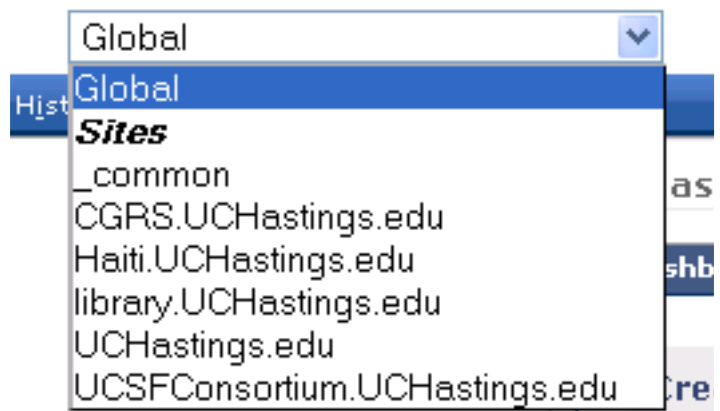


Instructions on adding Board of Directors Meeting Notices and Agendas

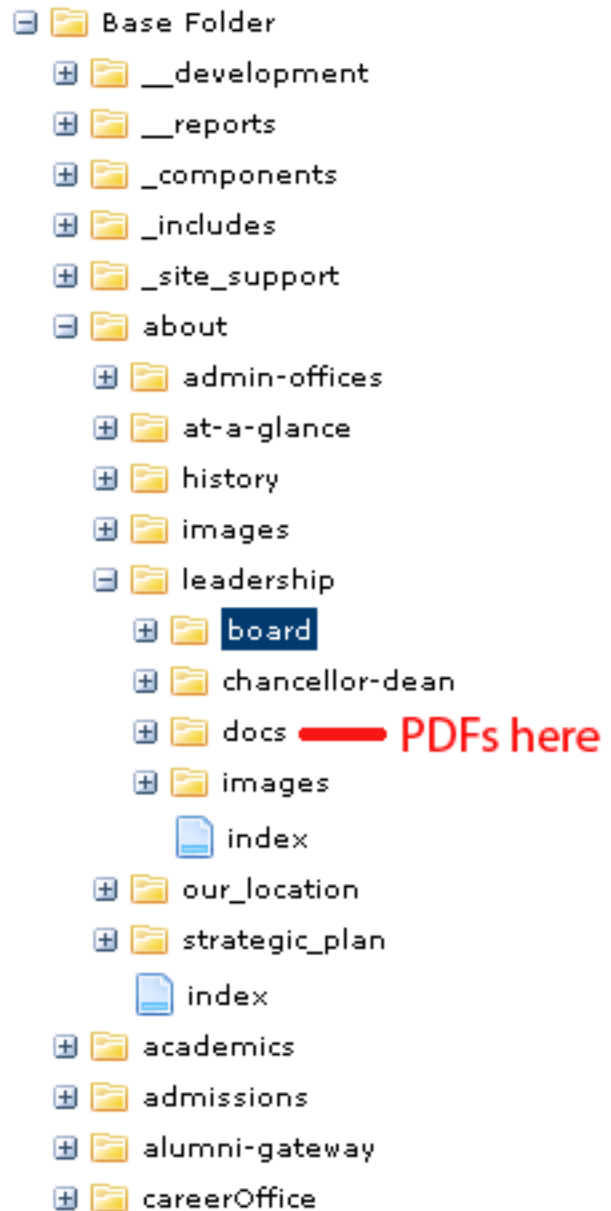
1. Your first step is to login to Cascade Server.
2. You will arrive at the Dashboard, a screen like the one below. You will only be concerned with the upper-left-hand corner



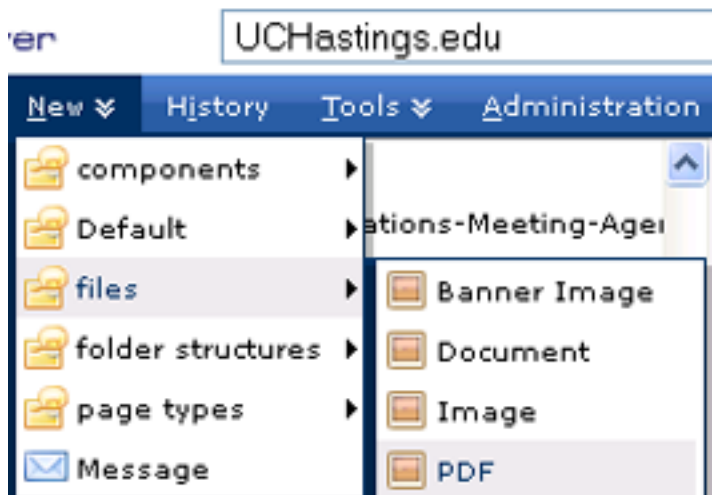
3. From the, "Global" dropdown box, choose UCHastings.edu



4. The file structure of the website will be revealed. You need to click on the “about” folder, then the “leadership” folder. You should see this. Your pdfs will go into the “docs folder.



6. Return to the top tabbed navigation bar. Click on the tab labeled “New”. A new dropdown box will appear. Hover your mouse over the “files” label until you get its fly-out menu. From that menu, click on pdf.



New File

Create

Content Metadata System

System Name * lowercase file name here. please include .pdf file extension

Parent Folder * [_site_support/files/pdfs]

Inline Metadata

Display Name * Must include file name. Can be same as .pdf name

Title * Must include file name. Can be same as .pdf name

Edit File Contents

File Contents *

8 pt Xml ab

1

Position: Ln 1, Ch 1 Total: Ln 1, Ch 0

Advanced editor *

Data

Upload file here from your computer.

