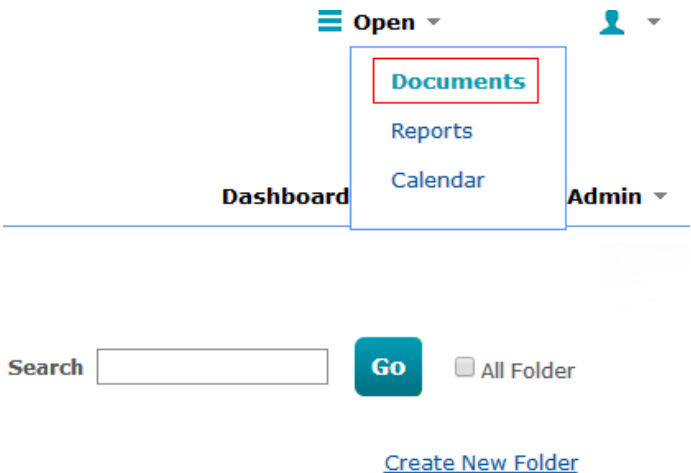
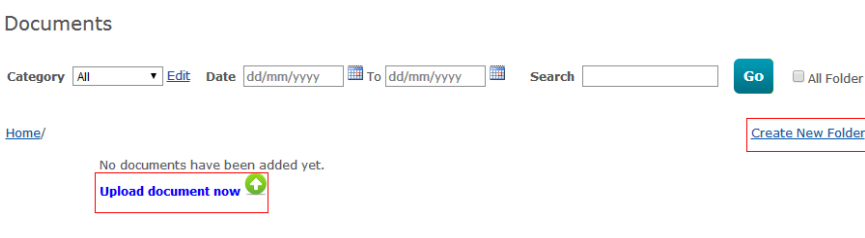
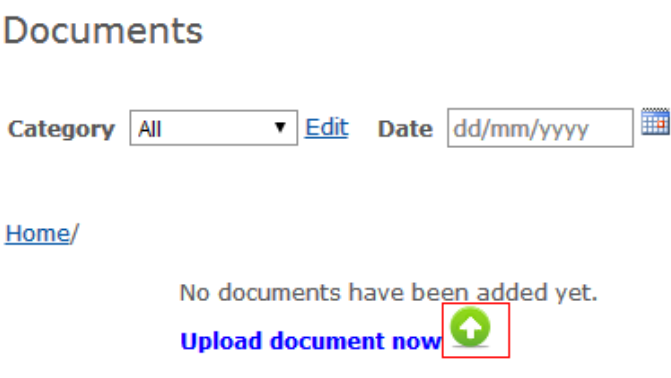
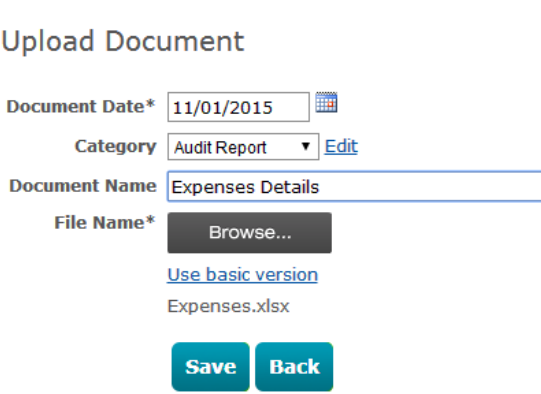
Axis: Left
Colour: --Auto--
Low:
High:

Save **Cancel**

Axis


<p>You can specify which axis to use:</p>	<div><div></div><div><p>Left:</p></div><div></div><div><p>Right:</p></div></div>
<p>You can also specify “Percentage” which means that it does not use an axis.</p> <p>Instead values are plotted as a percentage (the highest value is 100 and the lowest is 0).</p> <p>This allows you to plot unlimited sample types with different units and scales (plot data with values in the millions vs data with values in the 1000s vs data with values below 1!</p>	<div><div><div>Axis</div><div>Left</div><div>▼</div></div><div><div>Colour</div><div>Left</div><div>Right</div><div>Percentage</div></div><div><div>Low</div></div></div> 
<p>Note that the Axis label will default to the chosen Analyte but this can be changed or blank.</p>	<div><div><div>Axis</div><div>Left</div><div>▼</div></div><div><div>System Power kW</div></div></div> 

