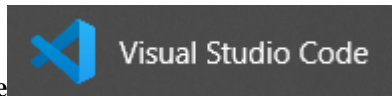
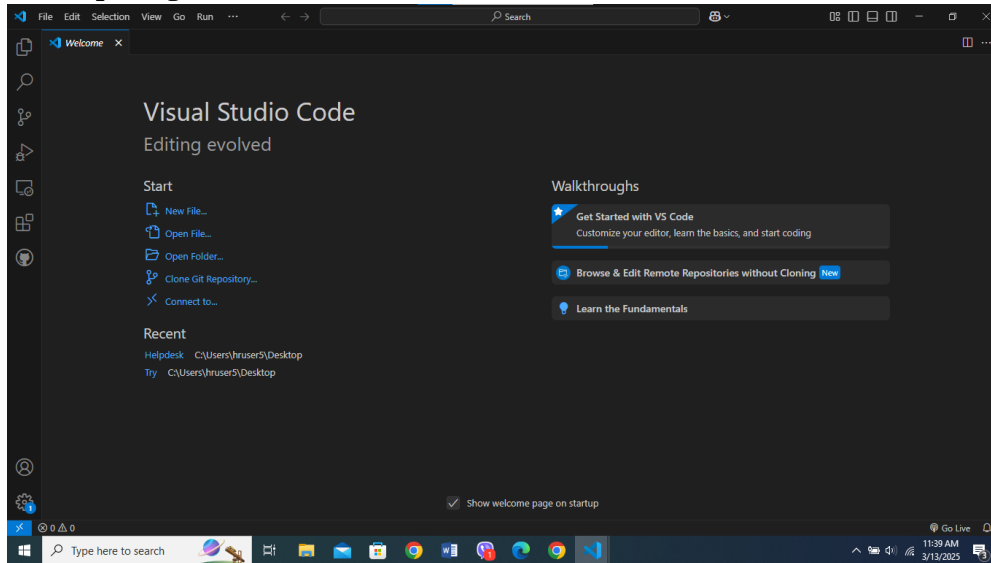


