

User Management (back-end)

To add a user, simply use the normal Joomla method of adding a user via the backend, or allow users to create accounts from the front-end. Make sure all users who need access to Remository are at least "Registered" users.

Group Management (back-end)

To add a user to a group, simply click on "Manage Groups" in the Remository component Control Panel.

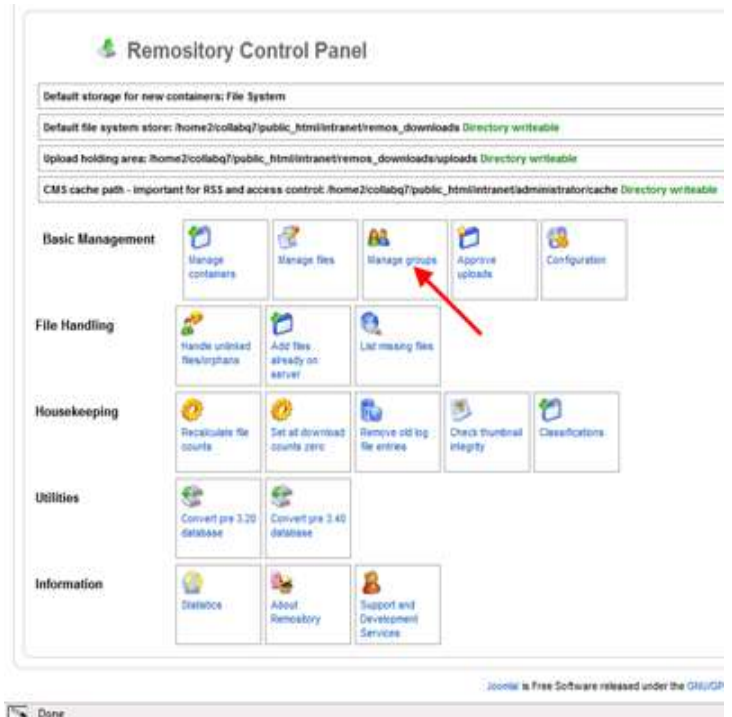
This will bring up a list of all existing groups for this site.

To add/remove a user from a group, check the box next to it and click on the "Edit" icon on the top right of the screen.

Editing a group will display all users currently in that group.

To remove a user, check the box next to their name and click the "Delete" icon in the upper right corner of the screen.

To Add a user, click on the "Add Members" icon in the top right corner. This will bring up a list of all members of the site who are NOT already members of this group. Simply check the one or ones you would like to add and click the "Save" button in the top right corner.





Uploading Files (front-end)



When viewing a the remository component from the front-end (ie you've clicked on the menu link to the document repository) you will see a "Submit File" icon on the bottom right corner of the page. Simply click on that icon.

Intranet.Collab.org :: File Repository

General Staff Documents

Files
Order By : ID | File Title | Downloads | Submit Date | Submitter | Author | Rating

Files	Downloads	Submit Date	Submitter	Author	Rating
 general staff doc 01  Download					
Submitted By: admin					
Submitted On: 15 Jun 2010					
File Size: 102.53 Kb					
Downloads: 1					

 Search Repository  Submit File

Complete the form on the following page and click "Submit File" The only field required is the "New File" field where you browse for the file you would like to upload. Once the file has been submitted, it should be auto-approved and available immediately (this can be changed if needed).

Main Repository Page

Upload File for Repository
Add a number of files

Please choose the file to be submitted, and complete the relevant details.

New File

Suggest Location: Board Development Committee Documents ▼

File Title:

Description: Max: 300 Chars

To upload multiple files at once, click on the "Add a number of files" link from the normal upload page. Fill in the forms and submit.