

II. ACEN® Working Website™ Tools - Library™

Your ACEN Working Website™ is made up of a collection of modular Working Website™ Tools, customized for your specific needs. The Working Website™ Tools work together seamlessly to exchange information with your clients, customers, suppliers, employees, or associates.

Using the Working Website™ tools, your ACEN website works for you, 24/7—with a minimum of effort on your part. What's more, as with all ACEN Tools, there's no technical knowledge required.

Many Working Website™ Tools use the ACEN Contact Manager database as a basis for exchanging information. The Contact Manager is an electronic list of contacts important to your business. Detailed information about the Contact Manager can be found in Section I of this document.

• Overview

The Working Website™ Tools that use the contact database are:

1. **Library™**, a tool to post and share documents and information in a variety of useful ways;
2. **Portfolio™**, where you can post your best work for the world to come and see, and target the most important folks—your customers and contacts;
3. **Notifier™**, a place to store your news, bulletins, and events, and broadcast them to your contacts; and
4. **BidGetter™**, where you can easily post and track your job bidding online.

• Definitions

Before we go further, let's demystify some jargon with a few definitions:

Contact is an individual associated with your website or business, such as a client, customer, or supplier (you decide how to classify your contacts). A contact is eligible to receive news and information about your company via your ACEN Working Website™ Tools. Typically, contacts manage their own accounts, deciding what options they do and don't want.

Document is an electronic file, such as a Microsoft Word file or PDF (Acrobat) file that is posted on your website. Typically, a document is associated with a specific project posted on your site. Interested users of your website can easily download, view, and/or print these documents.

1. Library™

Library™ turns your website into an information hub, enabling you to post and share information and documents in a variety of useful ways.

To view Library™, click on the Library link (at left). The Library™ module is displayed:

ACEN Engine Room

ACEN DocLibrary™

Manage Topics ?

[Add a New Topic](#) [Order your Topics](#) [View All Topics](#)

Topics Posted By Jeff Belt

☒ Check All ☐ Clear All ☐ Activate ☐ Deactivate ☐ Delete

#	Select	Topic Name ▼	Posted On ▼	Edit	Delete	Add Docs
1.	<input type="checkbox"/>	Annual Reports	10/06/2003			
2.	<input type="checkbox"/>	Belgium: the country that just won't quit.	09/18/2003			
3.	<input type="checkbox"/>	Cupcake Industry Fiscal Outlook	09/18/2003			
4.	<input type="checkbox"/>	Peace Bridge Expansion Project	09/18/2003			
5.	<input type="checkbox"/>	Chevy Corsica Fan Club	09/18/2003			
6.	<input type="checkbox"/>	Zinc Is Our Friend	09/18/2003			

The Library™ page.

The Library™ module consists of three sections:

- a list of **Topics**;
- a list of **Categories**; and
- a list of **Documents**.

Click on the links at left to navigate between these three sections. Note that **Topics** are displayed by default.

• Topic List

The Topics page contains a listing of topics (posted by you, by default):

#	Select	Topic Name	Posted On	Edit	Delete	Add Docs
1.	<input type="checkbox"/>	Annual Reports	10/06/2003			
2.	<input type="checkbox"/>	Belgium: the country that just won't quit.	09/18/2003			
3.	<input type="checkbox"/>	Cupcake Industry Fiscal Outlook	09/18/2003			
4.	<input type="checkbox"/>	Peace Bridge Expansion Project	09/18/2003			
5.	<input type="checkbox"/>	Chevy Corsica Fan Club	09/18/2003			
6.	<input type="checkbox"/>	Zinc Is Our Friend	09/18/2003			

The Topics page.

Three general options are displayed at the top of the page:

Add a New Topic enables you to add a new topic by entering a title and description, then selecting access permissions (who will be able to see it on your website).

Order Your Topics allows you to choose the order of displayed topics.

View All Topics/View My Topics displays a list of all topics, or just the ones you've posted. (Note that you can only edit you own topics.)

The Topic List Toolbar

The Topics page includes a toolbar that allows you to edit and manipulate the topics in the list:





Topic list toolbar.

You can modify individual topics directly, or modify multiple topics at once. The principle is this: to modify an individual topic, click on the desired icon in that topic's row; to modify multiple topics, select the topics that you want to modify, and then click on the desired icon in the toolbar.

