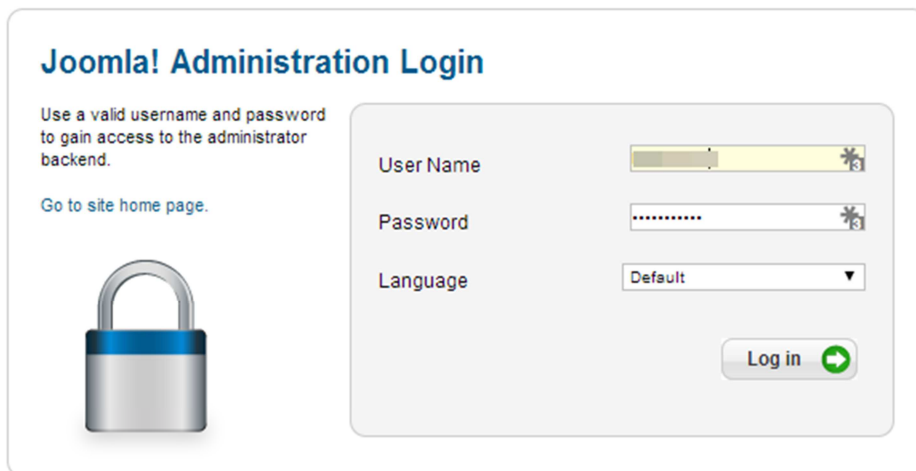


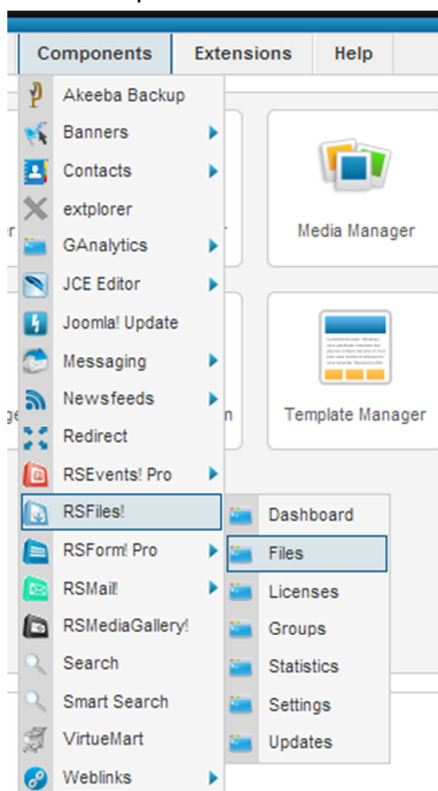
ADDING, EDITING and DELETING A FILE

1. Login to the Administrator page of your website by going to [www.\[state\].raeme.org.au/administrator](http://www.[state].raeme.org.au/administrator) and use the username and password provided to you



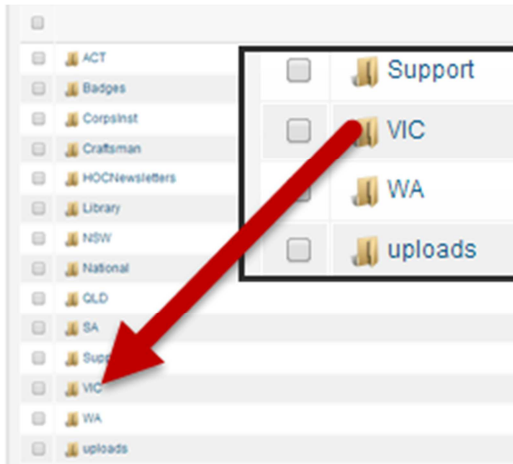
The image shows the Joomla! Administration Login page. It features a blue padlock icon on the left. The main heading is "Joomla! Administration Login". Below the heading, it says "Use a valid username and password to gain access to the administrator backend." and "Go to site home page." On the right, there is a login form with fields for "User Name", "Password", and "Language" (set to "Default"). A "Log in" button with a green arrow is at the bottom right.