File Upload Browse...

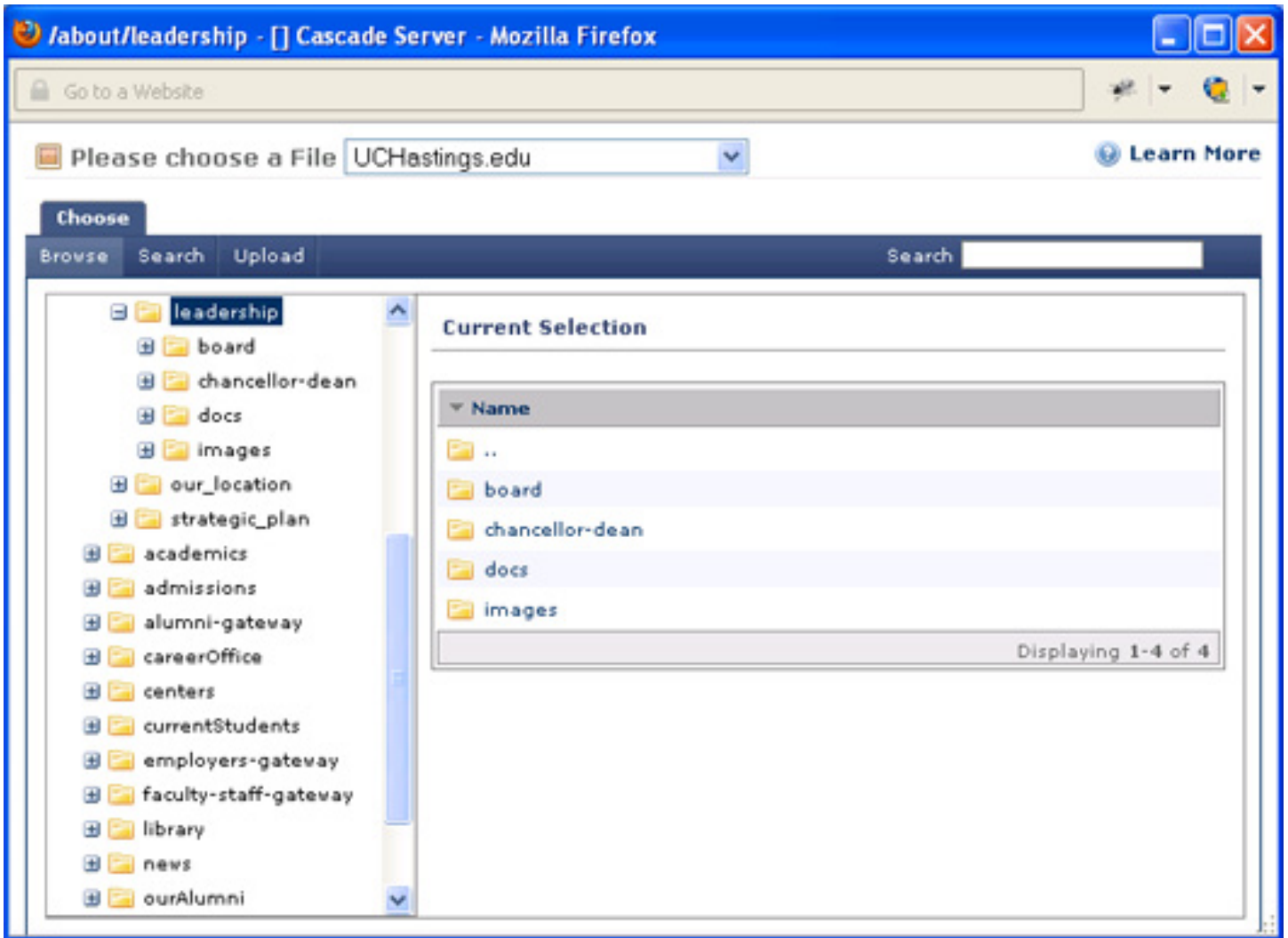
6. On this page, you will enter the file name in 3 places. Then click the "Browse.." button to find the pdfs location on your computer. Once ou have found it, click submit to upload it. From here, you will return to the top navigation bar.

7. Right below the dropdown box, click on the “New” tab. Hover over the “components” icon to reveal it fly out menu. Click on the icon called “board meeting”.

A screenshot of the 'New Block' form in a content management system. The form has tabs for 'Create', 'Content', 'Metadata', and 'System'. The 'Parent Folder' is set to '[about/leadership/board/notices-schedule]'. The 'Information' section is active, showing a 'Data Definition' of '[Boarding Meetings]'. Below this, the 'Boarding Meetings' section contains several fields: 'Meeting Name' (Title), 'Meeting Date' (with a calendar icon and time selection dropdowns for 01, 00, and AM), and 'File(s)' (with a plus sign icon and a minus sign icon). Red annotations with arrows point to the 'Meeting Name' field, the 'Meeting Date' field, the plus sign icon, and the minus sign icon. A red line points to the time selection dropdowns with the text 'Time of Meeting'. Below the 'File(s)' field, there is a red line pointing to the plus sign icon with the text 'Click plus sign for multiple documents' and another red line pointing to the minus sign icon with the text 'Attach Document'. At the bottom of the form, there is an 'Advanced Options' link and a 'Click submit' instruction. Two buttons, 'Submit' and 'Cancel', are located at the very bottom.

8. On this screen, you will attach the pdf to page that holds the link. Click on the “Attach Documents” brackets. A small screen will pop-up.

9. On this screen, click on the “docs” folder. Find the pdf folder you previously uploaded. Then click “Submit” when prompted.



10. The final step is to return to the index page and publish it.