☒ Check All
 ☐ Clear All
  Activate
  Deactivate
  Delete

#	Select	Topic Name ▼	Posted On ▼	Edit	Delete	Add Docs
1.	<input type="checkbox"/>	 Annual Reports	10/06/2003			
2.	<input type="checkbox"/>	 Belgium: the country that just won't quit.	09/18/2003			
3.	<input checked="" type="checkbox"/>	 Cupcake Industry Fiscal Outlook	09/18/2003			
4.	<input type="checkbox"/>	 Peace Bridge Expansion Project	09/18/2003			
5.	<input type="checkbox"/>	 Chevy Corsica Fan Club	09/18/2003			
6.	<input checked="" type="checkbox"/>	 Zinc Is Our Friend	09/18/2003			

Example topic list.

For example, if we want to delete the "Zinc Is Our Friend" topic (see figure above), we simply click on the "trashcan icon"  under the Delete column in that same row. If we want to delete both "Zinc Is Our Friend" and "Cupcake Industry Financial Outlook," we select these two contacts by checking *both* checkboxes ☒ (under the Select column) and then clicking "Delete"  **Delete** in the Toolbar (see figure above).

Here are some definitions:

Check All selects all displayed topics

Clear All clears the checkboxes of all the displayed topics.



Activate makes the selected topics "active" or visible on the website.

Deactivate makes the selected topics "invisible" or "inactive" on the website. This is a convenient way to temporarily "shut-off" a topic.

Delete permanently removes the selected topics from the database (as in our example above).


Individual Topic Controls

Each item in the topic list has several useful controls, defined as follows:

Light Bulb  or  allows you to activate/deactivate any topic. The yellow bulb indicates a visible topic; a gray bulb indicates an invisible topic. Click to toggle the topic on/off.

Topic Name clicking on the topic name displays a summary of that topic (see "View Topic Information" below). Note that clicking on the column label sorts the list by topic.


Posted On clicking on the column label sorts the list by date posted.

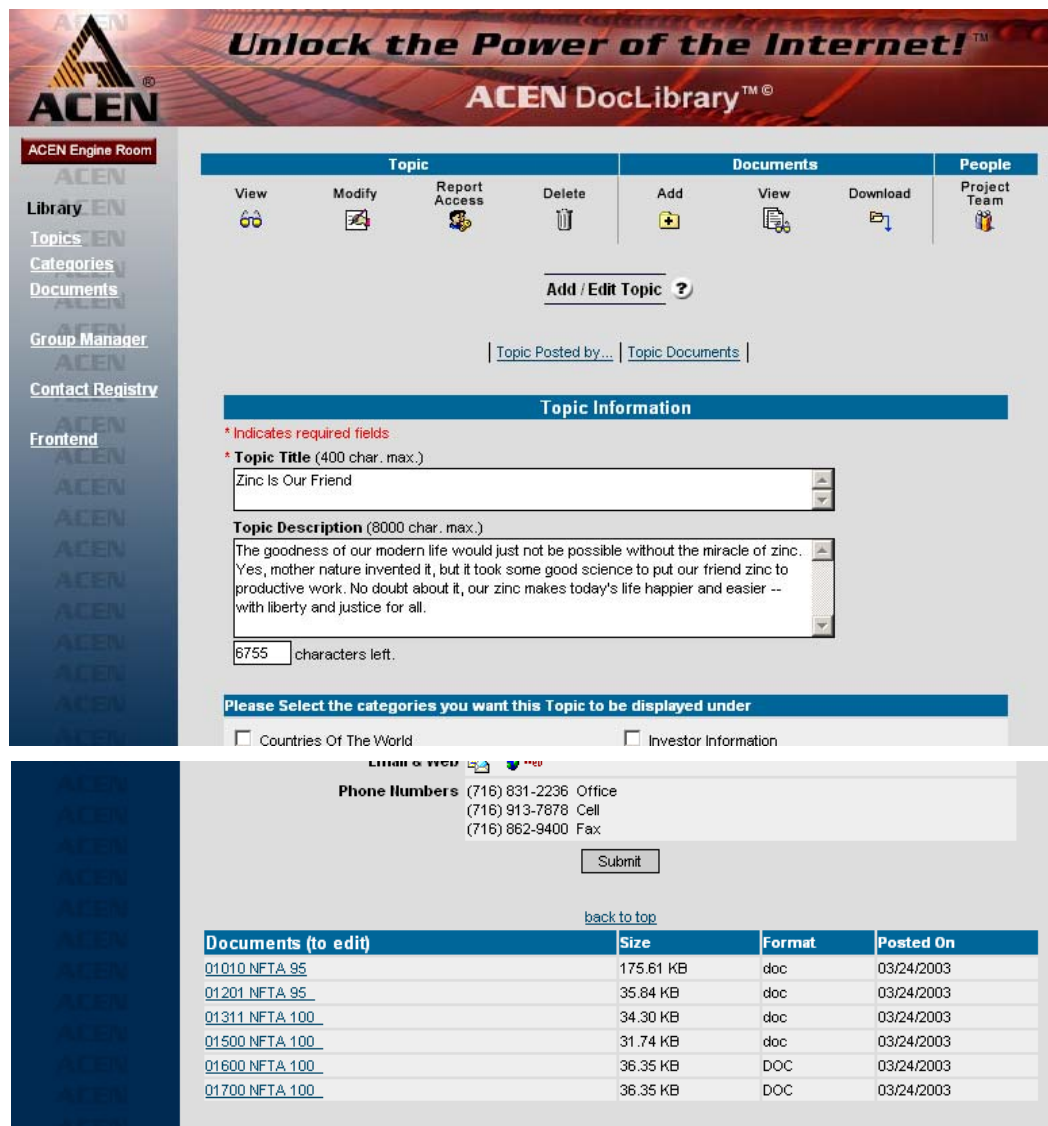
Edit  allows you to edit that topic.

