

User Guide

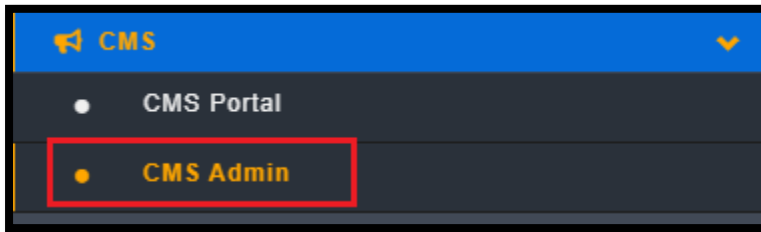
CMS Admin

Document

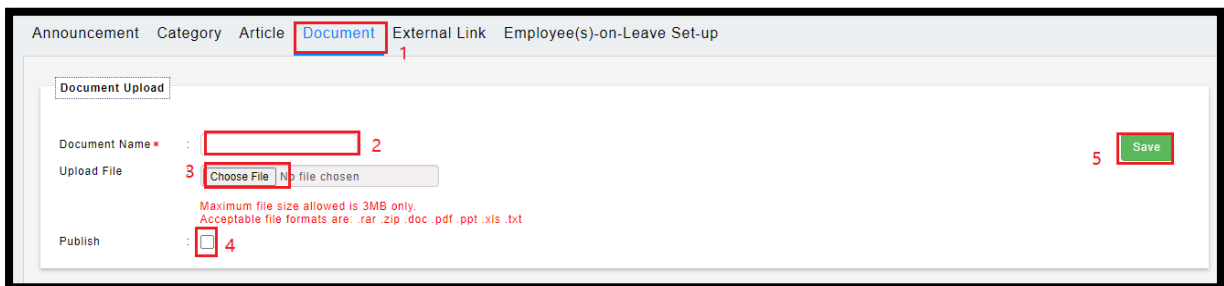


HOW TO UPLOAD DOCUMENT

1. CMS – CMS Admin



2. Document – Please fill in a document name – select the file to upload – tick Publish (optional) – click save

A screenshot of the 'Document Upload' form in the CMS Admin interface. The form is titled 'Document Upload' and is located under the 'Document' tab in the top navigation bar. The form contains the following fields and controls:

- Document Name**: A text input field with a red box around it and a red number '2' to its right.
- Upload File**: A file selection button labeled 'Choose File' with a red box around it and a red number '3' to its left. To the right of the button is the text 'No file chosen'.
- Publish**: A checkbox with a red box around it and a red number '4' to its right.
- Save**: A green button labeled 'Save' with a red box around it and a red number '5' to its left.

Below the 'Upload File' button, there is a red text message: 'Maximum file size allowed is 3MB only. Acceptable file formats are: .rar .zip .doc .pdf .ppt .xls .txt'. The top navigation bar includes links for 'Announcement', 'Category', 'Article', 'Document', 'External Link', and 'Employee(s)-on-Leave Set-up'. The 'Document' link is highlighted with a red box and a red number '1' below it.

HOW TO DELETE DOCUMENT

1. Tick on the Delete – click Delete

[Announcement](#) [Category](#) [Article](#) [Document](#) [External Link](#) [Employee\(s\)-on-Leave Set-up](#)

Document Upload

Document Name * :

Upload File : No file chosen

Maximum file size allowed is 3MB only.
Acceptable file formats are: .rar .zip .doc .pdf .ppt .xls .txt

Publish : ☐

History

2

Document Name	Document Uploaded	Modified Date	Created Date	Delete	Publish
COVID-19 Coverage Period for Emergency and Semi-Emergency Surgeries Extended	20200710_305 COVID-19 Test Fund Coverage Period for Emergency and Semi-Emergency Surgeries Extended (Client).pdf	2020-07-10	2020-07-10	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> Publish