Documents

<p>Documents option is given at the top under “Open” menu.</p>	 <p>The screenshot shows the dashboard header with a hamburger menu icon and the word 'Open' next to it. A dropdown menu is open, showing 'Documents' (highlighted with a red box), 'Reports', and 'Calendar'. Below the menu, there is a 'Dashboard' label and an 'Admin' dropdown. At the bottom of the header, there is a search bar with a 'Go' button and a checkbox for 'All Folder'. A link 'Create New Folder' is also visible.</p>
<p>You can upload documents directly and by creating new folder as well.</p>	 <p>The screenshot shows the 'Documents' page. It has a header with 'Category' (set to 'All'), 'Edit', 'Date' (dd/mm/yyyy), 'To' (dd/mm/yyyy), 'Search', 'Go', and 'All Folder'. Below the header, there is a 'Home/' link and a 'Create New Folder' link (highlighted with a red box). The main content area says 'No documents have been added yet.' and features an 'Upload document now' link with a green upload icon (highlighted with a red box).</p>
<p>To upload documents directly, simply click on “Upload document now” link.</p>	 <p>This screenshot is similar to the previous one, showing the 'Documents' page. It highlights the 'Upload document now' link with a green upload icon (highlighted with a red box) in the main content area.</p>
<p>A form will get open. Select Document Date, category, Document Name and browse the file needs to be uploaded.</p> <p>Click on “Save” button to save these details.</p>	 <p>The screenshot shows the 'Upload Document' form. It includes fields for 'Document Date*' (11/01/2015), 'Category' (Audit Report), 'Document Name' (Expenses Details), and 'File Name*' with a 'Browse...' button. There are links for 'Use basic version' and 'Expenses.xlsx'. At the bottom, there are 'Save' and 'Back' buttons.</p>
<p>Document will get uploaded.</p>	

Now, click on “Create new Folder” link to create folder.

Documents

Category All Edit Date dd/mm/yyyy  To dd/mm/yyyy  Search Go ☐ All Folder

Home/ Create New Folder

No documents have been added yet.

Upload document now 

A pop will get open. Enter Folder Name here and then click on Save button.

Add Folder

Folder Name*

Save

A folder will get created as shown in screenshot.




Home/ Create New Folder


     1 of 1  1 Items 15 / Page Go

	Name	Date	Category	File Type	Size
	<a>Folder1			File folder	

You can also Edit folder by clicking on Edit button.







Home/


     1 of 1 

	Name	Date	Category
	<a>Folder1		

To upload documents under folder, simply click on folder name.


Home/

	Name	Date
	<a>Folder1	


Then, click on “Upload document now” link.

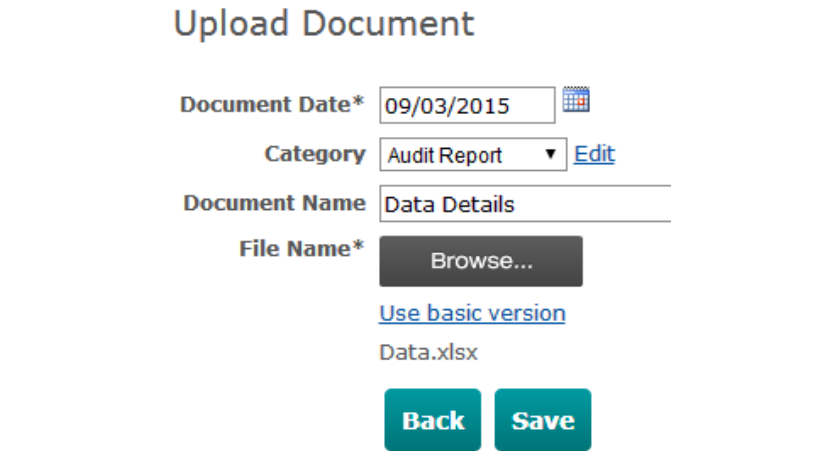
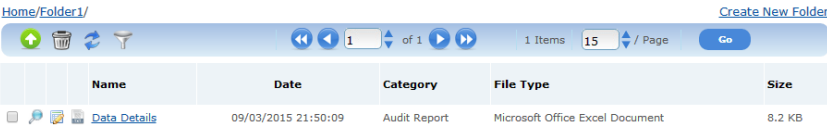


Documents

Category All Edit Date dd/mm/yyyy  To

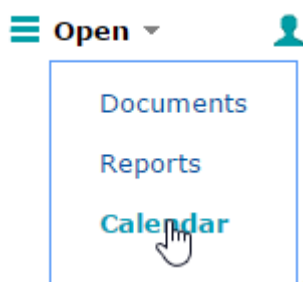
Home/Folder1/

No documents have been added yet.

Upload document now 

<p>A form will get open. Fill this form and Save it.</p>	
<p>Document will get uploaded under the folder created.</p>	
<p>Search is also given above the listing of documents. You can also search for documents based on Category, Date, Document name etc.</p>	
<p>When you tick "All Folder" check box, it will display all of the documents uploaded under all of the folders.</p>	

Calendar



TBC