Delete  permanently removes the selected topic from the database (as in our example above).

Add Docs  allows you to add downloadable documents to your topic (and set any desired access permissions).

Adding/Editing Topics

To add a topic, click on "Add a New Topic" from the main Topics page (see "The Topic List," above). To edit an individual topic, click on the "Edit" icon  (from the Topic List page, above) or on the Modify icon (from the "Topic Information" page; see section below):



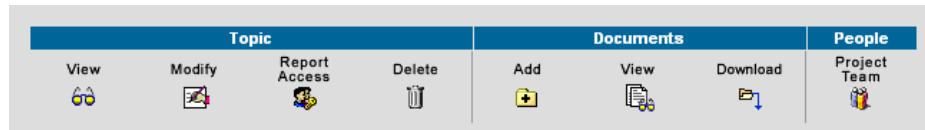
Documents (to edit)	Size	Format	Posted On
01010 NFTA 95	175.61 KB	doc	03/24/2003
01201 NFTA 95	35.84 KB	doc	03/24/2003
01311 NFTA 100	34.30 KB	doc	03/24/2003
01500 NFTA 100	31.74 KB	doc	03/24/2003
01600 NFTA 100	36.35 KB	DOC	03/24/2003
01700 NFTA 100	36.35 KB	DOC	03/24/2003

Adding/Editing a topic.

You may now add/edit the items on the form, including the topic title, description, categories, and documents. Note that this page also displays information about who posted the document.

Topic Editing Toolbar

While editing a topic, a toolbar appears at the top of the page:



Topic Editing Toolbar.

Note that the toolbar is divided into three sections: (1) Topic, (2) Documents, and (3) People:

View displays the “Topic Information” page (see section below).

Modify allows you to edit the attributes of the topic (this is the page you’re currently on).

Topic Access allows you to set access for the topic (i.e., who can see the topic; see “Setting Topic Access, Step 1” below).

Delete permanently deletes the currently displayed topic.

Add allows you to add documents to your topic.

View displays the “Topic Information” page, as above (see section below).

Download allows you to set access for the topic (who can see the topic).

Project Team allows you to refine the groups that have access to the topic (see “Setting Topic Access, Step 2” below).

Ordering Topics

To order your topics, click on "Order Your Topics" from the main Topics page (see "The Topic List," above). The "Order Topics" page is displayed:

#	Topic Name	Posted On	Topic Position No.
1.	Belgium: the country that just won't quit.	09/18/2003	<input type="text" value="1"/>
2.	Annual Reports	10/06/2003	<input type="text" value="2"/>
3.	Zinc Is Our Friend	09/18/2003	<input type="text" value="3"/>
4.	Chevy Corsica Fan Club	09/18/2003	<input type="text" value="4"/>
5.	Cupcake Industry Fiscal Outlook	09/18/2003	<input type="text" value="5"/>
6.	Peace Bridge Expansion Project	09/18/2003	<input type="text" value="6"/>

Submit


Ordering topics.

You may now re-order the topics in the list by changing the numbers under "Topic Position No." at right. Click "Submit" when you are done.

* **Note:** to sort alphabetically by name, change all the Position Numbers to "1."

Topic Information Page

The Topic Information page contains basic information about the topic, including the topic's documents.



