Upload Process
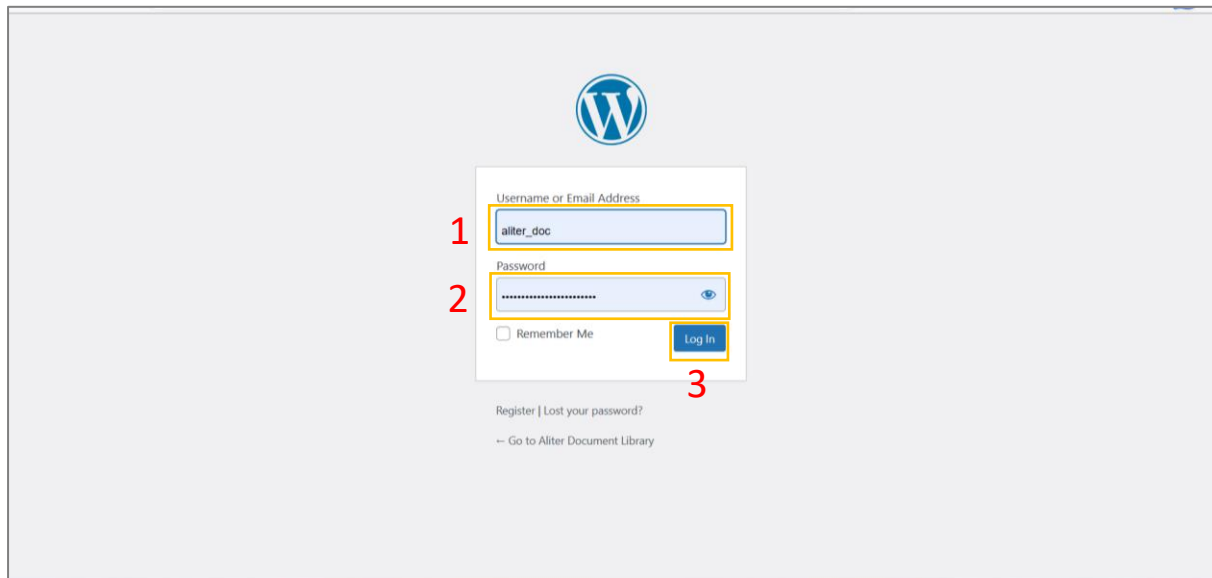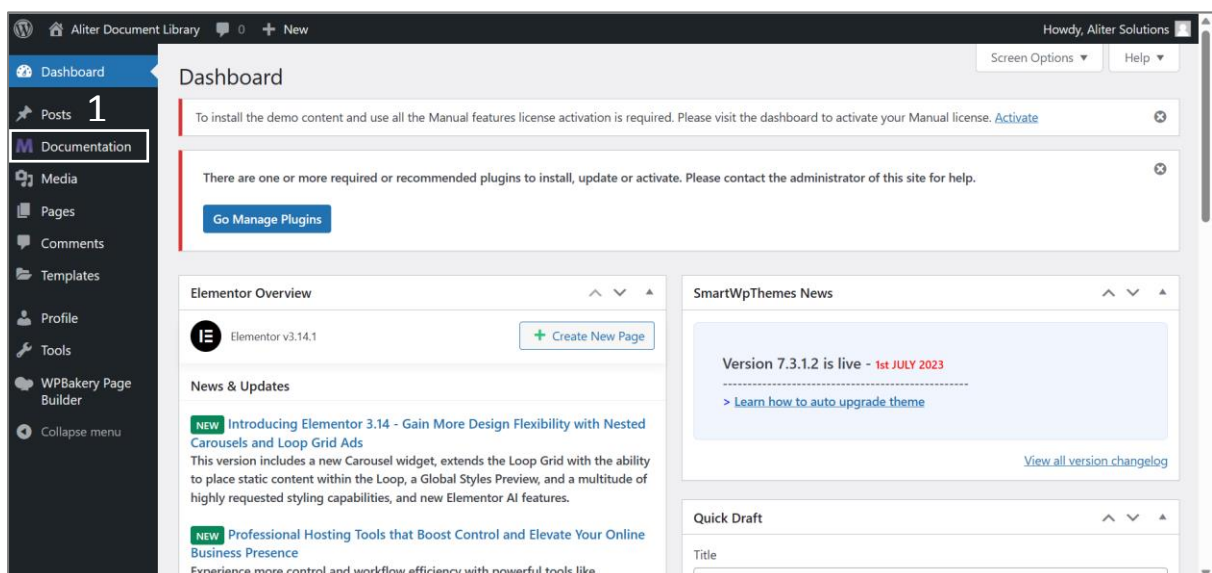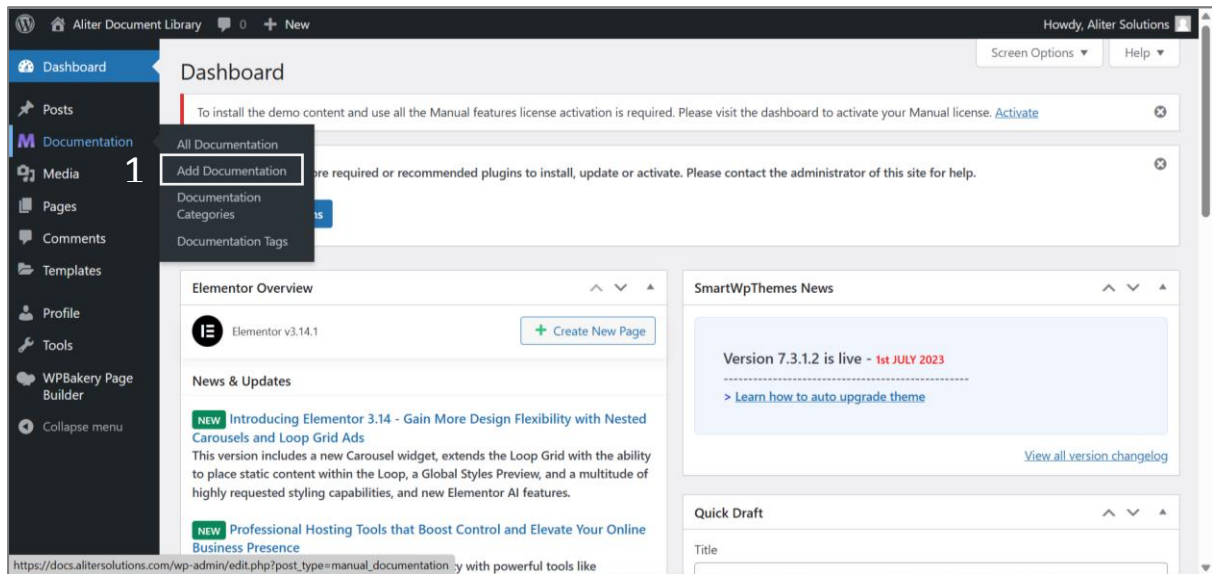
Log In

