

Tutorial: Managing Resources

Introduction

This tutorial will cover various aspects of managing the resources on the site, by adding them, editing those already there, and deleting old resources.

What You Will Need

- Your username
- Your password
- Permission from the site administrator to manage resources.

In Case Something Goes Wrong

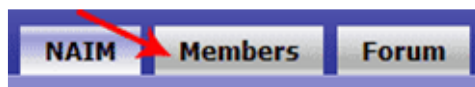
If you encounter an error, or something happens that isn't covered in the tutorial steps, see the "It Went Wrong!" section later in the tutorial. If the problem you are experiencing is not covered there, you should contact the site administrator.

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Adding Resources

1. Access the Members Area

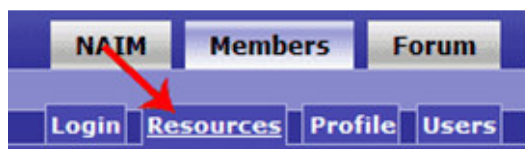
From wherever you are on the site, you can reach the Members area of the site by clicking on the silver “Members” button at the top right of the page.



If you're not already logged in, this will take you to the Login page, where you will need to use your username and password to login.

2. Open the Resources Page

You should now click on the “Resources” tab, shown at the top of the page below the silver buttons.



3. Click the Upload Resource Button

Assuming that you have been granted the appropriate permissions by the site administrator, there should be a button at the bottom of the page, “Upload Resource”.



Clicking the button will take you to the Add Resource page. If you don't see this button, then you likely haven't been granted permission to manage resources. Contact the site administrator.

4. Enter Resource Details

The Add Resource page contains a form with three fields: Upload, Categories and Description.

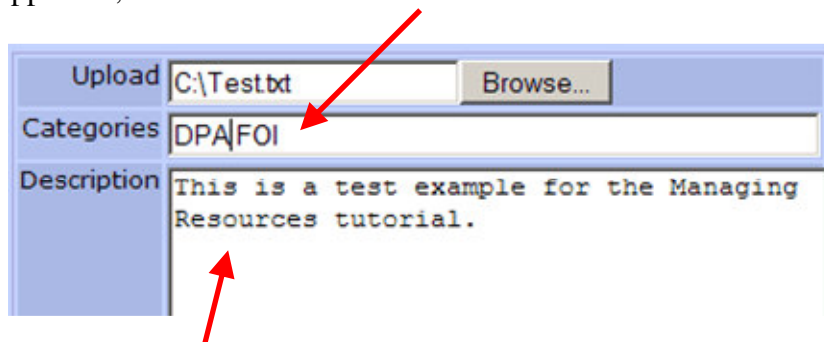
Upload	<input type="text"/> <input type="button" value="Browse..."/>
Categories	<input type="text"/>
Description	<input type="text"/>

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Firstly, you should select the file that you want to add. Click the “Browse” button. This will show a dialog box that allows you to locate the resource file on your computer.

Locate the file you want to add as a resource, select it, and click “Open”.

Next, you should specify the names of any categories that you would like the resource to appear in. To do this, type the category names in the “Categories” box. For example, typing DPA will put the resource in the DPA group. You can put a resource in more than one category if you wish – just type the names of all the categories you want it to appear in, one after the other.

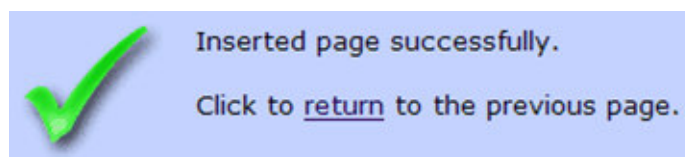


The screenshot shows a form with three main sections: 'Upload', 'Categories', and 'Description'. The 'Upload' section contains a text box with 'C:\Test.txt' and a 'Browse...' button. The 'Categories' section contains a text box with 'DPA|FOI'. The 'Description' section contains a text box with the text 'This is a test example for the Managing Resources tutorial.'. Three red arrows point to the 'C:\Test.txt' text, the 'DPA|FOI' text, and the 'Description' text box respectively.

You can also type a description of the resource in the “Description” box. A good description will help users know what your resource is about without them having to download it, and will also help make the “Search” feature more accurate.

Finally, click the “Apply” button to add the resource to the database. On some connections, large files may take a while to upload, so please be patient.

If all goes well, you should see this message:



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Editing Resources

1. Access the Resources Page

Login and enter the Resources page as described in *Adding Resources*, steps 1 and 2.

2. Find the Resource to Be Edited

Use any of the methods described in the tutorial *Downloading Resources* to find the resource that you wish to edit. Once found, open it by clicking its name.



3. Select the Edit Page Button

If you have been granted permission to manage resources, there will be an edit page icon next to the title “View Resource”.



