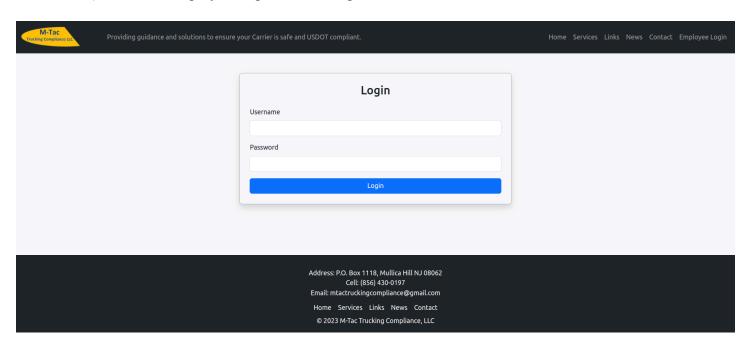
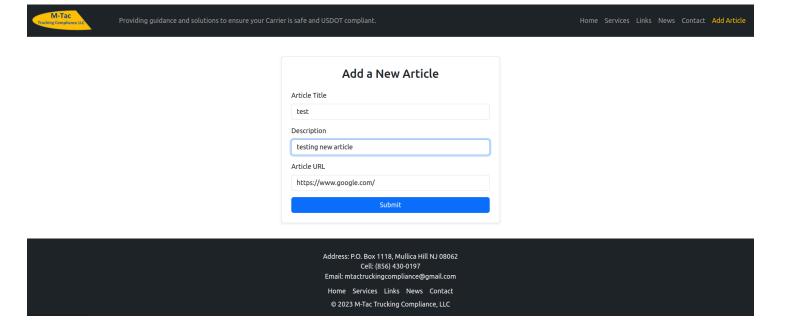
M-TAC Trucking Compliance Employee Manual

Section I: How to add new articles.

1) Click on Employee Login in the navigation bar.

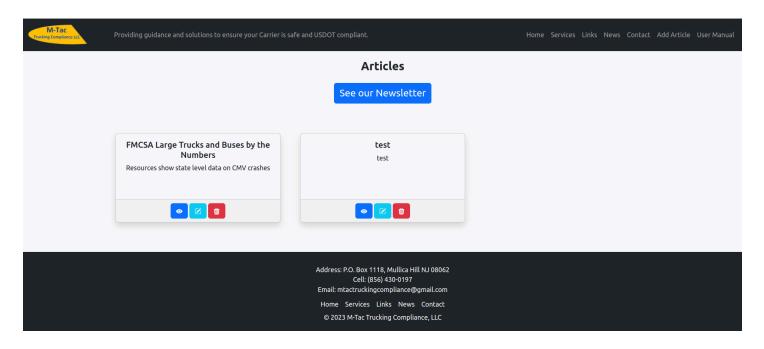


2) Once logged in, click on the add article and enter the title, description and link to the article. Click submit after filling out the form. You will be redirected to the news page.

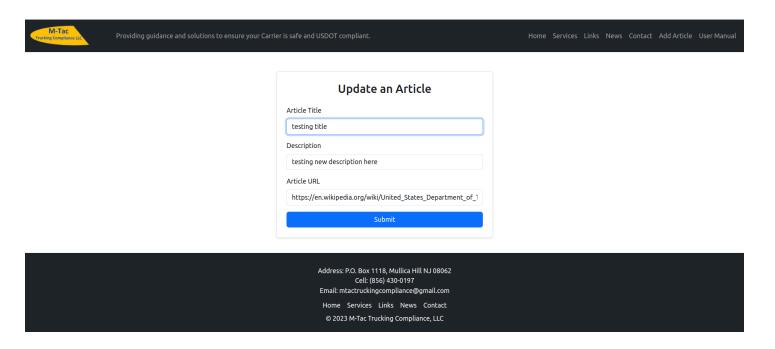


Section II: Updating existing articles

1) Click on the light blue edit button in the article.



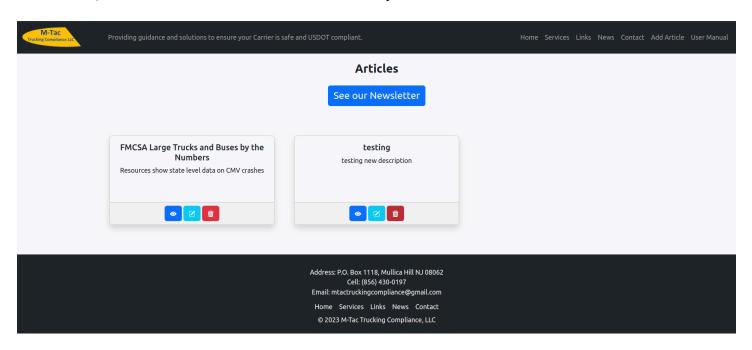
2) Enter the information you want to update. E.g. the article title, description or external link to the article.



3) Click the submit button in the form. You will be redirected back to the news page.

Section III: Delete existing articles

1) Click on the red trash button on the article you want to delete.



2) A message will be displayed to confirm if you want to delete the article or not. Click the red delete button if you want to delete.

Warning: Once the article is deleted, it cannot be recovered.