Unlock the Power of the Internet!
ACEN DocLibrary™

ACEN Engine Room

Library
[Topics](#)
[Categories](#)
[Documents](#)

[Group Manager](#)

[Contact Registry](#)

[Frontend](#)

Topic				Documents			People
View	Modify	Report Access	Delete	Add	View	Download	Project Team

Zinc Is Our Friend
[Posted For Groups](#) | [Posted By](#) | [View Documents](#)

Topic Information

Description	The goodness of our modern life would just not be possible without the miracle of zinc. Yes, mother nature invented it, but it took some good science to put our friend zinc to productive work. No doubt about it, our zinc makes today's life happier and easier -- with liberty and justice for all.
Posted under Categories	
Posted On	09/18/2003

[back to top](#)

Posted for Groups

Topic Groups	Topic - Architects , Topic - Colleagues , Topic - Investors
---------------------	---

[back to top](#)

Topic Posted By ..

Company	ACEN
Contact Person	Jeff Belt
Address	4242 Ridge Lea, Suite 3 Amherst, NY14226
Email & Web	 
Phone Numbers	(716) 831-2236 Office (716) 913-7878 Cell (716) 862-9400 Fax

[back to top](#)

Topic Information page.

* **Note:** on this page, information is **not** editable.

Setting Topic Access

Step 1:

To set who can see your topic, click on **Topic Access** from the Topic Information Screen. The Topic Access page displays:

The screenshot shows the ACEN DocLibrary interface. The header includes the ACEN logo and the slogan "Unlock the Power of the Internet!". Below the header is a navigation bar with "ACEN Engine Room" and a sidebar menu with links like Library, Topics, Categories, Documents, Group Manager, Contact Registry, and Frontend. The main content area is titled "Manage Topic Access for - 'Zinc Is Our Friend...' Topic". It contains a warning box stating that only people assigned to the selected groups will be able to view the topic. Below this is a section titled "Select Groups Eligible for Topic Access" with checkboxes for "Public", "Registered User", and three topic-specific groups: "Topic - Architects", "Topic - Colleagues", and "Topic - Investors". A "Submit" button is at the bottom right of the selection area.




Setting topic access, Step 1.

Select a group to give that group permission to see the topic. You can select from (1) **Public** (any visitor to the website), (2) **Registered User** (any user registered on the website), or (3) any of the groups you created in the **Group Manager**.

Click "Submit" when you're ready to proceed to Step 2.

Step 2: (a.k.a. “Project Team”)

After hitting “Submit” in Step 1 above, the Contact Access page displays. This page contains more information about the groups allowed to see your topic (selected in Step 1). Here, you must set access for the individual contacts within each group:

Topic				Documents			People
View 	Modify 	Report Access 	Delete 	Add 	View 	Download 	Project Team 

Contacts who have Access to Topic - Zinc Is Our Friend...

i After you have selected the Contacts who have access to this Topic, you can notify them via email that this Topic has been posted on your website. The contacts below will receive a website link in their email that they can click on and go to your site. After they login to your website they can view this Topic and documents under the Topic that they have access to. Everytime you edit this Topic or add documents to this Topic you may want to send an email and notify them of the updates to the Topic. [Click](#) here to send an email.

Add / Remove People from a Topic Group	List of Contacts in Topic Group	Remove Contacts
Select 'Architects' for this Topic	All Contacts in Master Architects List	Remove
Select 'Colleagues' for this Topic	 Lafarge North America - O'Connell Don	Remove
	 Olmsted & Vaux Landscaping, LLC - Harman Ray	Remove
	 Zinc Corporation of America - DeLorraine Bill	Remove
	 Zinc Corporation of America - Young Norm	Remove
Select 'Investors' for this Topic	No contacts have been selected for this Topic Group.	

Setting topic access, Step 2.

You may now make refinements to the groups you’ve already selected by clicking on a group under the “Add/Remove People...” column. Let’s try an example:

When we click on the "Select 'Colleagues' for this Topic" link, an options page is displayed:

Select Topic Colleagues for - 'Zinc Is Our Friend...' Topic

i You can select contacts for - 'Topic Colleagues' Group in one of two ways

Option 1: Set it equal to the Contacts in the 'Master Colleagues List' at all times.

Option 2: Select Contacts from the current 'Master Colleagues List' and/or from the 'Master Contact Registry'

☐ **Option 1**

Equal to ALL Contacts in the - 'Master Colleagues' List at all times.

(i.e. if you add a contact to the 'Master Colleagues List' they will automatically be added to this Topic Group, and if you delete a contact from the 'Master Colleagues List' they will be removed from this Topic Group. You may want to choose this option when the contacts in a 'Master Group' remain same from Topic to Topic.)

