
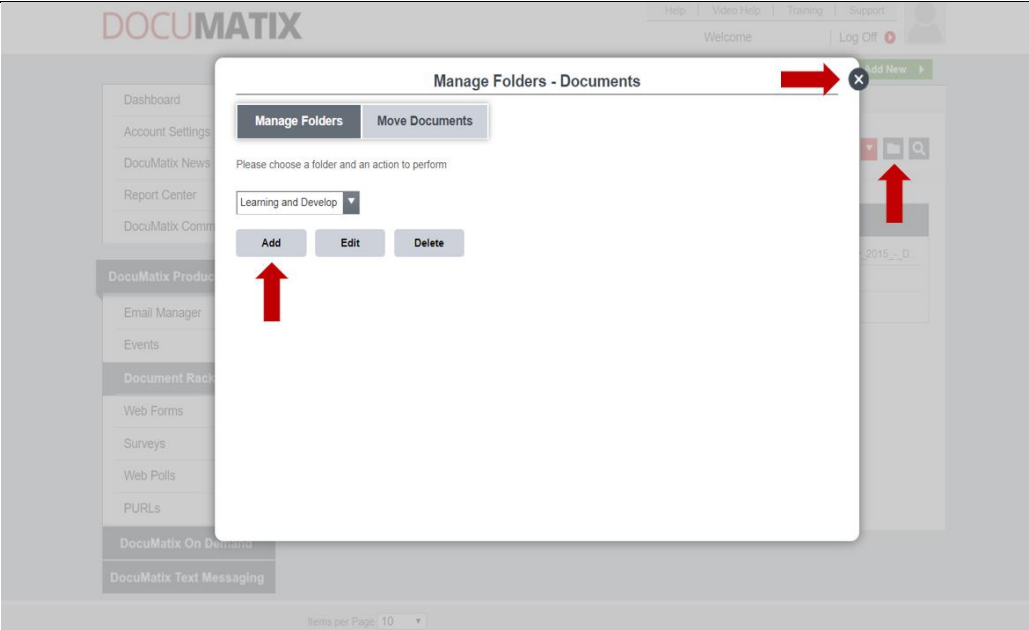
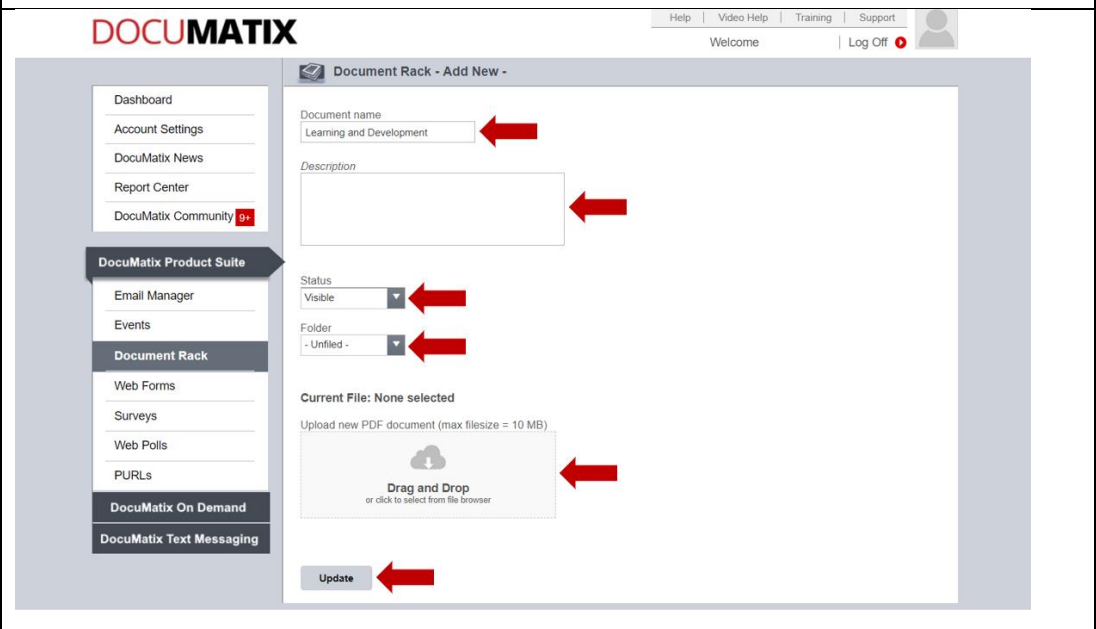