Apply changes in Helpdesk

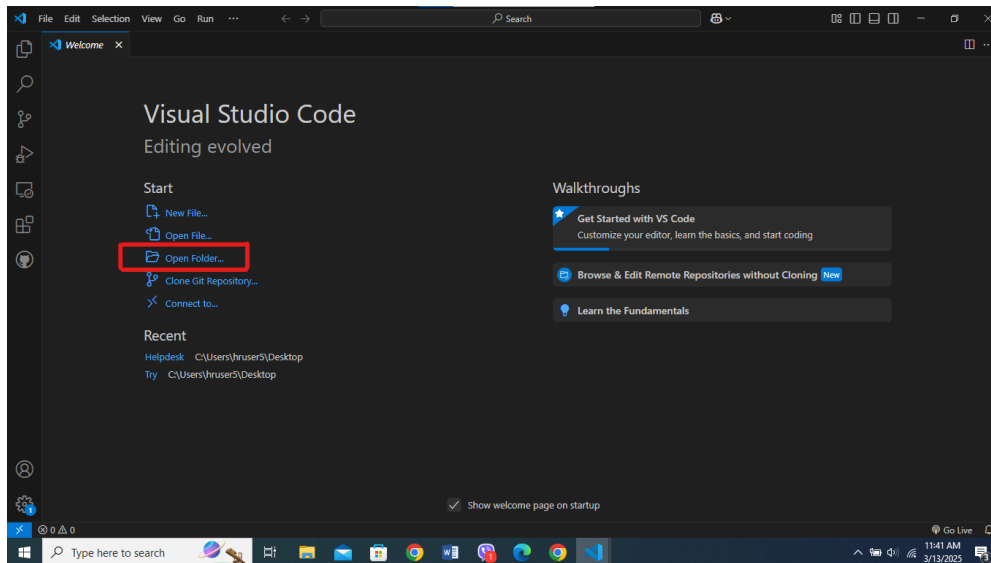


1. Open Visual Studio Code

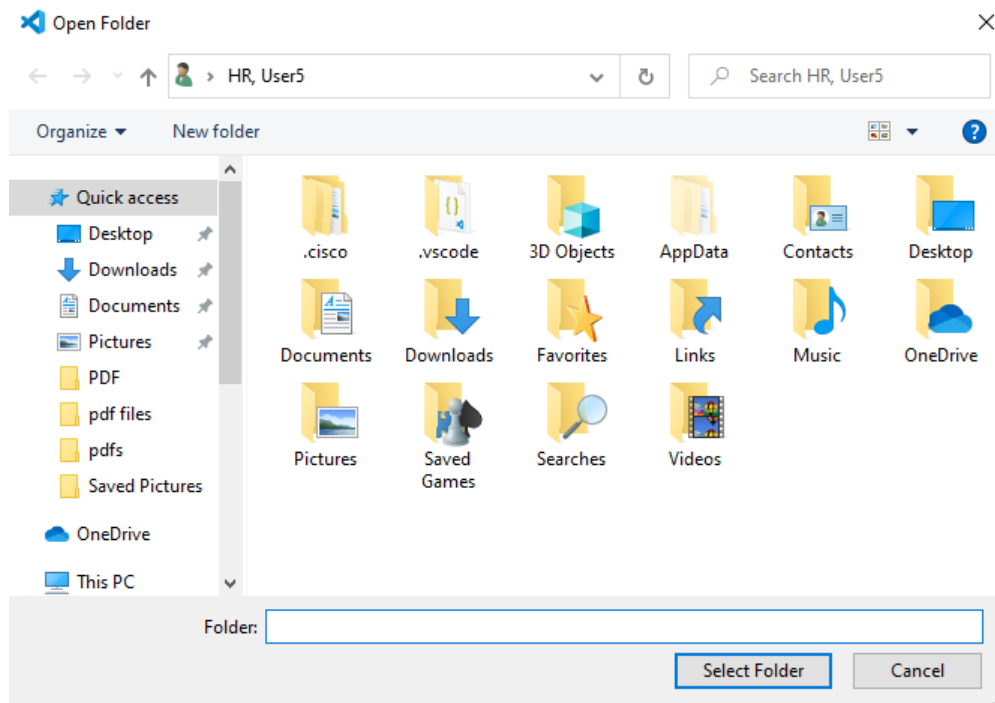
After opening VSC (Visual Studio Code):



