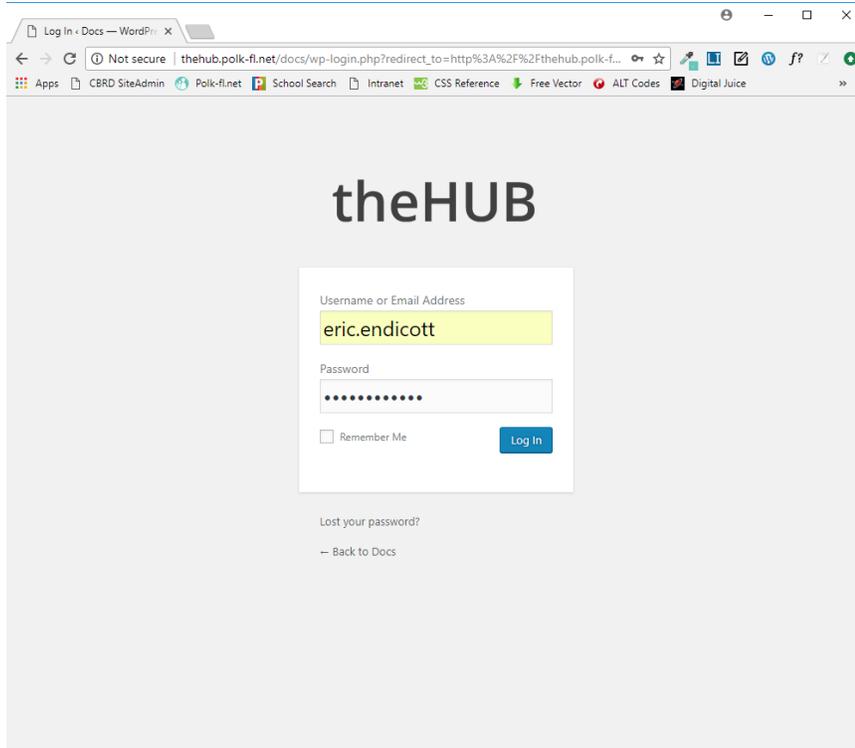
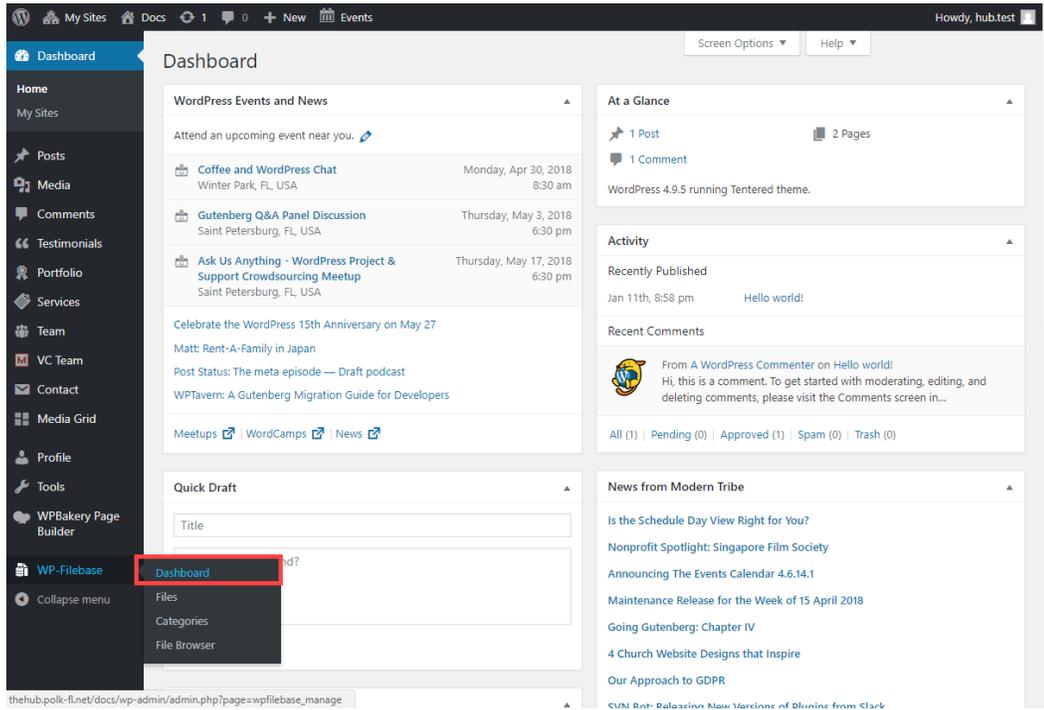