☒ **Option 2**

Select Contacts from the - 'Master Colleagues' List ☒ Check All ☐ Clear All

<input type="checkbox"/> - Thomas	<input type="checkbox"/> - Beam Tom
<input type="checkbox"/> - Colucci Tony	<input type="checkbox"/> - Doe John
<input type="checkbox"/> - nm nm	<input type="checkbox"/> 3r3r - Ross Ravelin
<input type="checkbox"/> ACFM - Brickhouse Tom	<input type="checkbox"/> acen.com - mahanatra Niharika
<input type="checkbox"/> Whitney & Son, Inc. - Jones Charlie	<input type="checkbox"/> William E. Dailey Inc. - Dailey Bill
<input type="checkbox"/> William E. Dailey Inc. - Dailey Dick	<input type="checkbox"/> William E. Dailey Inc. - Woodworth George
<input checked="" type="checkbox"/> Zinc Corporation of America - DeLorraine Bill	<input checked="" type="checkbox"/> Zinc Corporation of America - Lawler Mike
<input checked="" type="checkbox"/> Zinc Corporation of America - Young Norm	

☒ Check All ☐ Clear All

Refining topic access.

You may select **all contacts** in this group (Option 1) or limit access to **certain members** in this group (Option 2). If Option 2 is selected, be sure to double-check your selections before clicking "Update Topic Colleagues."

Add / Remove People from a Topic Group	List of Contacts in Topic Group	Remove Contacts
Select 'Architects' for this Topic	All Contacts in Master Architects List	Remove
Select 'Colleagues' for this Topic	 Lafarge North America - O'Connell Don	Remove
	 Olmsted & Vaux Landscaping, LLC - Harman Ray	Remove
	 Zinc Corporation of America - DeLorraine Bill	Remove
	 Zinc Corporation of America - Lawler Mike	Remove
	 Zinc Corporation of America - Young Norm	Remove

Refining topic access.

In this example, we added Mike Lawler (from Zinc Corporation of America) to our list. Note the changes above.

Adding Documents

Step 1:

Click on the "Add" icon in the toolbar to add a document to your topic:

The screenshot shows the ACEN DocLibrary web interface. At the top, there's a banner with the ACEN logo and the text "Unlock the Power of the Internet!" and "ACEN DocLibrary™". Below the banner is a navigation bar with three main sections: "Topic", "Documents", and "People". The "Topic" section contains icons for View, Modify, Report Access, and Delete. The "Documents" section contains icons for Add, View, and Download. The "People" section contains a Project Team icon. On the left side, there's a sidebar with links to Library, Topics, Categories, Documents, Group Manager, Contact Registry, and Frontend. The main content area is titled "Create a BIN For Documents" and "Select Document Attributes". It includes a "Topic Name" field with the value "Zinc Is Our Friend", a "Memo" text area with the value "Come back zinc!", and a character count of "185 characters left". There is also an "Active Document" section with radio buttons for "Yes" and "No". Below this is a section titled "Select Groups Eligible for Document Access" with a "Select from above" dropdown and a "But not from both" label. There are three checkboxes: "Topic - Architects" (checked), "Topic - Colleagues" (checked), and "Topic - Investors" (unchecked). At the bottom right, there is a "Continue to Upload" button.

Adding documents, Step 1.

Enter any memo information you desire, and select the groups eligible to see the topic.

Click "Continue to Upload" when you're ready to move on to Step 2.

Step 2:

After clicking "Continue to Upload" an upload page is displayed:

ACEN **Unlock the Power of the Internet!™** **ACEN DocLibrary™**

ACEN Engine Room

Library
[Topics](#)
[Categories](#)
[Documents](#)
[Group Manager](#)
[Contact Registry](#)
[Frontend](#)

Topic View Modify Report Access Delete
Documents Add View Download
People Project Team

Upload Documents

Please note that any ',' or '#' signs and other special characters that appear in the Document file names that you are uploading will be replaced by an underscore '_' sign.

Place Documents in the BIN

Topic Zinc Is Our Friend
Posted By Jeff Belt
Memo Come back zinc!
Posted for Architects, Colleagues,