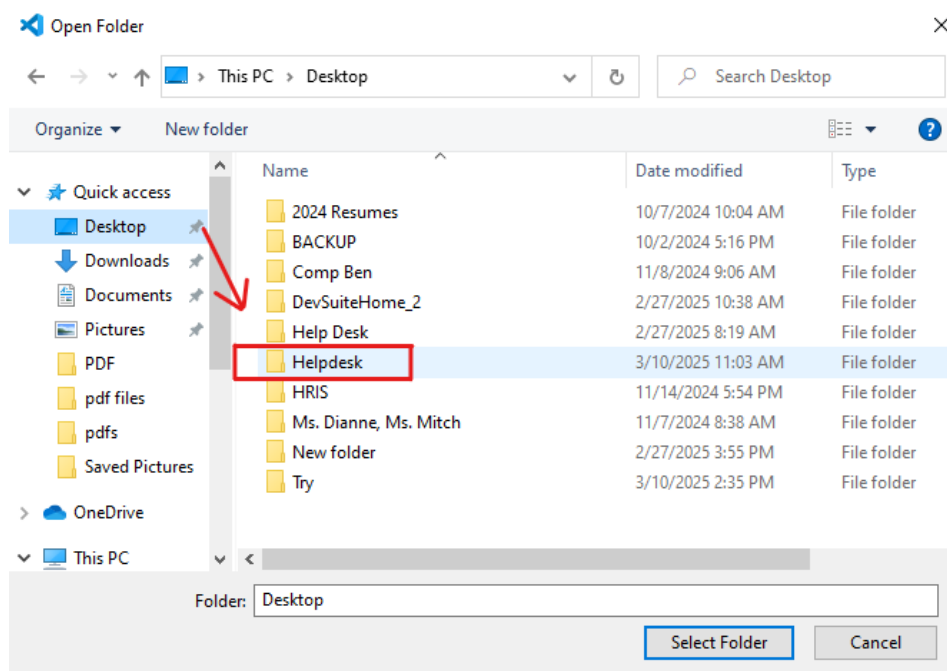
2. Look for the Open Folder



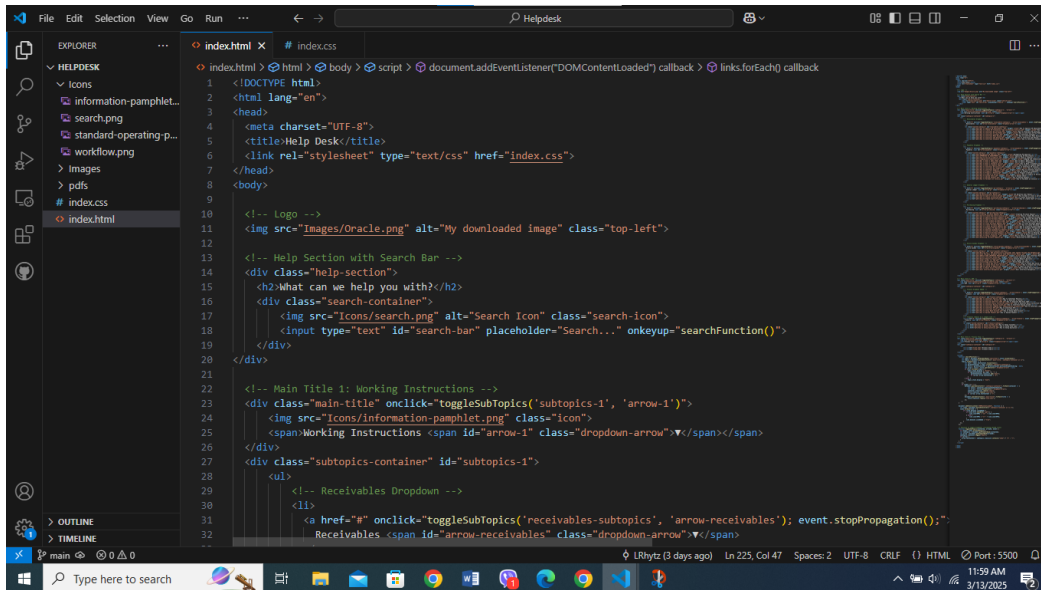
After clicking, a pop-up window will show:



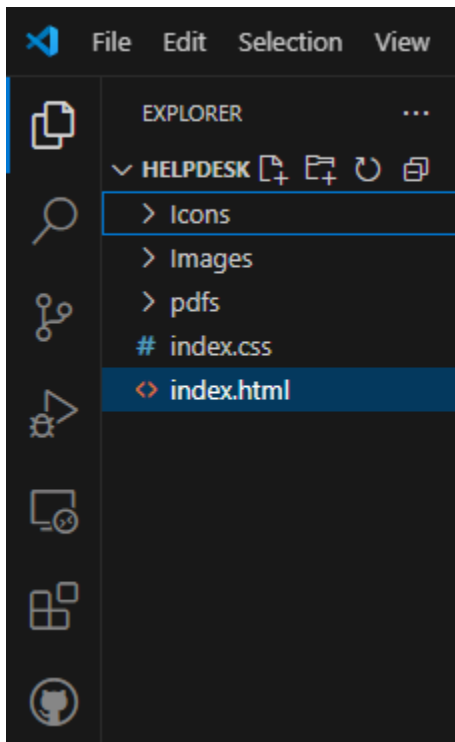
3. Locate the folder "Helpdesk" under Desktop



After selecting the Helpdesk Folder, you'll be redirected to the file.