1. Add username.
2. Add password.
3. Click on this button, to log in.

Dashboard
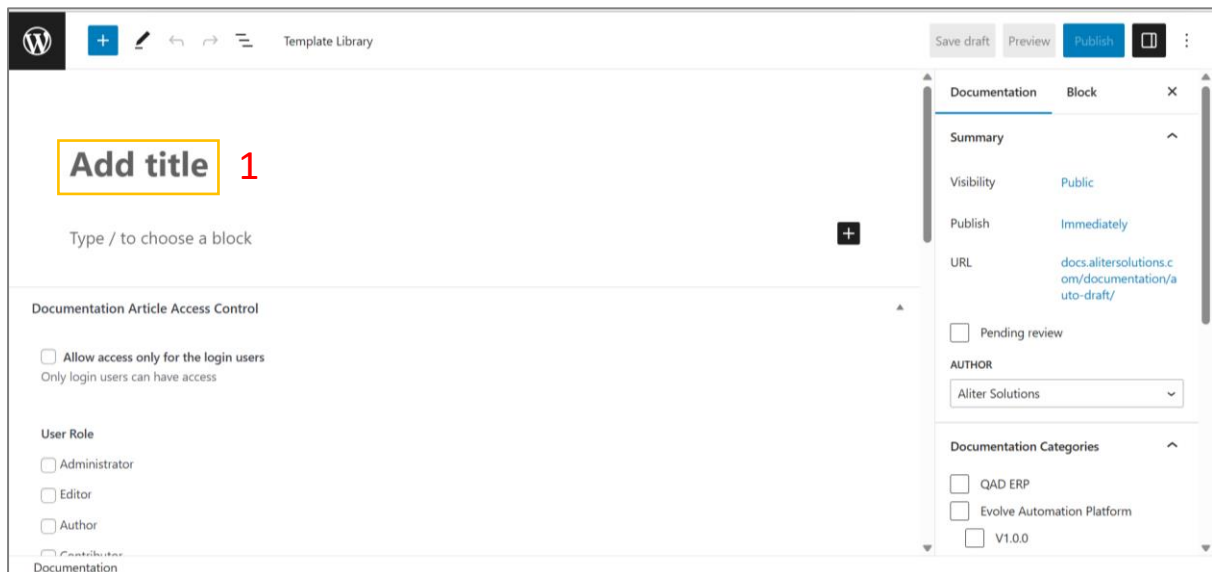

1. Click on documentation.