Uploading files to the new Docs site on [theHUB](http://thehub.polk-fl.net) (Intranet Replacement)

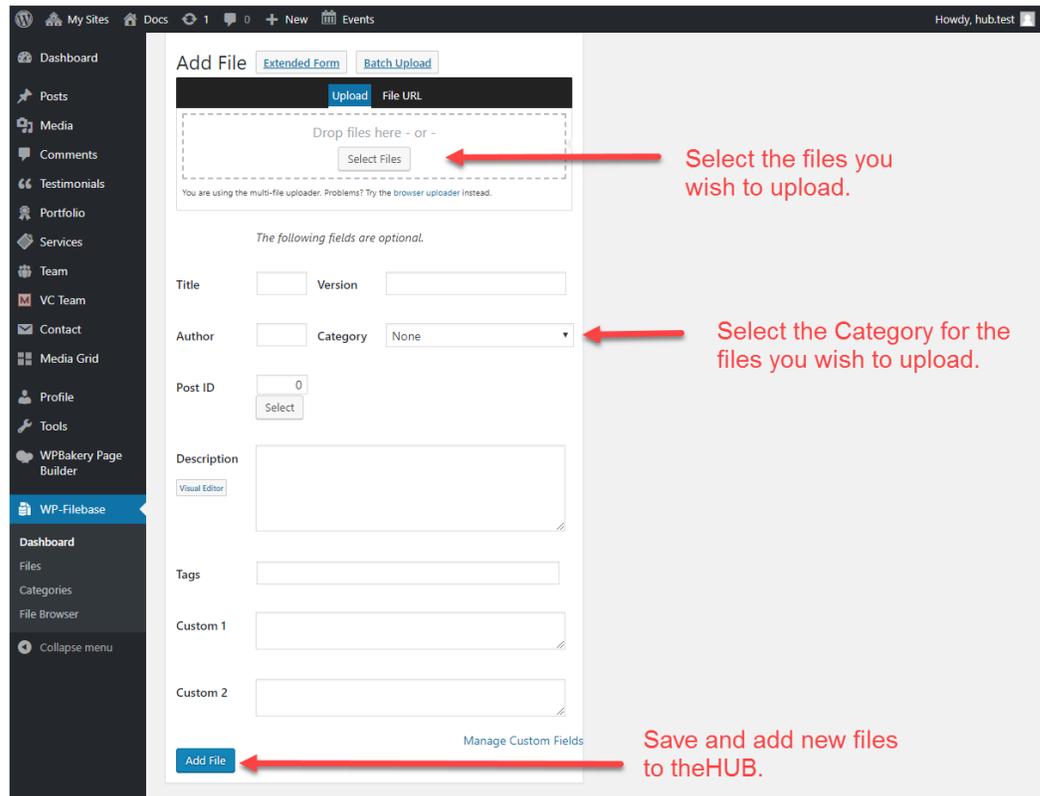
- 1) **Log in** to WordPress at: <http://thehub.polk-fl.net/docs/wp-admin>
 - a. Username: firstname.lastname
 - b. Password: same as email password



- 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 theHUB.
- 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.



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 webservices@polk-fl.net.

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

If you need a new Category (Folder) created, please email webservices@polk-fl.net 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 webservices@polk-fl.net.
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: <http://thehub.polk-fl.net/docs/> (be sure to refresh).