

How To Add a Help Document

- 1) Create your PDF document. NB. The name of the document MUST contain the name of the category to which it applies. For example, the name of a document on creating a Widget MUST be called something like 'How to Add a Widget'
- 2) Navigate to the Help documents section in the Admin part of the application Click 'Upload Help Document.'
- 3) Select the Category into which the document fits.
- 4) Click 'Select File' to choose your document. NB The name of the document MUST contain the category selected or you won't be able to upload the file.
- 5) Click 'Submit' to add the document to the application and return to the list documents page.