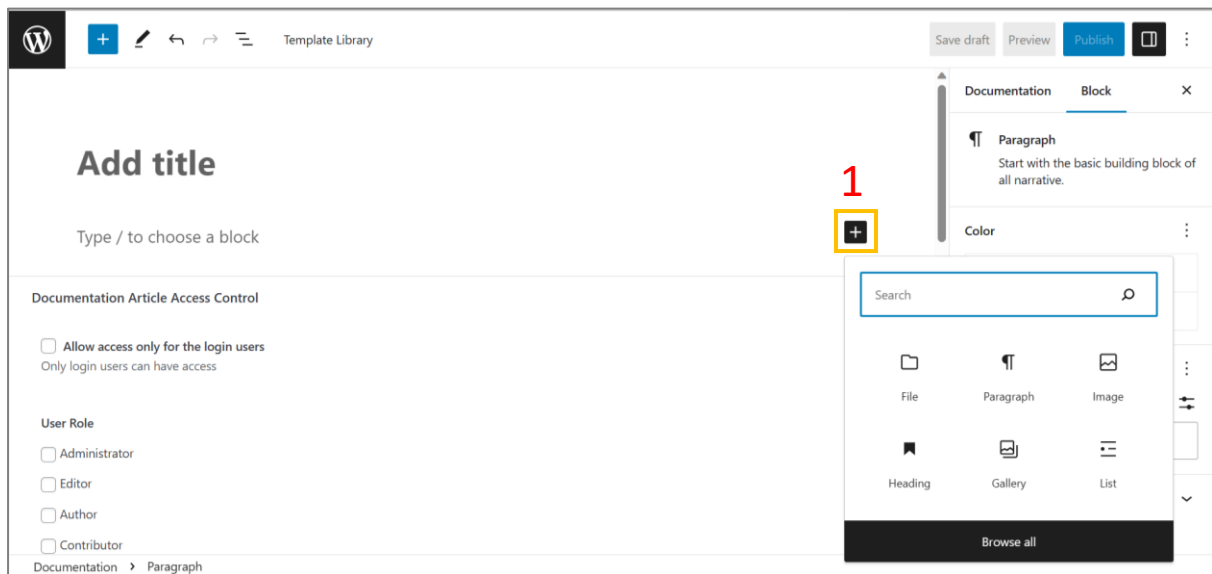## Add Document

1. Click on 'Add Documentation'.

Add Title
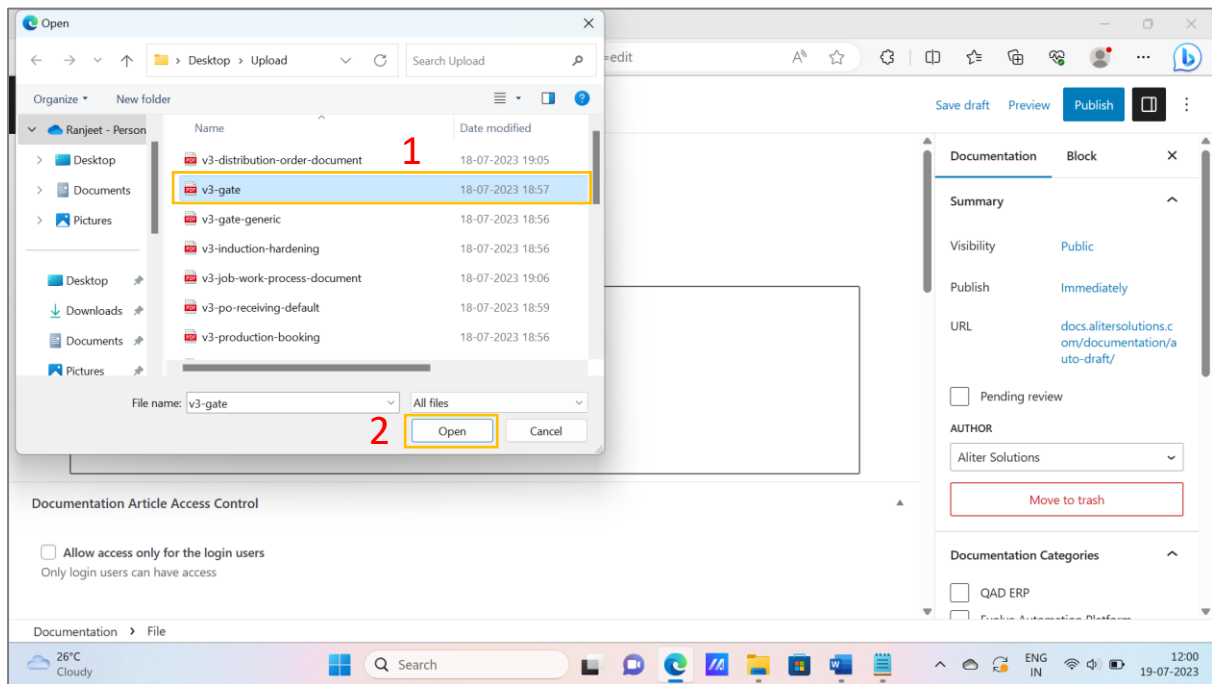

