

How to Add Commission Meeting Materials

Where:

http://www.grantpud.org/administrator/index.php?option=com_rsform&view=forms&layout=show&formId=13

Also accessible in the Back-End Editor under **Components>Add Meeting Materials Archive**

Overview:

In order to add Commission Meeting Materials, simply navigate to the link above and fill in the fields provided.

Details:

Posted On: The display date on the article. Since all Commission Meetings are listed chronologically, this information helps the site determine the order in which it's shown.

Most fields allow you to post PDF and or Audio MP3's, with the exception of Recap Link.

The Recap link allows you to copy/paste in the URL to a News/Media article if the meeting had been previously covered in a news article.

The screenshot shows the Joomla! administrator interface for the 'Add Meeting Material Archives' form. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The page title is 'Add Meeting Material Archives'. The form contains the following fields:

- Posted on ***: A date selection field with a dropdown arrow.
- Meeting Agenda**: A 'Choose File' button with the text 'no file selected'.
- Commission Packet**: A 'Choose File' button with the text 'no file selected'.
- Staff Reports**: A 'Choose File' button with the text 'no file selected'.
- Presentation Materials**: A 'Choose File' button with the text 'no file selected'.
- Meeting Minutes**: A 'Choose File' button with the text 'no file selected'.
- Notice of Adjournment & Continuance**: A 'Choose File' button with the text 'no file selected'.
- Meeting Audio Recording**: A 'Choose File' button with the text 'no file selected'.
- Workshop Materials**: A 'Choose File' button with the text 'no file selected'.
- Notices of Cancellation**: A 'Choose File' button with the text 'no file selected'.
- Recap**: A 'Choose File' button with the text 'no file selected'.
- Link to a recap if it's been entered as News**: A text input field.

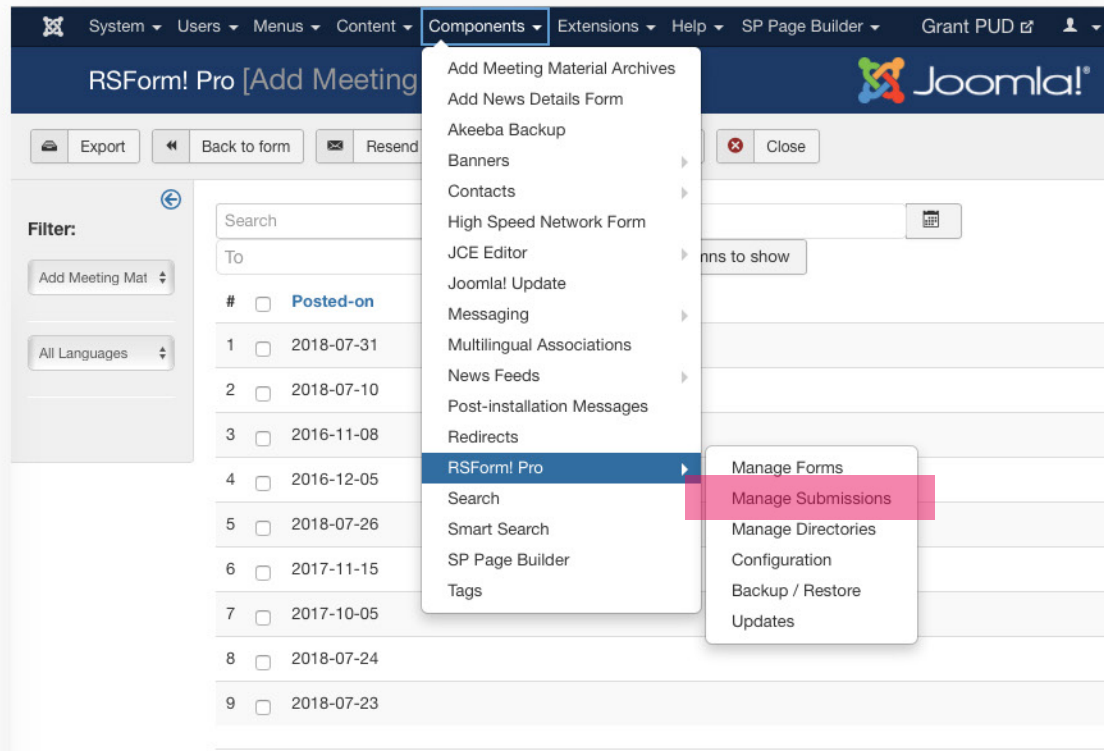
A blue 'Submit' button is located at the bottom right of the form.