Files	Size

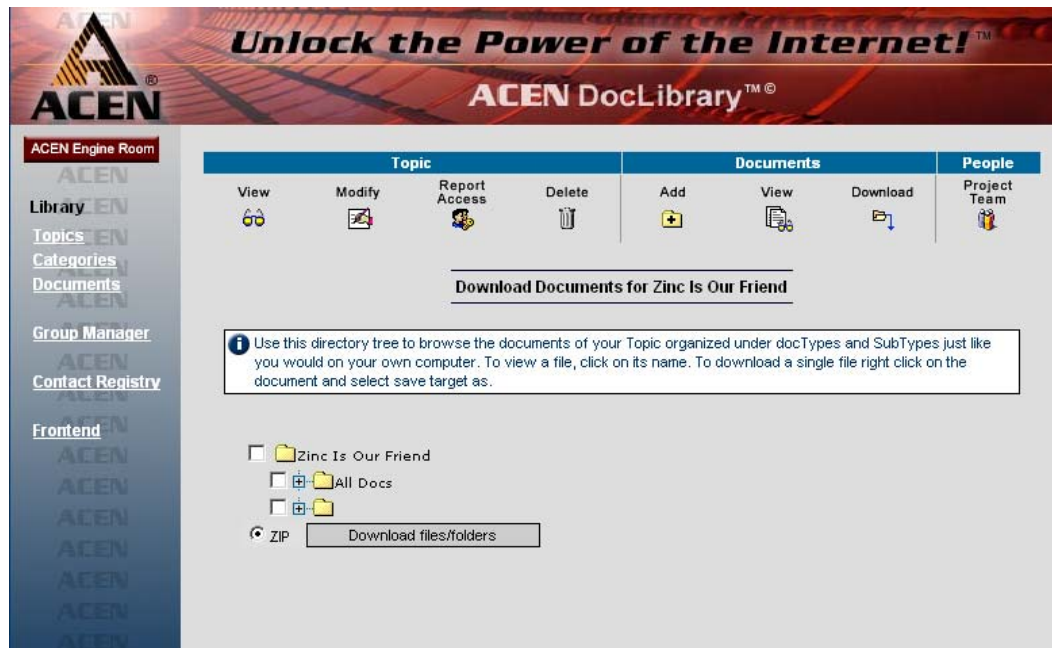
Select Select Folder Remove Remove All Upload

Adding documents, Step 2.

Click "Select" to upload individual files from your computer, or click "Select Folder" to upload entire folders. Use the "Remove..." buttons to remove uploads from the list.

Downloading Documents

Click on the "Download" icon in the toolbar to download the topic's document(s) to your computer:



Downloading documents, Step 1.

Select folders or individual files using the displayed list, then click "Download files/folders."

- **Categories**

As many as 50 different categories can be created to sort your documents. Clicking on “Categories” at left brings you to the Categories page:

ACEN *Unlock the Power of the Internet!* **ACEN DocLibrary**

ACEN Engine Room

Library
Topics
Categories
Documents
Group Manager
Contact Registry
Frontend

Manage Topic Categories

i To Edit an existing Topic Category click on its Edit icon and after making changes **CLICK Submit**. You can also Delete or Activate/Deactivate the State of an existing Topic Category.

To enter a new Topic Category use the blank fields and then **CLICK Submit**.

Topic Category	Name	Edit	Status	Delete
Item Category 1	Countries Of The World			
Item Category 2	Press Releases			
Item Category 3	Investor Information			
Item Category 4	<input type="text"/>			
Item Category 5	<input type="text"/>			
Item Category 6	<input type="text"/>			
Item Category 7	<input type="text"/>			
Item Category 8	<input type="text"/>			
Item Category 9	<input type="text"/>			
Item Category 10	<input type="text"/>			
Item Category 11	<input type="text"/>			
Item Category 12	<input type="text"/>			
Item Category 13	<input type="text"/>			
Item Category 14	<input type="text"/>			
Item Category 15	<input type="text"/>			

The Categories page.

You may now **add**, **edit**, **delete**, or **activate/deactivate** categories.

Adding Categories

To add a new category, type the new topic name in an empty field, and click “Submit.”

Topic Category	Name	Edit	Delete	Status
Item Category 1	Twenty Year Plan			
Item Category 5	<input type="text" value="New Topic Name"/>			
Item Category 6	<input type="text"/>			

Adding a category.

Editing Categories

To edit a category, click "Edit" next to the category you wish to edit. The topic name will appear as an editable field. After you're finished making your changes, click "Submit."

Submit


Reset

Topic Category	Name	Edit	Delete	Status
Item Category 1	<input type="text" value="Countries Of The World"/>		Delete	
Item Category 2	Press Releases	Edit	Delete	

Editing a category.

Deleting Categories



To remove a category, click "Delete" next to the category you wish to remove:

Item Category 2	Press Releases	Edit	Delete	
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Deleting a category.

Activating/Deactivating Categories

An active category is visible* on the website, and is indicated by a yellow light bulb; an inactive category is indicated by a gray bulb. Click on the light bulb to activate/deactivate a category:

Item Category 3	Investor Information	Edit	Delete	
Item Category 4	Twenty Year Plan	Edit	Delete	

Activating/deactivating a category.