Click the yellow button. If you cannot see this button, you haven't been granted permission to manage resources. Contact the site administrator.

4. Edit the Resource's Details

You should now be at a page that contains a form similar to this one:

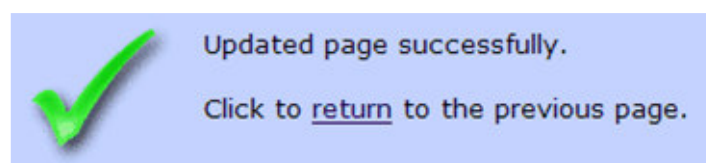
Upload	<input type="text"/> <input type="button" value="Browse..."/>
Categories	<input type="text" value="'DPA' 'FOI'"/>
Description	<input type="text" value="This is a test example for the Managing Resources tutorial."/>

You can now make any changes to the categories and description that you wish.

Removing a category from the list will take it out of that category, and likewise adding a category to the list will place the resource into it.

You will notice that the “Upload” box is currently empty. If you **don't** wish to change the resource file, you can leave this box blank. If you **do** want to change the file, click the “Browse” button, and find the new resource file as described in *Adding Resources*.

As soon as you're happy, click “Apply” at the bottom of the form to save the details.



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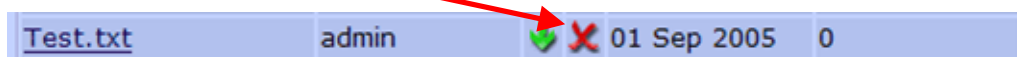
Deleting Resources

1. Access the Resources Page

Login and enter the Resources page as described in *Adding Resources*, steps 1 and 2.

2. Find the Resource to Be Deleted

Use any of the methods described in the tutorial *Downloading Resources* to find the resource that you wish to delete. If you have been granted permission to manage resources, there will be a delete button shaped as a red cross in the list next to the resource's name.

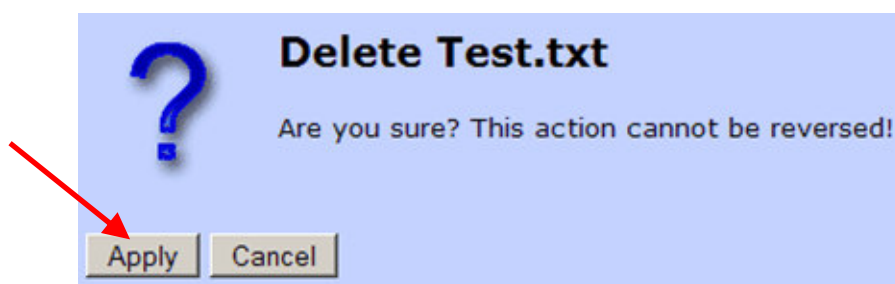


If you are sure that the resource is the correct one, click the button.

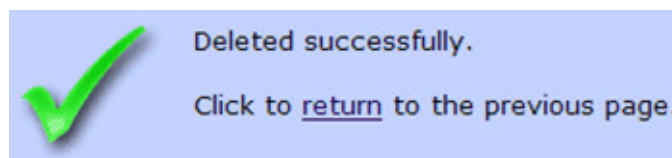
If you cannot see the button, you haven't been granted permission to manage resources. Contact the site administrator.

3. Confirm the Deletion

You should have been taken to a confirmation page, asking if you are sure. Double check the name of the resource that is being deleted, and then click "Apply".



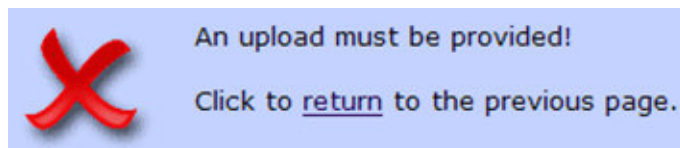
If the delete was successful (and there's no reason why it shouldn't be!) you should be notified as such.



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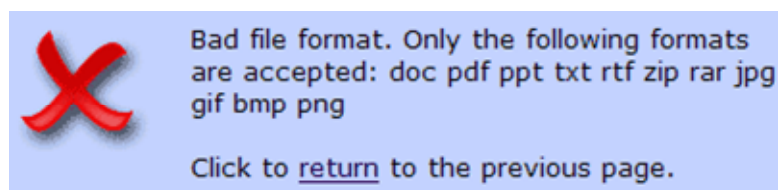
It Went Wrong!

An Upload Must Be Provided



Either you didn't select a file to upload as a resource, or the file chosen was too large. Try compressing the file with a tool like WinZIP.

Bad File Format



This error is generated when a file is uploaded that is of a type that the site has chosen to not accept. The list of formats in the error message ("doc pdf ppt...") are the only file types that are accepted.

To upload your file, either change its file type to one of the accepted ones if possible, or compress the file with a tool such as WinZIP.