How to Edit Existing Commission Meeting Materials

Where:

http://www.grantpud.org/administrator/index.php?option=com_rsform&view=submissions&formId=13

Also accessible in the Back-End Editor under **Components > RSForm Pro! > Manage Submissions**

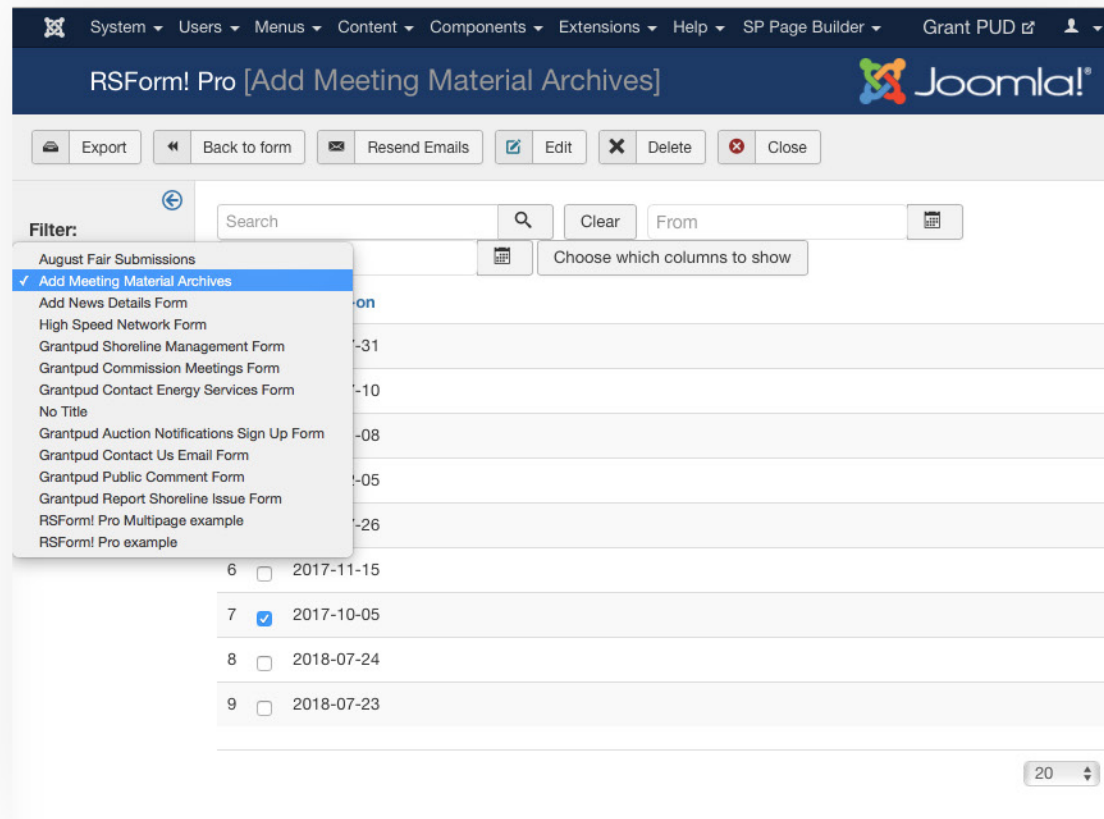


The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', 'SP Page Builder', and 'Grant PUD'. The 'Components' menu is open, displaying a list of installed components. 'RSForm! Pro' is highlighted, and its sub-menu is visible, showing options like 'Manage Forms', 'Manage Submissions', 'Manage Directories', 'Configuration', 'Backup / Restore', and 'Updates'. The 'Manage Submissions' option is highlighted in pink. Below the menu, a table of submissions is visible with columns for '#', 'Posted-on', and a list of submission dates.

Filters:

Within the Submissions panel, you'll have access to a variety of content.