***Note:** topics under an inactive category will not be displayed. However, if any of those topics are cross-listed under another visible category, those topics will still be displayed.

• Documents

To view a list of your posted documents, click on the "Documents" link at left:

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ACEN Engine Room

Library ?
Topics
Categories
Documents
Group Manager
Contact Registry
Frontend

Manage My Documents

[Add a New Document](#) [View All Documents](#)

To keep track of changes you make to a Document...

1. Scroll to the Document Name
2. Click on the "Modify Icon" for the Document
3. Change Document Attributes and/or Upload a New Document

Documents Posted By Jeff Belt

Topic:

Document Name:

☒ Check All ☐ Clear All

#	Select	State	Document Title	Posted On	Edit
1.	<input type="checkbox"/>		emailtop (jpg) 17.71 KB	10/21/2003	Edit
2.	<input type="checkbox"/>		newsletter_bg (jpg) 6.64 KB	10/21/2003	Edit
3.	<input type="checkbox"/>		newsletterfooter (gif) 7.68 KB	10/21/2003	Edit
4.	<input type="checkbox"/>		newslettertop (jpg) 18.67 KB	10/21/2003	Edit
5.	<input type="checkbox"/>		spacer (gif) 0.04 KB	10/21/2003	Edit
6.	<input type="checkbox"/>		Urban/Suburban Sprawl in Upstate New York: Report (pdf) 489.28 KB	10/27/2003	Edit

The Documents page.

By default, only the documents you posted are displayed. To display a list of all documents posted, click "View All Documents" at top right. To view the list by different topics, by all topics, or by document name, use the drop-down boxes:

Documents Posted By Jeff Belt

Topic:

Document Name:

Viewing options.

You may now **add**, **edit**, **delete**, **activate/deactivate**, and **download** documents to your computer.

Adding Documents

Step 1:

To add a new document, click on "Add a New Document" at the top of the page. This displays a "Document Attributes" page:

ACEN *Unlock the Power of the Internet!* **ACEN Library**

ACEN Engine Room

Library ?
[Topics](#)
[Categories](#)
[Documents](#)
[Group Manager](#)
[Contact Registry](#)
[Frontend](#)

Create a BIN For Documents

Select Document Attributes

Topic Name Association Administration and Membership Informat

Memo Test memo.
190 characters left

Active Document ☒ Yes ☐ No

Select Groups Eligible for Document Access

☒ Public
☐ Registered User

Select from above — **But not from both**

Or select from below

☐ [Topic - Acen Team](#)
☐ [Topic - Designers](#)
☐ [Topic - Architects](#)

Continue to Upload


Adding a document, Step 1: Attributes.

Fill-in the appropriate items on the form, then click "Continue to Upload" at the bottom to proceed to Step 2.

Step 2:

After finishing Step 1, you may now upload the document(s) to the website. Click "Select" to upload an individual file; click "Select Folder" to upload an entire folder.

Upload Documents

 Please note that any ";" or "&" signs and other special characters that appear in the Document file names that you are uploading will be replaced by an underscore "_" sign.

Place Documents in the BIN

Topic

Association Administration and Membership Information

Posted By


Jeff Belt

Memo

Test memo.

Posted for

Public,

Files (1)	Size (1,218...
 \\Dump\Opps\042102ACENplan.pdf	1,247,531 ...

Select

Select Folder

Remove

Remove All

Upload

Adding a document, Step 2: Upload.

Click "Upload" when you are finished making your selections.

Editing Documents


To edit a document, click "Edit" next to the document you wish to edit.


#	Select	State	Document Title ▾	Posted On ▾	Edit
1.	<input checked="" type="checkbox"/>		042102ACENplan (pdf) 1247.53 KB	10/27/2003	Edit
2.	<input type="checkbox"/>		emailtop (jpg)	10/24/2003	Edit


Clicking edit.

An editing page will display:

Manage Document


View


Modify


Delete


Document: 042102ACENplan

Edit Document Attributes

 Changes you make to a Document are archived for reference under the Document's History.

Topic Name	Association Administration and Membership Information
Document Title	<input type="text" value="042102ACENplan"/>
Memo	<div style="border: 1px solid #ccc; min-height: 100px; padding: 5px;">Test memo.</div> <div style="text-align: right; padding-right: 5px;">characters left</div>
Document Link	<div style="display: flex; align-items: center;"> <input type="text" value="042102ACENplan.pdf"/> <input type="button" value="Browse..."/> </div> <small>(click on the Browse button to edit or upload a new document)</small>
Active Document	Yes <input checked="" type="radio"/> No <input type="radio"/>

Select Groups Eligible for Document Access









☐ [Acen Team - for this Topic](#)

Editing a document.