MARQUIS

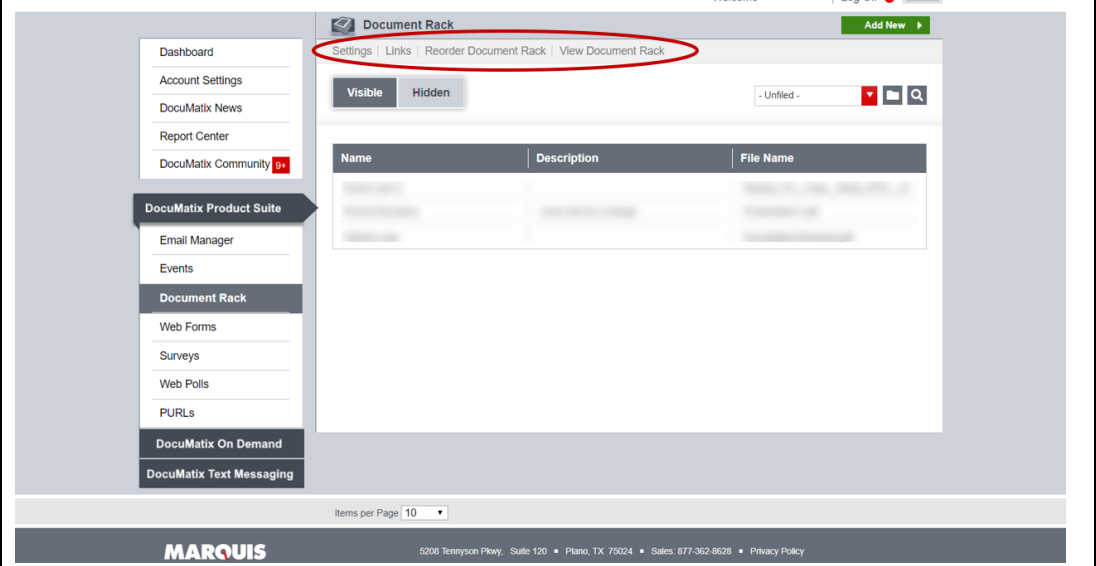
DMX335	Add a Document to Document Rack
Order of Steps	Tasks
Step 1	Log into DocuMatix
Step 2	Click on " Document Rack " located in the menu on the hand left side of the page If a specific folder is desired to maintain the Documents, continue to Step 3 . If the unfiled option is desired, move to Step 8 .
Step 3	Click the " Manage Folders " button  in the upper right-hand side of the page
Step 4	Click " Add " to create a new folder for the document to be placed into
Step 5	Type a name for the new folder
Step 6	Click " Save "
Step 7	If a folder needs to be modified, click the drop-down arrow and click on the specific folder
7.1	Click Edit
7.2	Click Save once the name has been changed to a desired new name
Step 8	Click the " X " to get back to the Document Rack page
	
Step 9	Click the green " Add New " button
Step 10	Complete the " Document Rack – Add New- " page
Note: Anything in <i>italics</i> is an optional field as noted below. Some of the fields will auto populate from Account Settings.	
	<ul style="list-style-type: none"> • Document Name
	<ul style="list-style-type: none"> • Description (optional)
	<ul style="list-style-type: none"> • Status
	<ul style="list-style-type: none"> • Folder
	<ul style="list-style-type: none"> • Current File: drag and drop a document into the box or click to select from a file browser
Note: Only PDF formatted documents can be selected.	

MARQUIS

<p>Step 11</p>	<p>Click “Update”</p> 
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There are tabs present to assist with maintaining and managing all of the documents on the Document Rack.

- Settings: The Settings tab allows the updating of a default Document Rack Logo as well as update the links and make changes to the background color
- Links: Allows the ability to create links to your Digital Document Rack and the settings that go with the link.
- Reorder Document Rack: Allows you to move the documents around in the preferred order of importance or visibility.
- View Document Rack: Display how the digital view for the Document Rack will appear

	
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