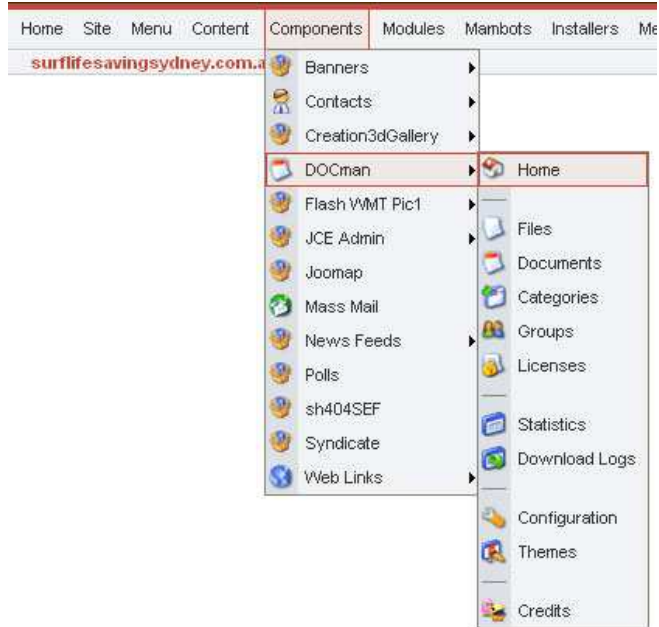


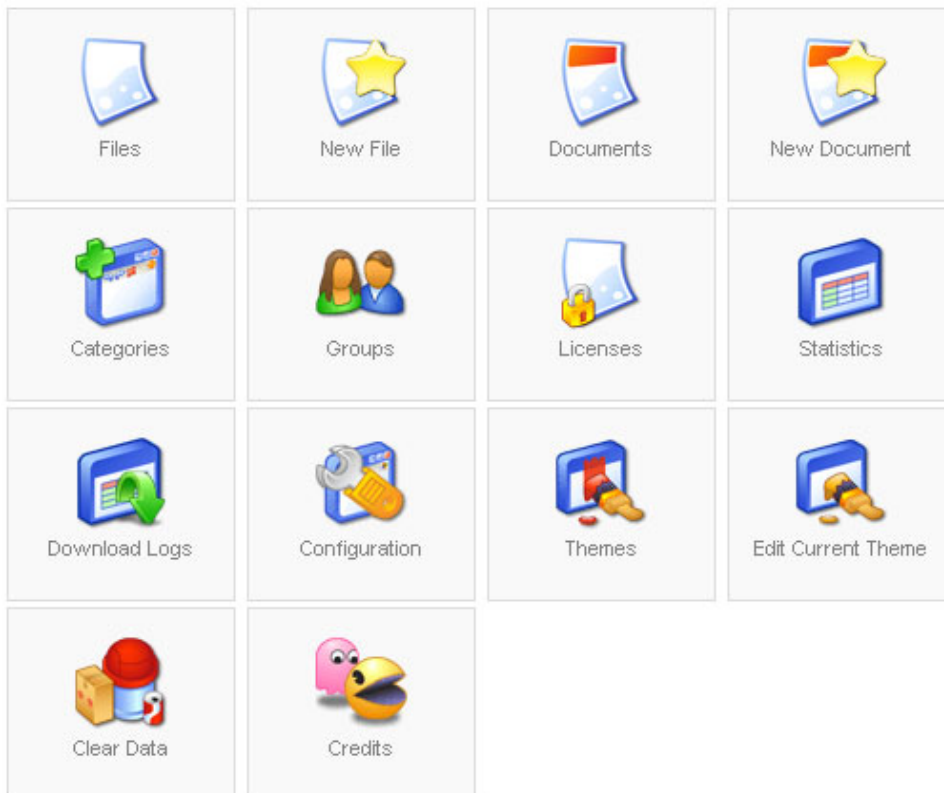
INTRODUCTION

DOCman is a component that enables uploading, editing and viewing documents in Joomla.