Use the Filters on the left hand side to select Submissions from **Add Meeting Material Archives**

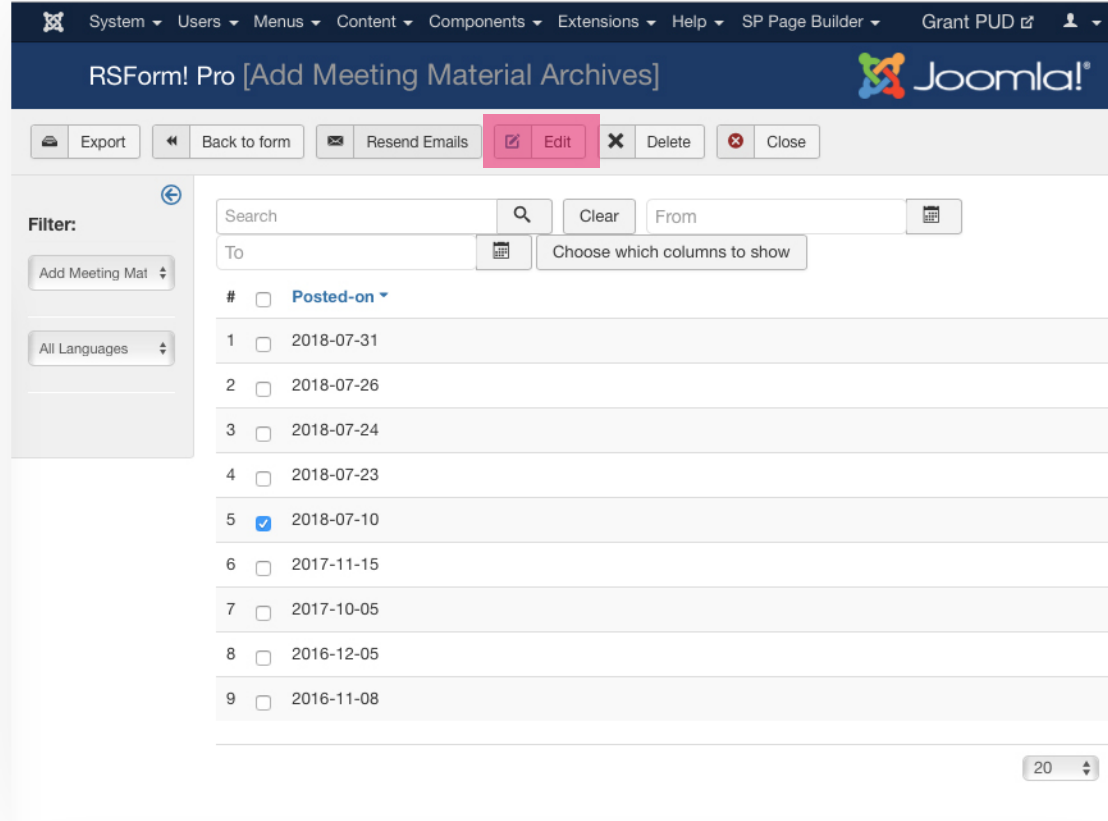


The screenshot shows the Joomla! administrator interface for the 'RSForm! Pro [Add Meeting Material Archives]' view. The top navigation bar is the same as in the previous screenshot. The 'Filter:' dropdown menu is open, showing a list of filter options. 'Add Meeting Material Archives' is selected and highlighted in blue. Below the filter menu, a table of submissions is visible with columns for '#', 'Posted-on', and a list of submission dates. The submission with ID 7 and date 2017-10-05 is selected with a blue checkmark.

How to Edit Existing Commission Meeting Materials

Once you've filtered your view to show Meeting Materials, you'll see a list of all entries in chronological order.

Simply **check the box to the left** of the meeting you want to edit and hit **Edit** in the tool bar above.



