

Using the Our School Manager Module

The Our School Manager module is used to display a list of PDF documents on a page other than your newsletter page. Please compress all PDF files before uploading them to your website (see appendix 1).

To access this module:

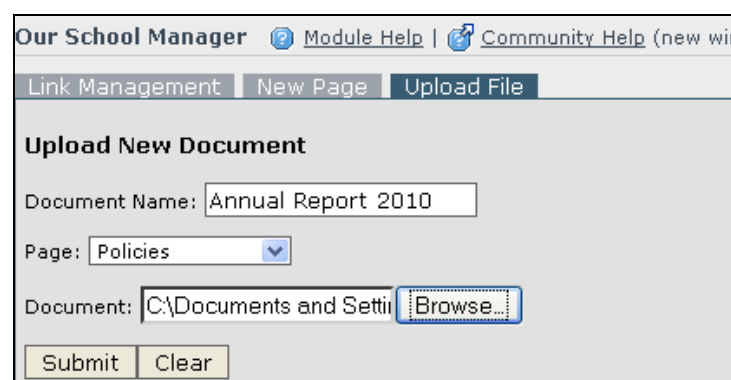
1. Click **Content**
2. Click **Our School Manager**

This module has three tabs Link Management, New Page and Upload File.

Adding a PDF to a Particular Page

1. Click the **Upload File** tab
2. Enter a name for the file (Document Name)
3. Choose which page you would like the PDF to be listed on from the drop down box
4. Click **Browse**
5. Select the PDF document from your local computer that you would like to upload
6. Click **Open**
7. Click **Submit**

Uploading a PDF Document



The screenshot shows a web browser window with the title 'Our School Manager'. The browser's address bar contains 'Module Help | Community Help (new window)'. The page has three tabs: 'Link Management', 'New Page', and 'Upload File', with 'Upload File' being the active tab. The main content area is titled 'Upload New Document' and contains the following fields and buttons:

- Document Name:** A text input field containing 'Annual Report 2010'.
- Page:** A dropdown menu with 'Policies' selected.
- Document:** A text input field containing 'C:\Documents and Settings\...' followed by a 'Browse...' button.
- Submit** and **Clear** buttons at the bottom.

Deleting a PDF from a Page

Click the **rubbish bin icon** at the end of the row you would like to delete.