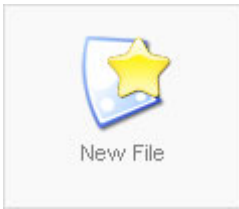
To access DOCman:



DOCman Control Panel



UPLOADING/ADDING FILES

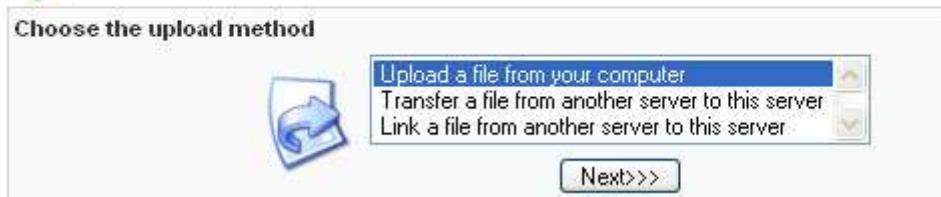


Uploading PDF's, Word Documents and any other file type setup in the configuration.

1. Clicking on New File will take you straight to the Upload wizard.
2. Select *Upload a file from your computer* and click Next.



Choose the upload method

A screenshot of the "Upload wizard" interface. It features a light gray background with a blue document icon on the left. A dropdown menu is open, showing three options: "Upload a file from your computer" (highlighted in blue), "Transfer a file from another server to this server", and "Link a file from another server to this server". Below the dropdown is a "Next>>>" button.

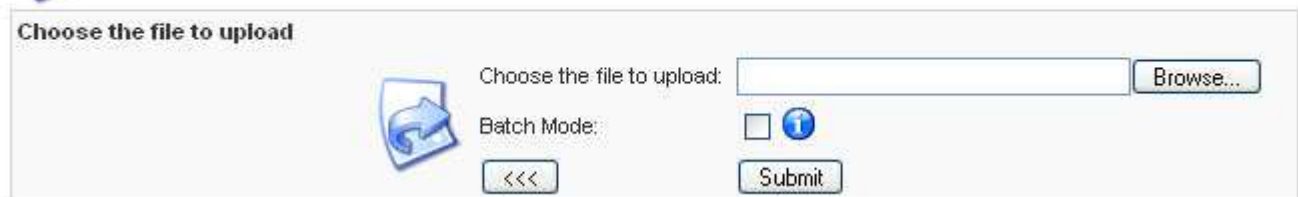
Upload a file from your computer
Transfer a file from another server to this server
Link a file from another server to this server

Next>>>


3. Browse for the file on your computer and click Submit.



Choose the file to upload

A screenshot of the "Upload wizard" interface for uploading from a hard disk. It features a light gray background with a blue document icon on the left. On the right, there is a text input field labeled "Choose the file to upload:" with a "Browse..." button to its right. Below this is a "Batch Mode:" label with an unchecked checkbox and a blue information icon. At the bottom, there are two buttons: "<<<" and "Submit".

Choose the file to upload: Browse...

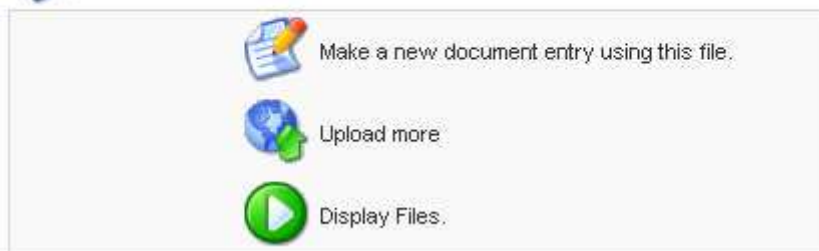
Batch Mode: 

<<< Submit

If you are uploading in Batch Mode (more than 1 file in a Zip File) the tick the Batch Mode box.

NOTE: Files with the same name will be overwritten.