2. Go to Components > RSFiles > Files

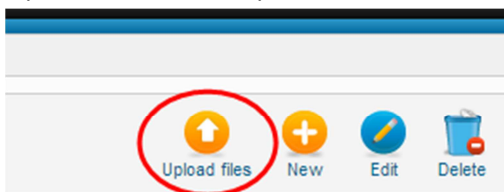


ADDING, EDITING and DELETING A FILE

3. From the Folders, Select your state's Folder



4. Continue to browse through your folder structure until you get to where you want to place the file you wish to upload. Once you have selected the folder for the upload, Click on the Upload files at the top menu



5. From the popup window make the following selections

File attributes	File permissions
Status ☐ Unpublished ☒ Published	Perform maintenance - Everybody -
Date added 23	Can view - Everybody -
File statistics ☒ No ☐ Yes	Can download - Everybody -
File version 	
File license No license ▼	
Download method File download ▼	
Download limit 	

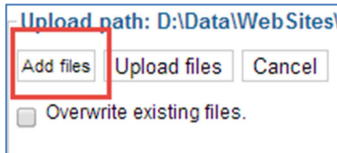
Upload path: D:\Data\Web Sites\RAEME\Common\VIC\Images

☐ Overwrite existing files.

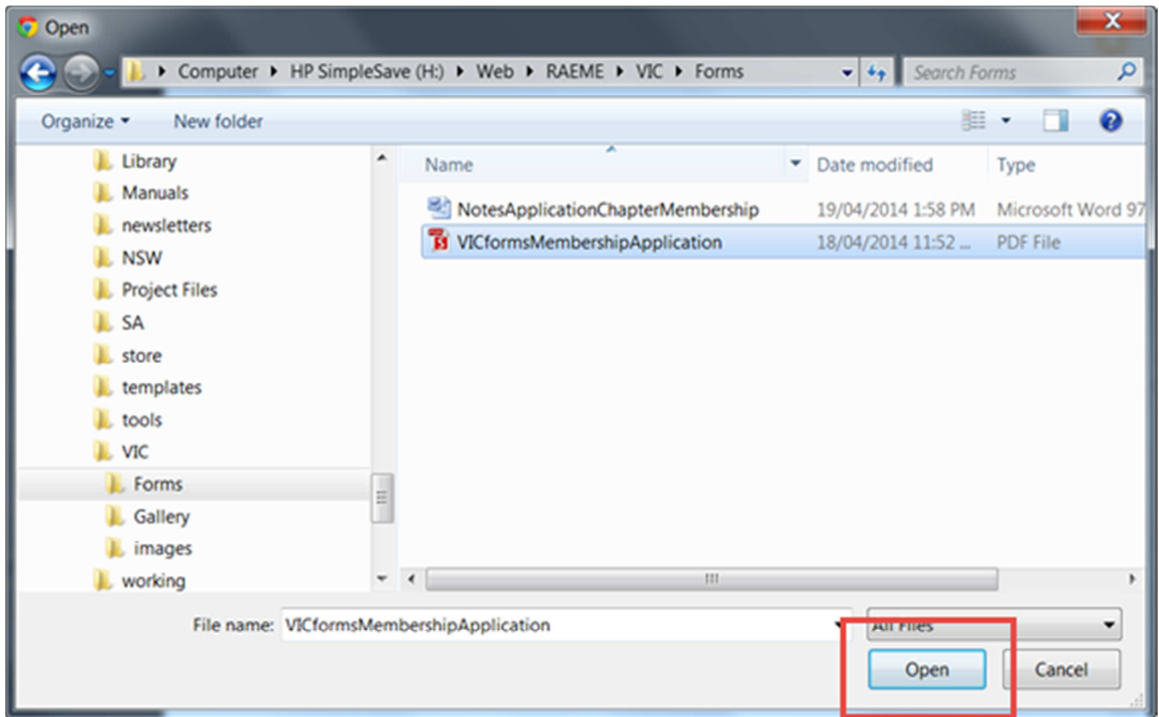
- Status** – Set to published so the document will show on the website
- Date Added** – (optional) the date you added to the file
- File Version** – (Optional) the version of the file
- File Licence** – Leave as is
- Download method** – Leave as is
- Download limit** – Leave this blank
- Perform Maintenance** – Ensure that nothing is selected
- Can View** – Set to everybody
- Can Download** – Set to everybody