On the upper left of the screen:



You'll see these sequence,

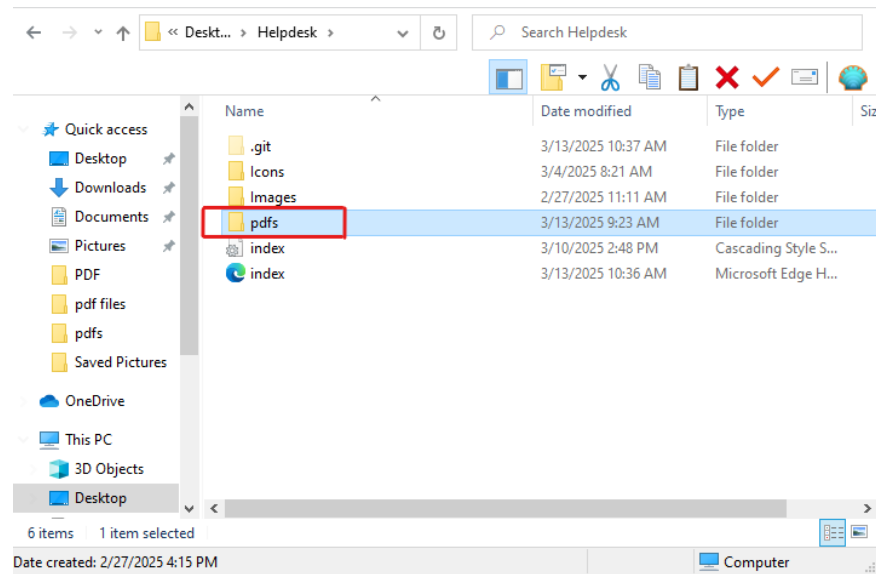
HELPDESK (FOLDER)

Icons (Icon Folder)

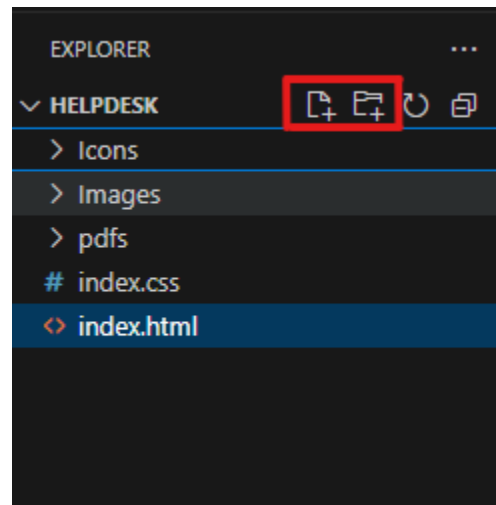
Images (Images Folder)

Pdfs (PDF File Folder) – This is where the pdf file is stored. If you want to add new pdf file just copy and paste it in this folder inside the Helpdesk folder.

Just drag and drop it in this folder:



NOTE: If you want to add files that aren't PDF files, better create new folder and label it properly to maintain organized.



- To add New file **click the File with +.**
- To add New Folder **click the Folder with +.**

In order to locate the code for the dropdown a comment is placed to navigate easily (From Main Topic and Subtopic) the dropdowns.

See attached Image below:

```
21
22 <!-- Main Title 1: Working Instructions -->
23 <div class="main-title" onclick="toggleSubTopics('subtopics-1', 'arrow-1')">
24   
25   <span>Working Instructions <span id="arrow-1" class="dropdown-arrow">▼</span></span>
26 </div>
27 <div class="subtopics-container" id="subtopics-1">
28   <ul>
29     <!-- Receivables Dropdown -->
30     <li>
31       <a href="#" onclick="toggleSubTopics('receivables-subtopics', 'arrow-receivables'); event.stopPropagation();"
32       Receivables <span id="arrow-receivables" class="dropdown-arrow">▼</span>
33     </a>
34     <ul class="nested-subtopics" id="receivables-subtopics">
35       <li><a href="pdfs/How to Approve AR Adjustments .pdf" target="_blank">How to Approve AR Adjustments</a></li>
36       <li><a href="pdfs/How to Create AR Transation Type and Receipt Activity.pdf" target="_blank">How to Create AR T
37       <li><a href="pdfs/How to Interface AR Invoices.pdf" target="_blank">How to Interface AR Invoices</a></li>
38       <li><a href="pdfs/How to Interface AR Pay Modes.pdf" target="_blank">How to Interface AR Pay Modes</a></li>
39       <li><a href="pdfs/How to Interface Customer.pdf" target="_blank">How to Interface Customer</a></li>
40       <li><a href="pdfs/How to Interface MISC Receipt.pdf" target="_blank">How to Interface MISC Receipt</a></li>
41       <li><a href="pdfs/How to Interface SCD Refund.pdf" target="_blank">How to Interface SCD Refund</a></li>
42       <li><a href="pdfs/How to Interface Standard Receipt.pdf" target="_blank">How to Interface Standard Receipt</a>
43     </ul>
44   </li>
45
46   <!-- Payables Dropdown -->
47   <li>
```