4. Once your files have been successfully uploaded you will have the following options:

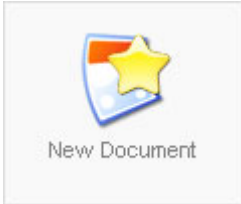
A screenshot of the "Upload wizard" interface showing three options. Each option has a circular icon and a text label. The first option has a document icon with a red arrow and the text "Make a new document entry using this file.". The second option has a blue globe icon with a green arrow and the text "Upload more". The third option has a green play button icon and the text "Display Files.". The background is light gray with a white border.

Make a new document entry using this file.

Upload more

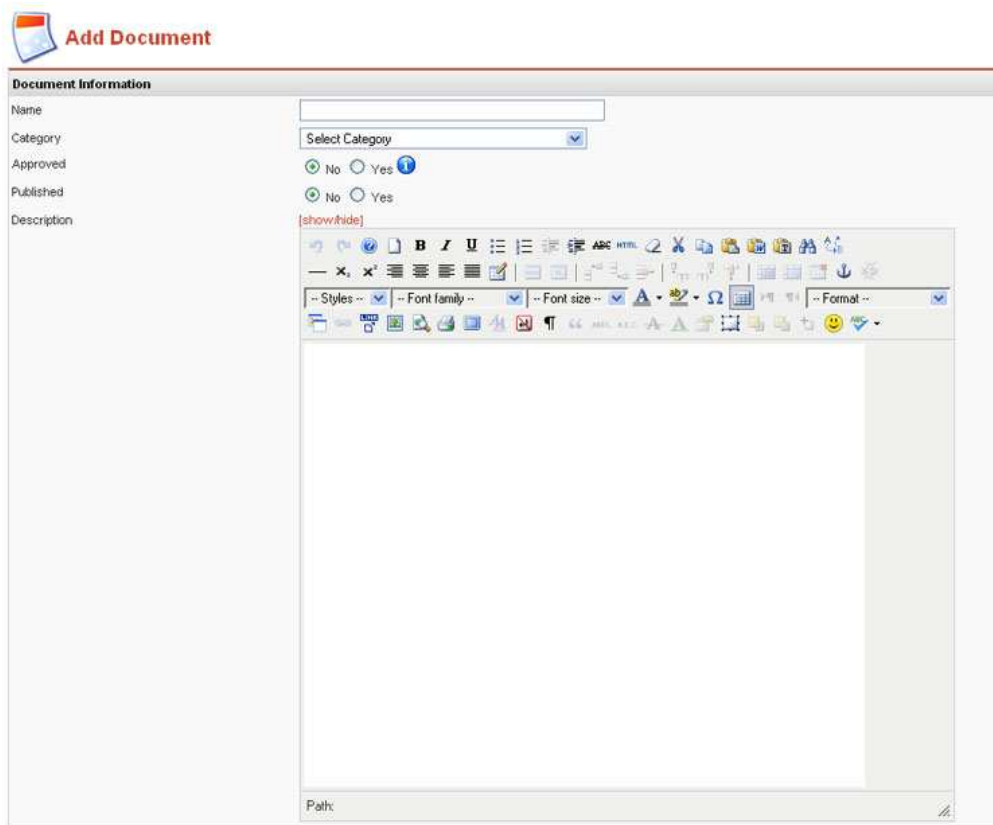
Display Files.

CREATING DOCUMENTS



Once your files have been uploaded, you will need to create a document.

1. Click on New Document. The window opens with **Document Options**.

A screenshot of a web application window titled "Add Document". The window has a header with a document icon and the text "Add Document". Below the header is a section titled "Document Information" with a list of fields: "Name" (text input), "Category" (dropdown menu with "Select Category" selected), "Approved" (radio buttons for "No" and "Yes", with "Yes" selected), "Published" (radio buttons for "No" and "Yes", with "No" selected), and "Description" (text area). To the right of the "Approved" and "Published" fields is a rich text editor toolbar with various icons for bold, italic, underline, list, link, unlink, font color, background color, and other text formatting options. Below the toolbar is a large empty text area for the description. At the bottom left of the window, there is a "Path:" label and a small icon.