1. Add title

Add File

1. Click on + button to add file.
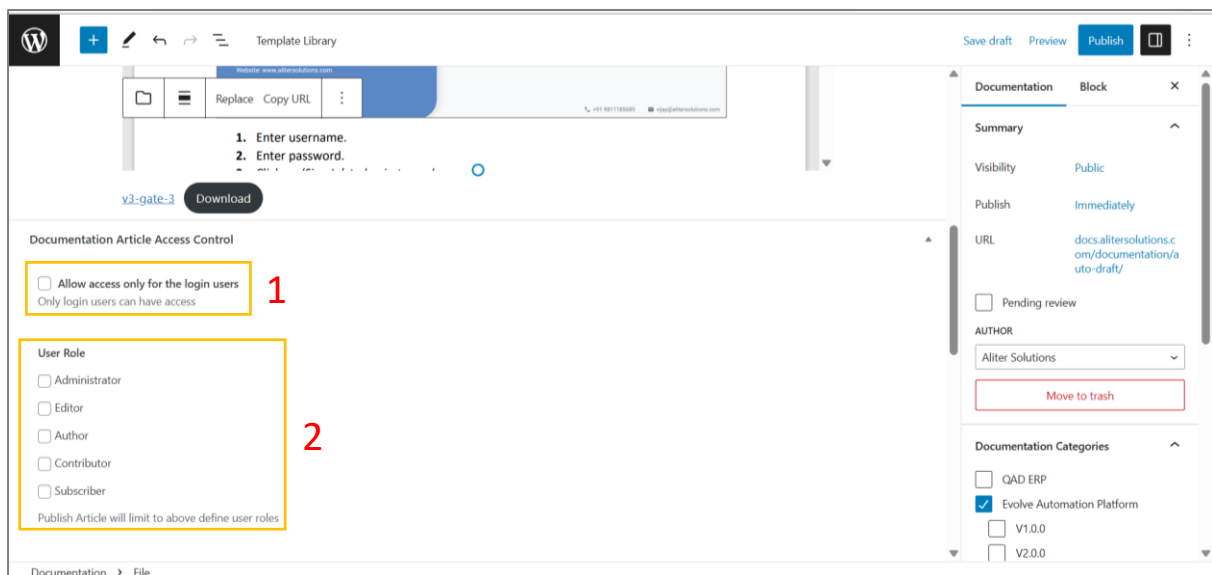
Upload File
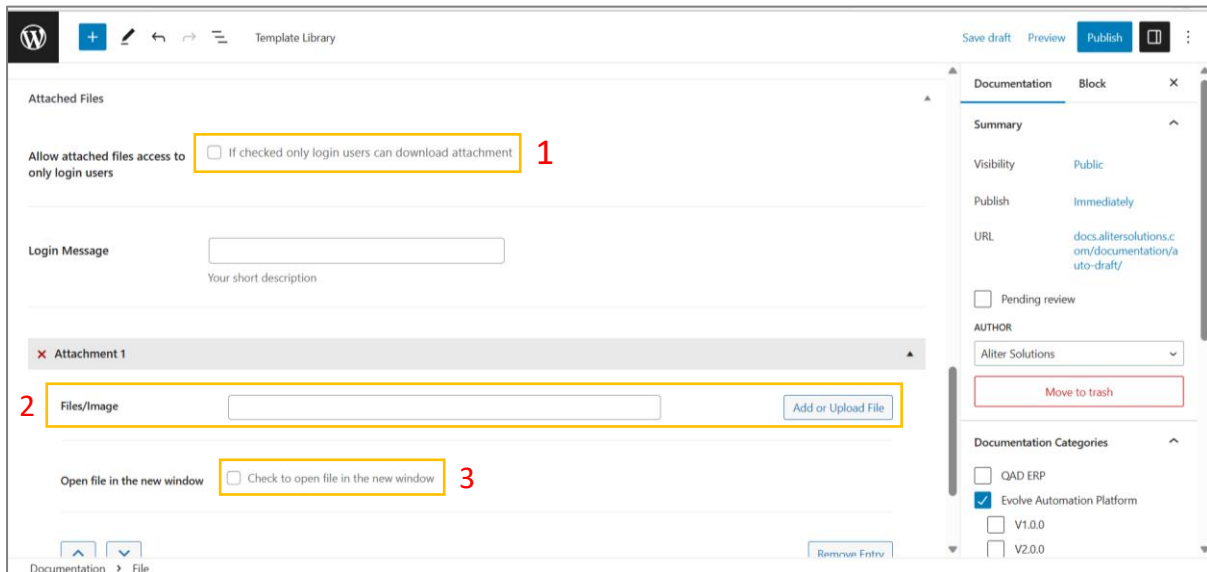