To locate where to change or add of pdf links,

See attached Image below:

```
21
22 <!-- Main Title 1: Working Instructions -->
23 <div class="main-title" onclick="toggleSubTopics('subtopics-1', 'arrow-1')">
24   
25   <span>Working Instructions <span id="arrow-1" class="dropdown-arrow">▼</span></span>
26 </div>
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38       <li><a href="pdfs/How to Interface AR Pay Modes.pdf" target="_blank">How to Interface AR Pay Modes</a></li>
39       <li><a href="pdfs/How to Interface Customer.pdf" target="_blank">How to Interface Customer</a></li>
40       <li><a href="pdfs/How to Interface MISC Receipt.pdf" target="_blank">How to Interface MISC Receipt</a></li>
41       <li><a href="pdfs/How to Interface SCD Refund.pdf" target="_blank">How to Interface SCD Refund</a></li>
42       <li><a href="pdfs/How to Interface Standard Receipt.pdf" target="_blank">How to Interface Standard Receipt</a>
43     </ul>
44   </li>
45
46   <!-- Payables Dropdown -->
47   <li>
```

Along with `< a href = “ (Path file of the pdf)” > `

Note: PDF file should be stored inside the PDF folder before copying the file path to be pasted in the href.

Refer to the Image below:

```
21
22 <!-- Main Title 1: Working Instructions -->
23 <div class="main-title" onclick="toggleSubTopics('subtopics-1', 'arrow-1')">
24   
25   <span>Working Instructions <span id="arrow-1" class="dropdown-arrow">▼</span></span>
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36         <li><a href="pdfs/How to Create AR Transation Type and Receipt Activity.pdf" target="_blank">How to Create AR 1
37         <li><a href="pdfs/How to Interface AR Invoices.pdf" target="_blank">How to Interface AR Invoices</a></li>
38         <li><a href="pdfs/How to Interface AR Pay Modes.pdf" target="_blank">How to Interface AR Pay Modes</a></li>
39         <li><a href="pdfs/How to Interface Customer.pdf" target="_blank">How to Interface Customer</a></li>
40         <li><a href="pdfs/How to Interface MISC Receipt.pdf" target="_blank">How to Interface MISC Receipt</a></li>
41         <li><a href="pdfs/How to Interface SCD Refund.pdf" target="_blank">How to Interface SCD Refund</a></li>
42         <li><a href="pdfs/How to Interface Standard Receipt.pdf" target="_blank">How to Interface Standard Receipt</a></li>
43       </ul>
44     </li>
45     <!-- Payables Dropdown -->
46     <li>
```

Next by the link of the pdf file or the HREF, is where you will changed the name of the File.

See Image below:

```
21
22 <!-- Main Title 1: Working Instructions -->
23 <div class="main-title" onclick="toggleSubTopics('subtopics-1', 'arrow-1')">
24   
25   <span>Working Instructions <span id="arrow-1" class="dropdown-arrow">▼</span></span>
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35         <li><a href="pdfs/How to Approve AR Adjustments .pdf" target="_blank">How to Approve AR Adjustments</a></li>
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37         <li><a href="pdfs/How to Interface AR Invoices.pdf" target="_blank">How to Interface AR Invoices</a></li>
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43       </ul>
44     </li>
45     <!-- Payables Dropdown -->
46     <li>
```

You can just copy and paste the whole line along the ` <a href> ` then just apply changes with the pdf file path/link and name.