Enter Document Name, Select a Category from the drop down, Approve and publish the document and enter a description.

2. Scroll down to the bottom of the page.
Here you will see 4 Tabs: Document, Permissions, License and Details.
The only 2 you will need to edit are **Document and Permissions**.

Document

The screenshot shows the 'Document Information' tab with the following fields:

- Thumbnail:** Select Image (dropdown menu)
- File:** Copy of manual9.pdf (dropdown menu)
- Date:** 2008-02-01 10:41:45 (text input with a calendar icon)
- URL of Document:** (text input)
- Homepage:** (text input)
- Preview:** (button)

- **Thumbnail (optional):** Choose a Thumbnail - The images need to be uploaded in the stories folder in the Media Manager to appear in this drop down.
- **File:** Choose your Uploaded File.
- **Date:** Modify the Date.
- **URL of document:** Only relevant for a Linked File.
- **Homepage (optional):** URL for related information.

Permissions

The screenshot shows the 'Document Permissions' tab with the following fields:

- Viewers:** Everybody (dropdown menu)
- Maintainer:** Editor (dropdown menu)
- Created by:** [kristi] on Friday, 01 February 2008
- Last updated by:** [kristi]

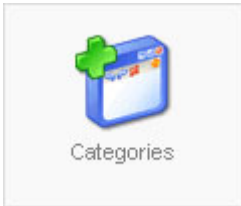
- **Viewers:** Who can view and download this document.
Select **Everybody** if you want all visitors of your website to have access to your documents.
Otherwise select **Registered** users.

- **Maintainer:** Who can edit, update, move, check in/out and delete this document.

- Once you have created your Document click **Save** - Located at the top right hand side.



ADDING CATEGORIES

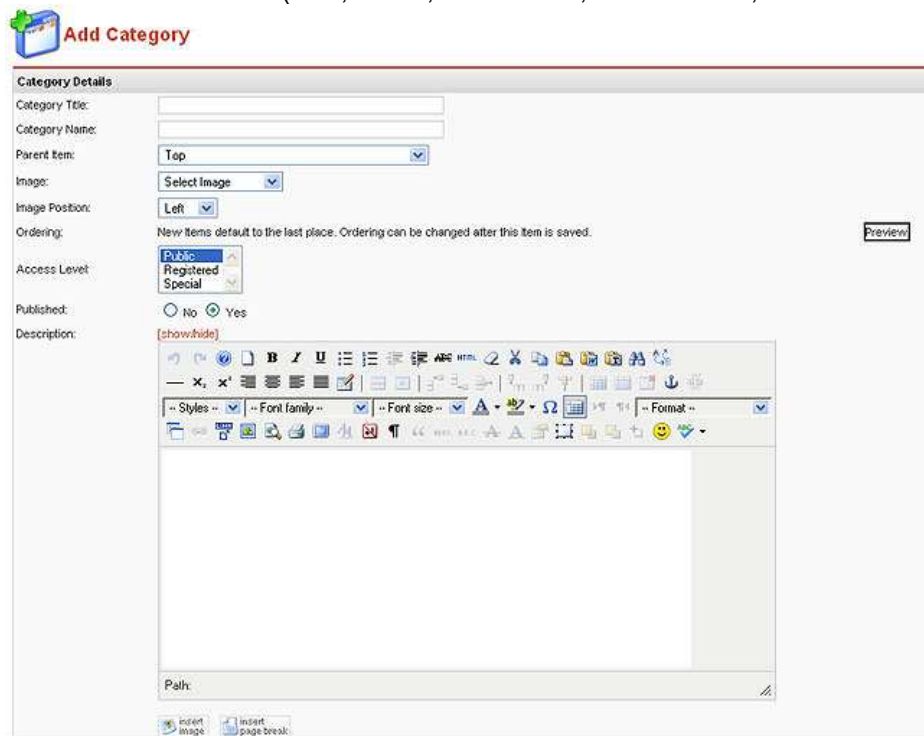


You can Publish, Unpublish, Add, Edit and Delete categories.