1. Click on upload button.

Select File

1. Select file to upload.
2. Click 'open'.

Document Access Control (Log In User Access and Role)

1. Click on this checkbox, so that only logged in users will have access to document.
2. Select role of the user.

Document Access Control (Attachment and File open)
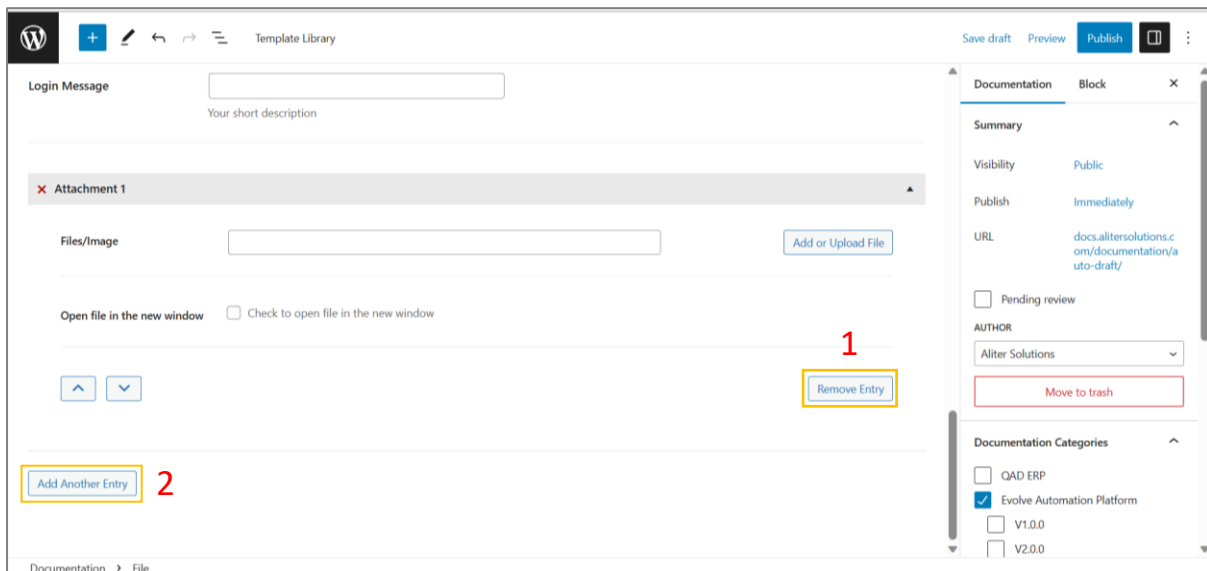
1. Click on this checkbox, to allow attachment download rights to only logged in users.
2. Upload attachment.
3. Click on this checkbox, to open file in new window.

