Add a Document

1. To add a document, click Documents in the navigation bar, then click Add.

2. Enter a name and author for the document.

Documents

General

Name:

Author:

Folder: Documents   📁 Choose Folder

Set to Now

Publish Date: 9/24/2018   AT: 2 ▾ : 07 ▾   PM ▾

Lead In:

Description:

Notes:

Additional Information ✚

Add & Exit   **Add & Continue**   Cancel

3. If required, choose a new folder for the document.

4. Enter a publishing time and date.

5. If required, enter a lead in, description, and/or notes.

6. Enter data in any custom fields in the Additional Information section as needed.

7. Click Add & Continue to save your changes and view additional options.