Uploading files to the new Docs site on theHUB (Intranet Replacement)

- 1) Log in to WordPress at: <u>http://thehub.polk-fl.net/docs/wp-admin</u>
 - a. Username: firstname.lastname
 - b. Password: same as email password



c. Go to WP-Filebase -> Dashboard on the left side.



- 2) Select Files or Drag and Drop Files This is where you upload the file(s) you need to post to the HUB.
- 3) Select Category Once the file is uploaded, you will need to choose which folder it goes in. Do this by clicking on the dropdown next to Category and select the location for your file.
 - a. You do not need to fill in any other fields.
- 4) Select Add File Click the blue "Add File" button.
- 5) You may then close out or continue to add files using the same process.

🕔 🟤 My Sites 🔗 Do	cs 😳 1 📮 0 🕂 New 🗰 Events	Howdy, hub.test 📃
🙆 Dashboard	Add File Extended Form Batch Upload	
📌 Posts	Upload File URL	
9 Media	Drop files here - or -	
Comments	Select Files	Select the files you
66 Testimonials	You are using the multi-file uploader. Problems? Try the browser uploader instead.	wish to upload.
👷 Portfolio		· · · · · · · · · · · · · · · · · · ·
Services	The following fields are optional.	
🌐 Team	Title Version	
M VC Team		
Contact	Author Category None 🔹 🔶	Select the Category for the
Media Grid		files you wish to upload.
👗 Profile	Post ID 0	
🖋 Tools	Select	
WPBakery Page	Description	
builder	Visual Editor	
🗿 WP-Filebase 🔸		
Dashboard		
Files	Tags	
File Browser		
Collapse menu	Custom 1	
	Custom 2	
	Manage Custom Fields	Save and add now files
	Add File	

Please Note

Only you and the website administrators have access to the files you upload. You won't be able to modify or delete a file that any other user has uploaded and they won't be able to modify or delete yours. If you need assistance modifying or deleting a file that you haven't uploaded, please contact <u>webservices@polk-fl.net</u>.

Also, any user can add a file to any Category (Folder). Please contact <u>webservices@polk-fl.net</u> if a file has been added to a folder incorrectly.

If you need a new Category (Folder) created, please email <u>webservices@polk-fl.net</u> with your request.

Deleting Files on the Intranet

- 1. Login same as step 1 above.
- 2. Click on WP-Filebase on the left side and choose "Files"
 - a. Here you will see a list of files **only you** have uploaded. If you need assistance deleting/modifying a file not in your list, please contact <u>webservices@polk-fl.net</u>.
- 3. To delete a file, hover over the file name and choose "Delete".

4. When you are finished, check the live Docs Home page on theHUB to make sure your changes are correct: <u>http://thehub.polk-fl.net/docs/</u> (be sure to refresh).