ADDING, EDITING and DELETING A FILE

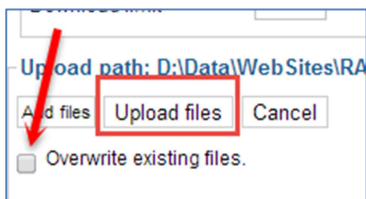
- Click on the Add Files Button



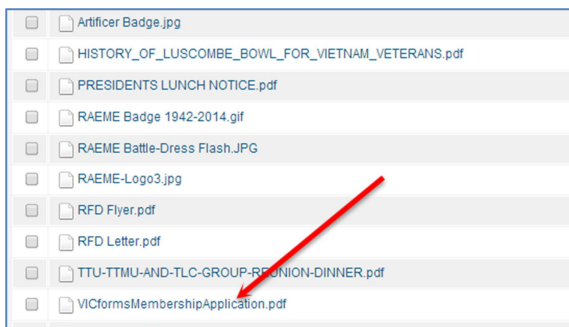
- From the dialogue window that pops up, browse for the file you wish to upload, and click Open



- Repeat steps 6 and 7 if you want to add more than one file into the folder you have selected
- Once you have selected all of the files you wish to upload, Click on Upload files. If you are uploading files that have previously been uploaded, check the "Overwrite existing files" Checkbox.



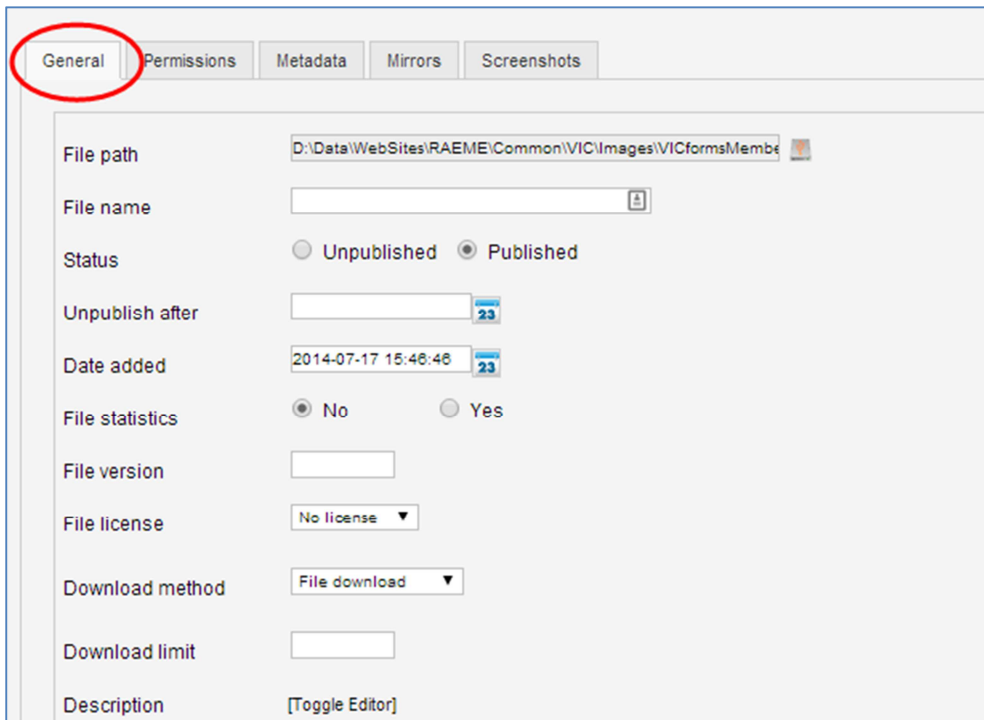
- When the site finishes uploading, the popup window will close and you will see your uploads in the folder. Click on the file name.