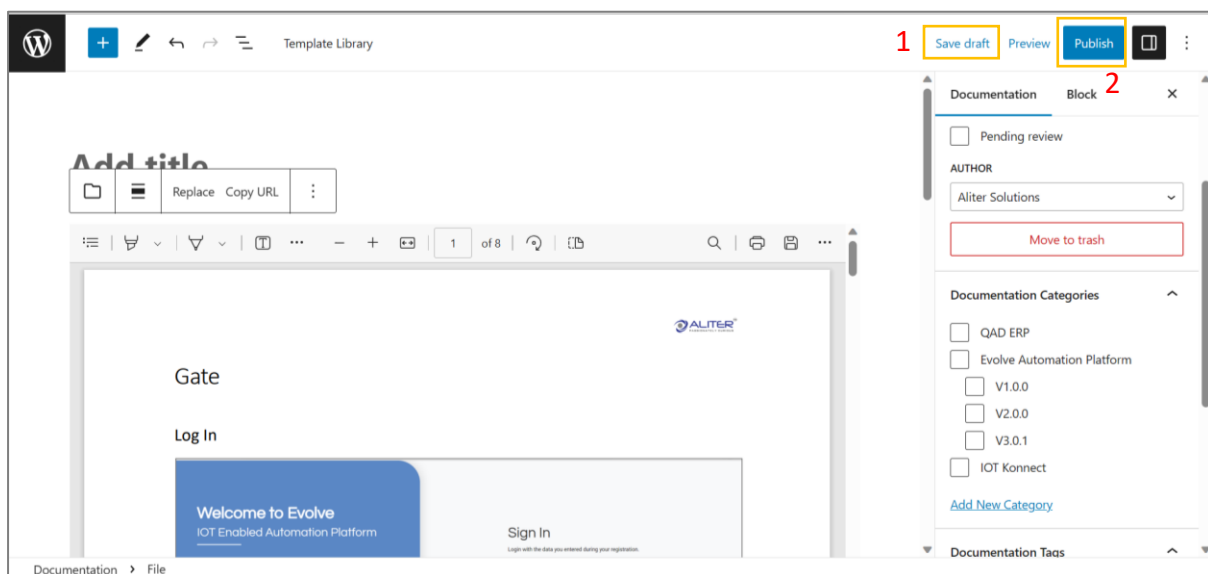## Document Access Control (Add and Remove Entry)

1. Click on this button, to remove current entry.
2. Click on this button, to add another entry.

Document Category
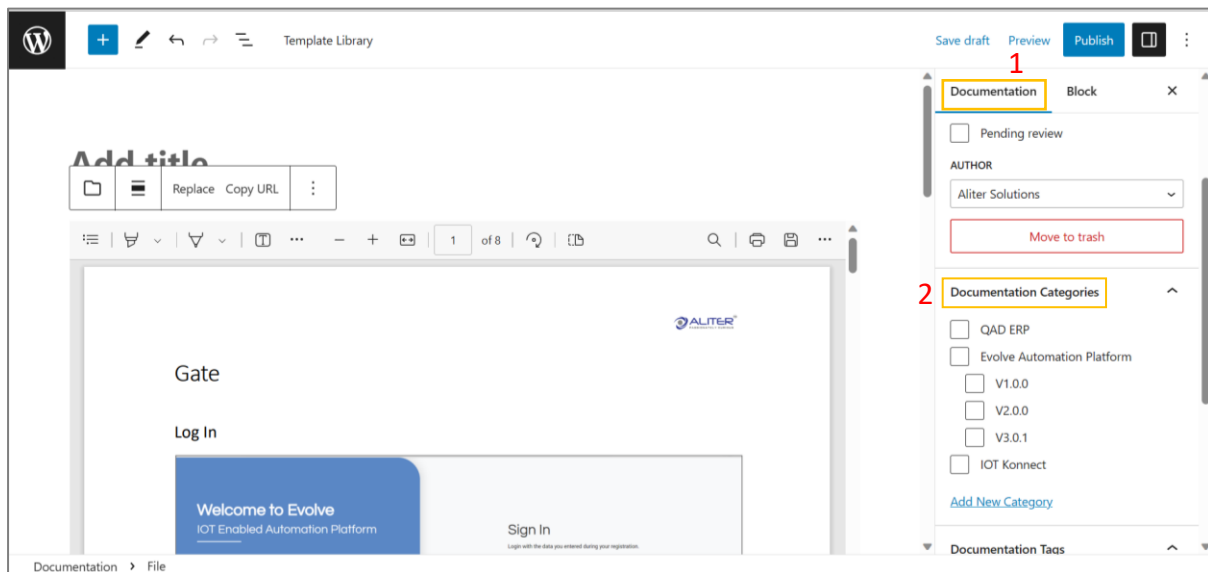
1. Select 'Documentation' tab.
2. Select documentation category.

Publish Document

1. Click on this button, to save entered details.
2. Click on this button, to publish document.