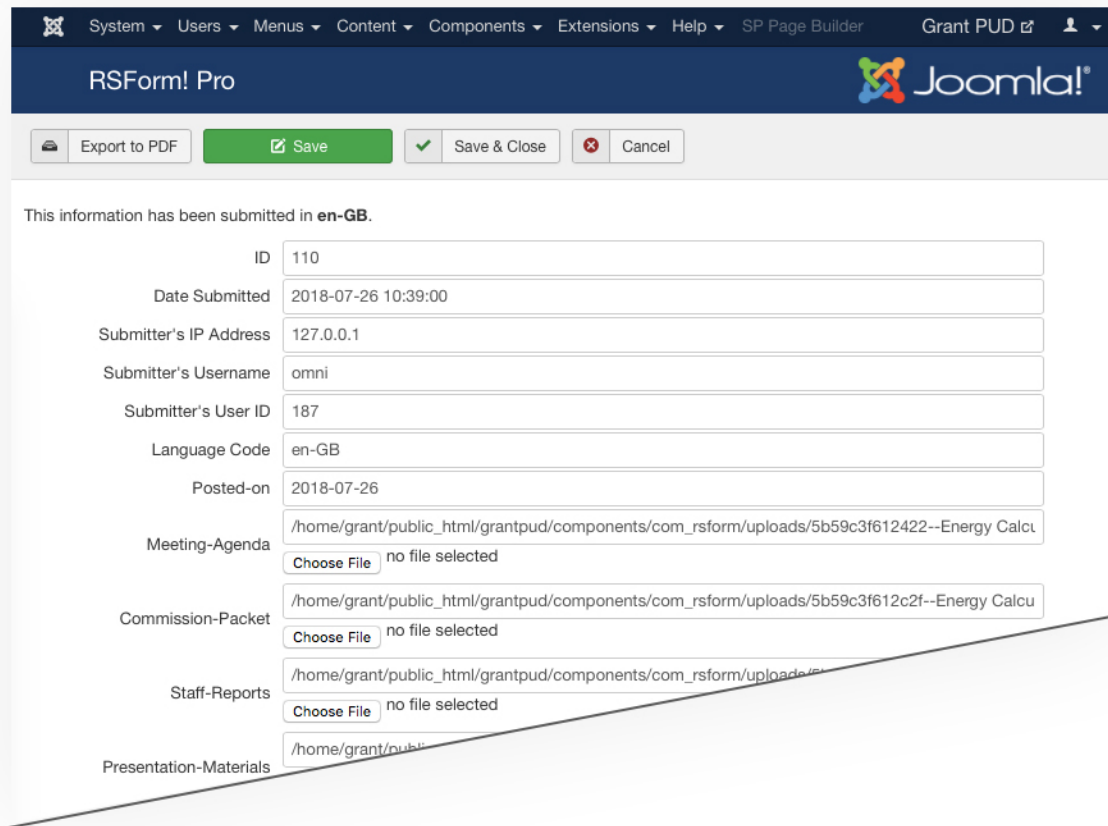
The screenshot shows the Joomla! administration interface for RSForm! Pro. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', 'SP Page Builder', and 'Grant PUD'. The main header reads 'RSForm! Pro [Add Meeting Material Archives]'. Below the header is a toolbar with buttons for 'Export', 'Back to form', 'Resend Emails', 'Edit' (highlighted in pink), 'Delete', and 'Close'. A 'Filter:' sidebar on the left contains 'Add Meeting Mat' and 'All Languages'. The main content area features a search bar and a table of meeting materials. The table has columns for '#', 'Posted-on', and 'Choose which columns to show'. The table contains 9 rows of data, with the 5th row (ID 5, Date 2018-07-10) selected. A pagination control at the bottom right shows '20' items per page.

#	Posted-on
1	2018-07-31
2	2018-07-26
3	2018-07-24
4	2018-07-23
5	2018-07-10
6	2017-11-15
7	2017-10-05
8	2016-12-05
9	2016-11-08

Editing:

From here, you'll see all associated data with the Meeting Material listing. To add new content, or overwrite content, simply select a new file using **Choose File**.

Once your edits are complete, hit the green **Save** button in the toolbar.



The screenshot shows the Joomla! administration interface for RSForm! Pro in edit mode. The top navigation bar is the same as the previous screenshot. The main header reads 'RSForm! Pro'. Below the header is a toolbar with buttons for 'Export to PDF', 'Save' (highlighted in green), 'Save & Close', and 'Cancel'. The main content area displays the form data for a meeting material. The text 'This information has been submitted in en-GB.' is shown above the form fields. The form fields are as follows:

ID	110
Date Submitted	2018-07-26 10:39:00
Submitter's IP Address	127.0.0.1
Submitter's Username	omni
Submitter's User ID	187
Language Code	en-GB
Posted-on	2018-07-26
Meeting-Agenda	/home/grant/public_html/grantpud/components/com_rsform/uploads/5b59c3f612422--Energy Calcu Choose File no file selected
Commission-Packet	/home/grant/public_html/grantpud/components/com_rsform/uploads/5b59c3f612c2f--Energy Calcu Choose File no file selected
Staff-Reports	/home/grant/public_html/grantpud/components/com_rsform/uploads/5b59c3f612c2f--Energy Calcu Choose File no file selected
Presentation-Materials	/home/grant/public_html/grantpud/components/com_rsform/uploads/5b59c3f612c2f--Energy Calcu Choose File no file selected