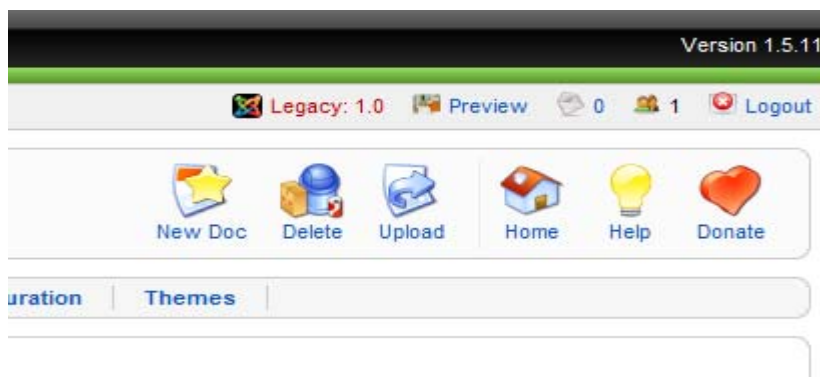


## DocMan Quick Start

Click the **CPanel** button and then the Files button.

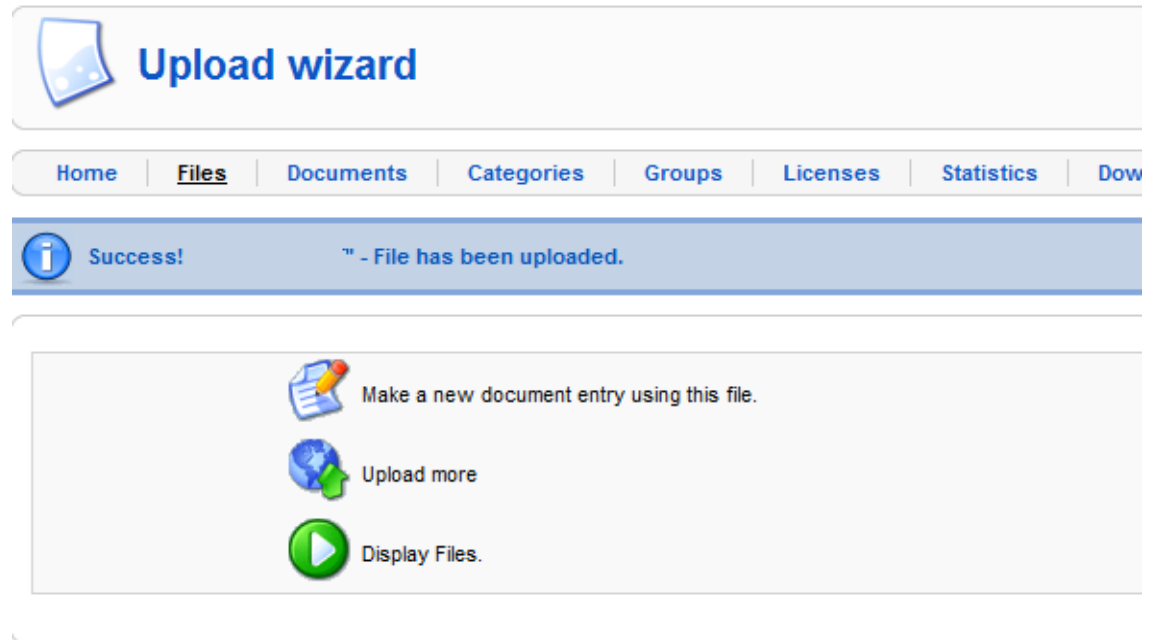


Click the **Upload** button. From the selections, choose **Upload a file from your computer**. Click the **Next** button.



**Browse** for a video/audio file, select the file you want to upload and click **Open**.  
Click the **Submit** button.




Click the **Make a new document entry using this file**.



**Upload wizard**

Home | **Files** | Documents | Categories | Groups | Licenses | Statistics | Dow

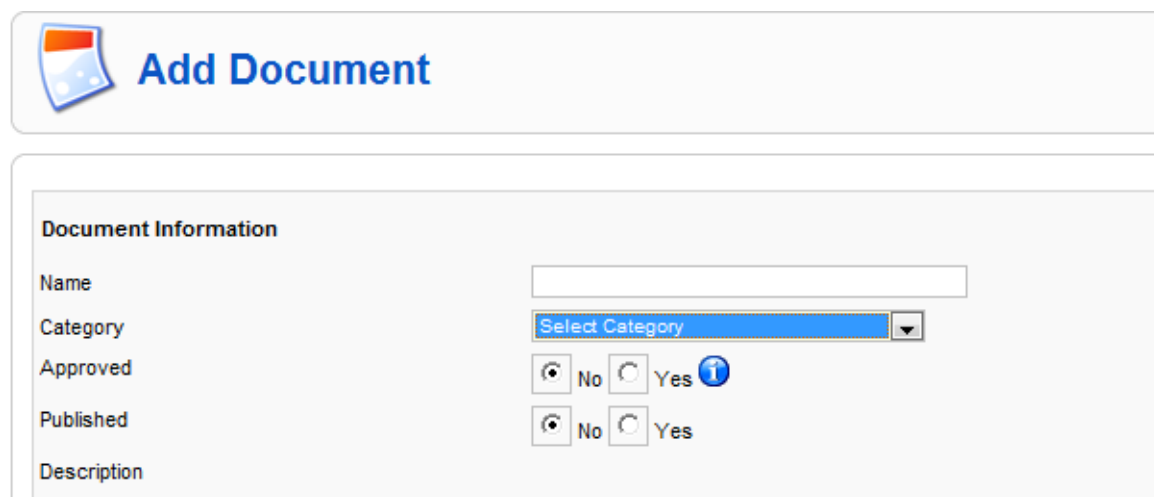
**i** Success! " - File has been uploaded.

-  Make a new document entry using this file.
-  Upload more
-  Display Files.

Type in a **name** and **choose a category**.

Click the **Save** button.

**Publish** and **Approve** the file by clicking on the **red X's** under the Publish and Approved columns.



**Add Document**

**Document Information**

Name

Category

Approved  No  Yes **i**

Published  No  Yes

Description