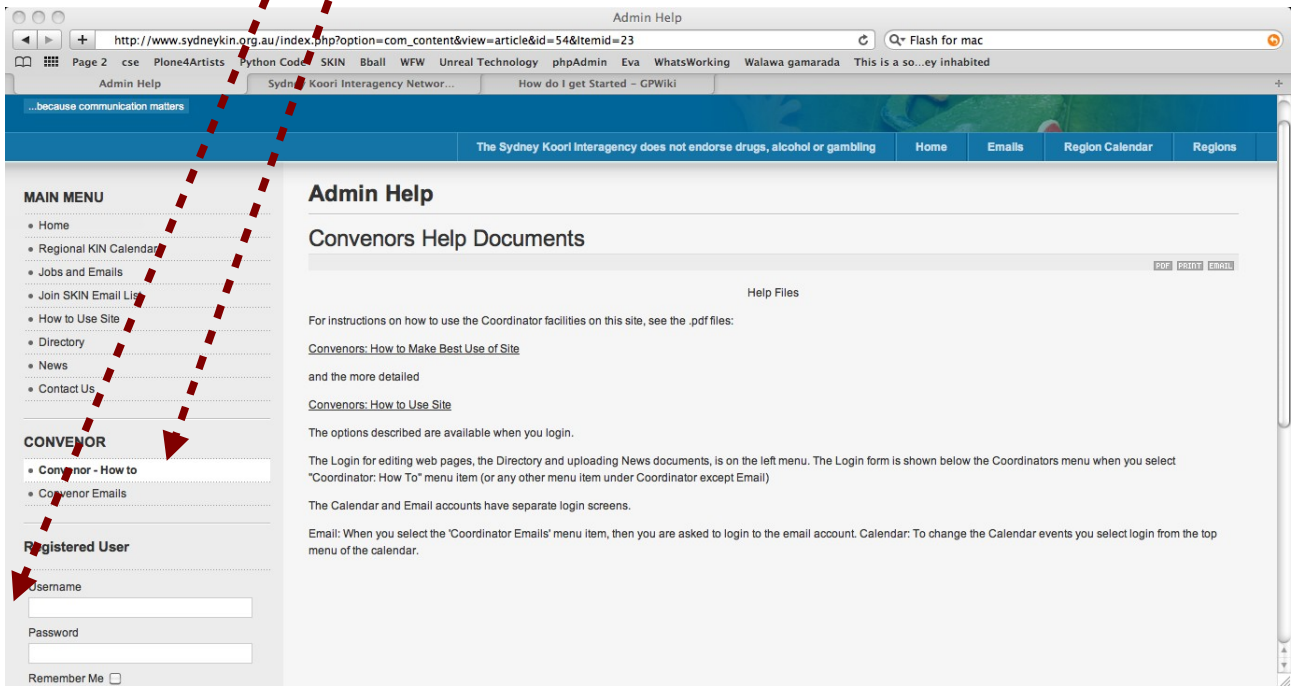


SKIN How to add Documents

To edit the directory, log into the front page of the web site. The login form is reached by clicking on the items on the Convenor's menu (second menu down on the left), such as the menu item "Convenor - How to".

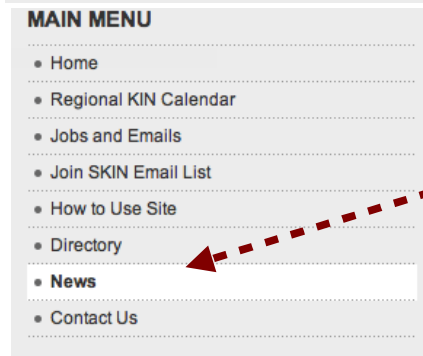
Then a log in space is seen below the Convenor menu. Use your normal login