To Add a new Category

1. Click on Add – Top right hand side.
2. Fill in the relevant data (Title, Name, Parent Item, Access Level, Published and Description).

A screenshot of the 'Add Category' form. The form is titled 'Add Category' and has a 'Category Details' section. It includes fields for 'Category Title', 'Category Name', 'Parent Item' (a dropdown menu set to 'Top'), 'Image' (a 'Select Image' dropdown), 'Image Position' (a dropdown set to 'Left'), 'Ordering' (a text box with the note 'New Items default to the last place. Ordering can be changed after this item is saved.' and a 'Preview' button), 'Access Level' (a dropdown menu with options 'Public', 'Registered', and 'Special'), 'Published' (radio buttons for 'No' and 'Yes'), and 'Description' (a rich text editor with a toolbar and a 'show/hide' link). At the bottom, there is a 'Path' field and two buttons: 'insert image' and 'insert page break'.

3. Click **Save**.

You may add as many categories as you need.

CREATE A MENU ITEM

To add the DOCman Category to the Menu:

1. Go to Menu you wish to add the category to and click New.
2. Choose Component, from the Components Option and then click **Next**.

Components	
Component	<input checked="" type="radio"/>
Link - Component Item	<input type="radio"/>
Link - Contact Item	<input type="radio"/>
Link - Newsfeed	<input type="radio"/>
Table - Contact Category	<input type="radio"/>
Table - Newsfeed Category	<input type="radio"/>
Table - Weblink Category	<input type="radio"/>

3. Enter the Menu Name, Select DOCman from the Components list and Click **APPLY**.



Add Menu Item :: Component

Details	Parameters
<p>Name: <input type="text" value="Enter Menu Name"/></p> <p>Component: <ul style="list-style-type: none">ContactsCreation3dGalleryDOCmanFlash WMT Pic1Front PageJCE AdminJoomapLoginNews FeedsPolls</p> <p>URL: <input type="text" value="Top"/></p> <p>Parent Item: <ul style="list-style-type: none">Board of Junior DevelopmentJunior Teams and SquadsBJD MeetingsLatest NewsCalendarsJunior Carnivals</p> <p>Ordering: New items default to the last place. Ordering can be changed after this Item is saved.</p> <p>Access Level: <ul style="list-style-type: none">PublicRegisteredSpecial</p> <p>Published: <input type="radio"/> No <input checked="" type="radio"/> Yes</p>	<p>Parameter list will be available once you save this New menu item</p>

- After you click apply, the **Parameters** on the Right Hand side will appear.

Parameters

Default category ID

Enter the DOCman **Category ID**.

It is recommended that once you have completed your list of Categories to print out the page. This way it is easier to find the Category ID's when making your menu.

Categories

#	<input type="checkbox"/> Category Name	Published	Order	Access	Category ID	# Documents	Checked out
1	<input type="checkbox"/> About Us (About Us)	✓	▼	Public	69	0	
2	<input type="checkbox"/> . L- Annual Reports (Annual Reports)	✓	▲ ▼	Public	70	1	
3	<input type="checkbox"/> Nippers (Nippers)	✓	▲ ▼	Public	66	0	
4	<input type="checkbox"/> . L- Calendars (Calendars)	✓	▲ ▼	Public	68	0	
5	<input type="checkbox"/> . L- Junior Canivals (Junior Canivals)	✓	▲ ▼	Public	67	0	
6	<input type="checkbox"/> Administration (Administration)	✓	▲ ▼	Public	58	0	
7	<input type="checkbox"/> . L- Calendars (Calendars)	✓	▲ ▼	Public	64	0	

- Click **Save**.