ADDING, EDITING and DELETING A FILE

GENERAL TAB

11. In the General Tab, Ensure the following data is Filled in:



The screenshot shows a web interface for managing files. At the top, there are five tabs: General, Permissions, Metadata, Mirrors, and Screenshots. The 'General' tab is selected and highlighted with a red circle. Below the tabs, there is a form with the following fields:

- File path: D:\Data\WebSites\RAEME\Common\VIC\Images\VICforms\Memb...
- File name: (empty text box)
- Status: ☐ Unpublished ☒ Published
- Unpublish after: (empty text box)
- Date added: 2014-07-17 15:46:46
- File statistics: ☒ No ☐ Yes
- File version: (empty text box)
- File license: No license
- Download method: File download
- Download limit: (empty text box)
- Description: [Toggle Editor]

- File Name** – name the file. This is what is displayed on the website for people to see.
Leaving this blank will display the filename with extension
- Status** – Should be set to published from Step 5
- Unpublish After** – Set the date that you no longer wish to display this file on the website. If you want the file left on the site, leave it blank
- Date Added** – Defaulted to the upload date
- File Statistics** – If you want to see file statistics on this file, select Yes, otherwise leave it as is
- File Version** - Defaulted from Step 5
- Download Method** – Defaulted from step 5
- Download limit** – Defaulted from Step 5
- Description** – Leave this blank as it is not displayed on the website.

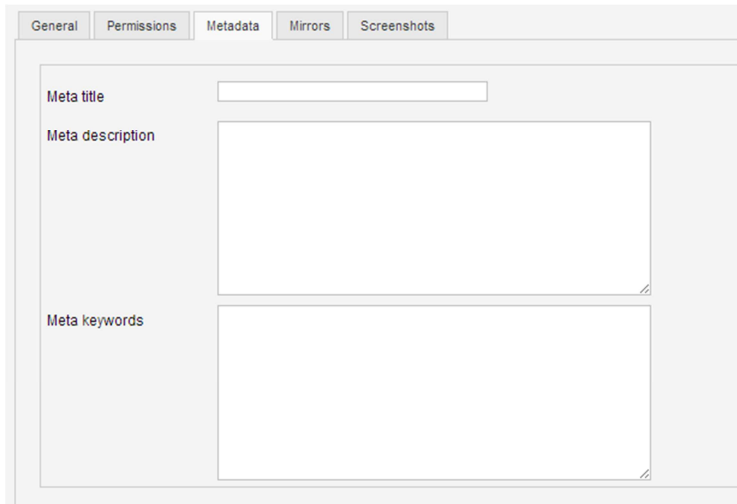
PERMISSIONS TAB

12. The permissions tab should be set from Step 5. If not refer to Step 5 for an explanation.

ADDING, EDITING and DELETING A FILE

METADATA TAB

13. The metadata allows websites to find your pages more effectively. Complete the metadata out as follows

A screenshot of a web application interface showing the 'Metadata' tab. The tab is selected among 'General', 'Permissions', 'Metadata', 'Mirrors', and 'Screenshots'. The 'Metadata' section contains three input fields: 'Meta title' (a single-line text box), 'Meta description' (a multi-line text box), and 'Meta keywords' (a multi-line text box).

- Meta title** – This can be the name of the file you completed in step 11a.
- Meta Description** – A brief description of what the file is
- Meta keywords** – List a number of keywords, separated by a comma pertaining to the file.

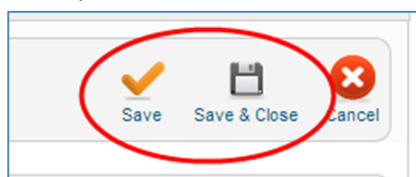
MIRRORS

14. Mirror sites are not used at this stage

SCREENSHOTS

15. Screenshots are not used at this stage.

16. When you have completed the field settings, Click on the Save or the Save & Close buttons in the top menu



17. Your files are now uploaded and published on your website.

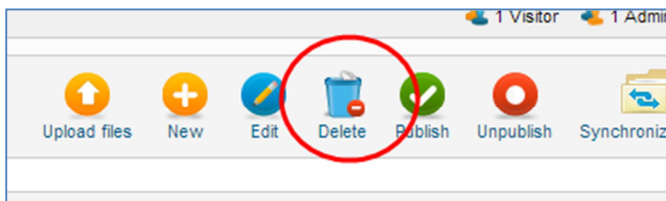
ADDING, EDITING and DELETING A FILE

DELETING A FILE

18. To delete a file, Do Steps 1 to 3 and continue to browse through your folder structure for the location of the file you wish to delete. Check the checkbox to the left of the filename



19. Select the Delete Icon in the top menu



20. Your file will then be deleted.