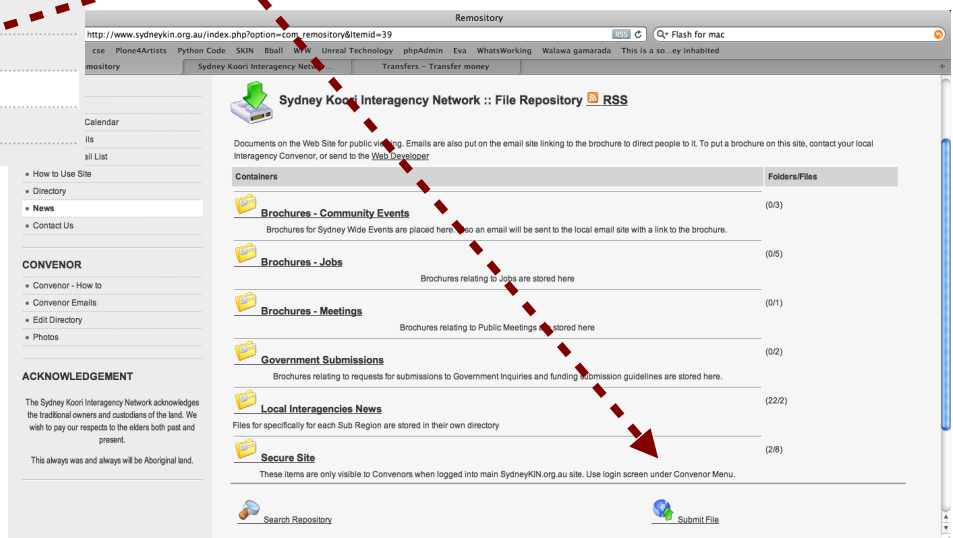
Then you can see more on the menu:

Edit Directory will allow you to see the Directory in edit mode.
Photos link is to the photos of the JKI Forum last year.

Also you now have the ability to edit other pages on the site.

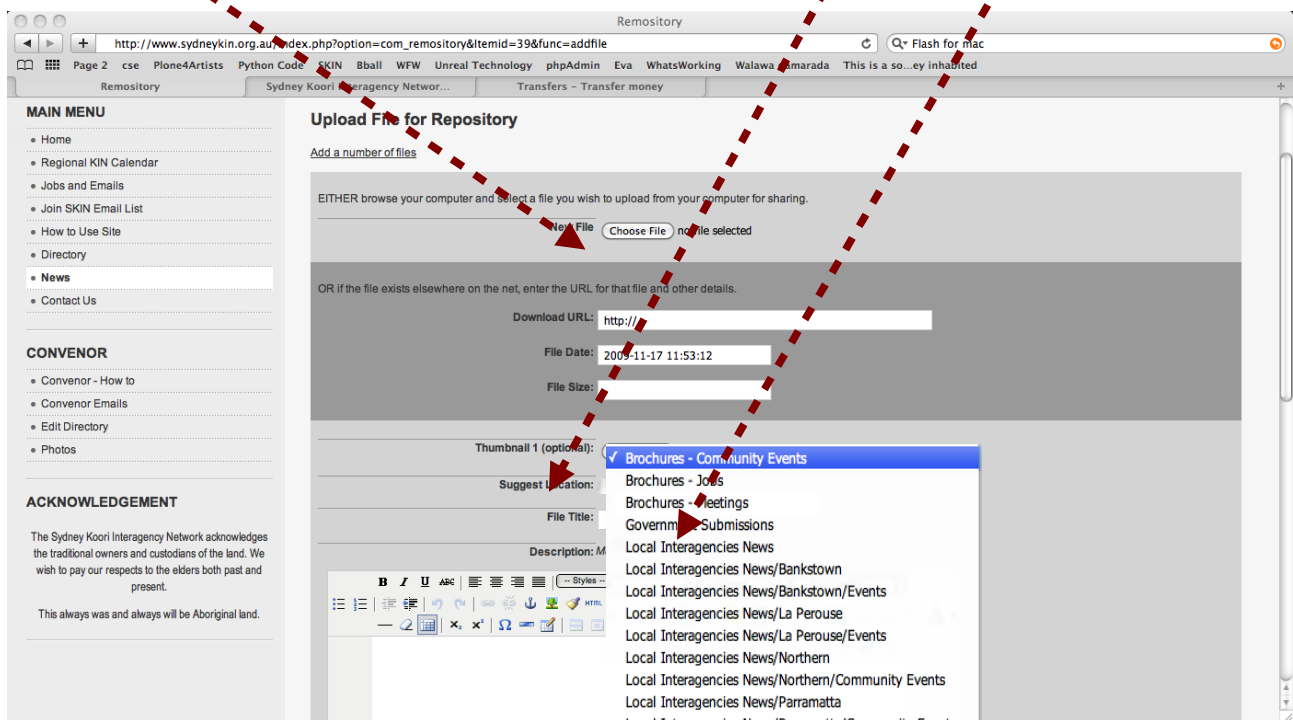


On the Main menu, if you select News you will be able to add documents to the site. When you select News, you will not see the Submit File button



Then you see this screen.

You can choose the file on your computer, and select 'Suggest Location' to select which directory it goes into on the site. Drop down list of locations is show, you can use Regional Directories,



or in the

Local Interagency Directories.

If you logged in on your own local site, you will just see your local directories, but they are the same ones seen on the regional site.