After you are done editing the appropriate items, click "Submit."

Deleting Documents

To delete a document, check the box next to the document you wish to remove, then click "Delete" in the toolbar.*



<div style="display: flex; justify-content: space-between; padding: 5px;">  Check All  Clear All  Activate  Deactivate  Delete  Download Docs </div>					
#	Select	State	Document Title ▼	Posted On ▼	Edit
1.	<input checked="" type="checkbox"/>		042102ACENplan (pdf) 1247.53 KB	10/27/2003	Edit
2.	<input type="checkbox"/>		emailtop (jpg)	10/27/2003	Edit

Deleting a document.

***Note:** You cannot undo this action!

Activating/Deactivating Documents

An active document is visible* on the website, and is indicated by a yellow light bulb; an inactive document is indicated by a gray bulb:









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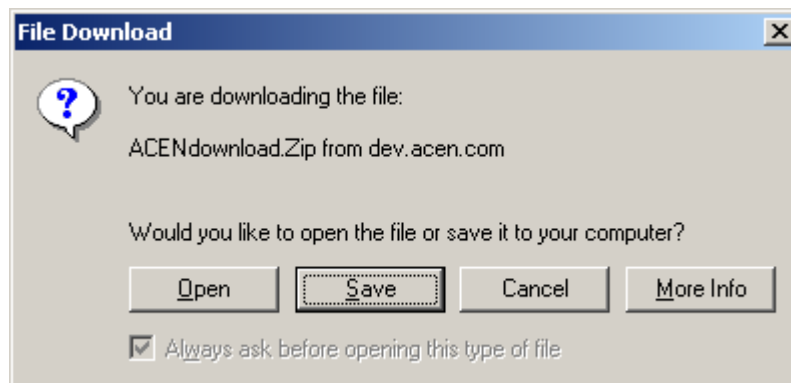
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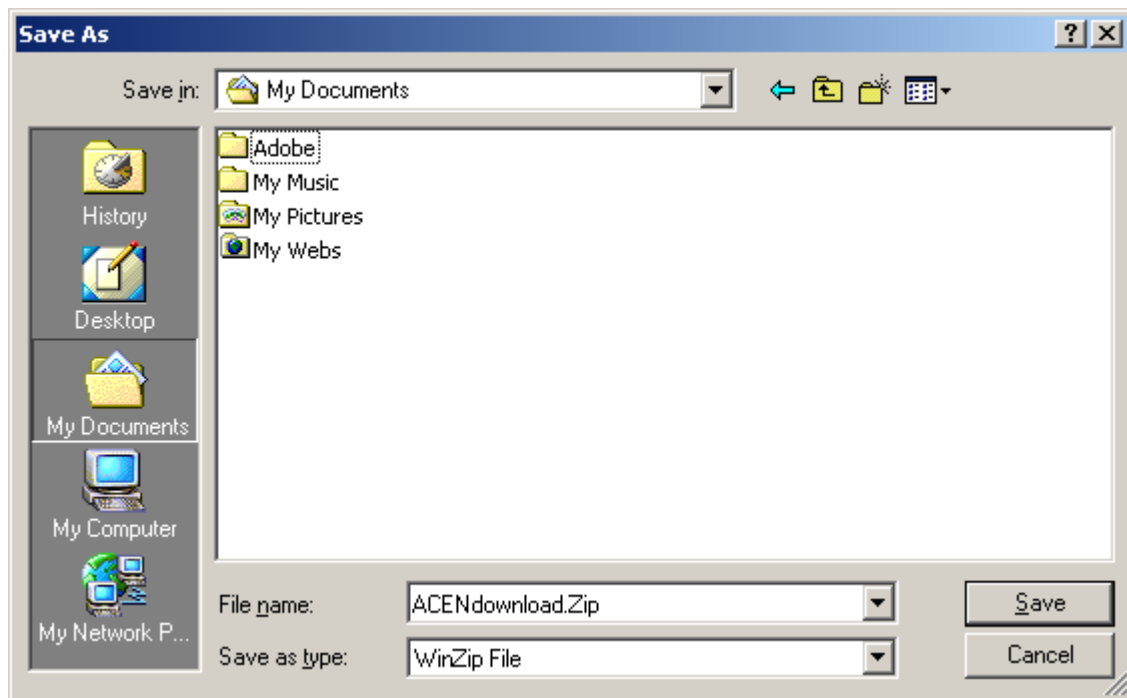
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