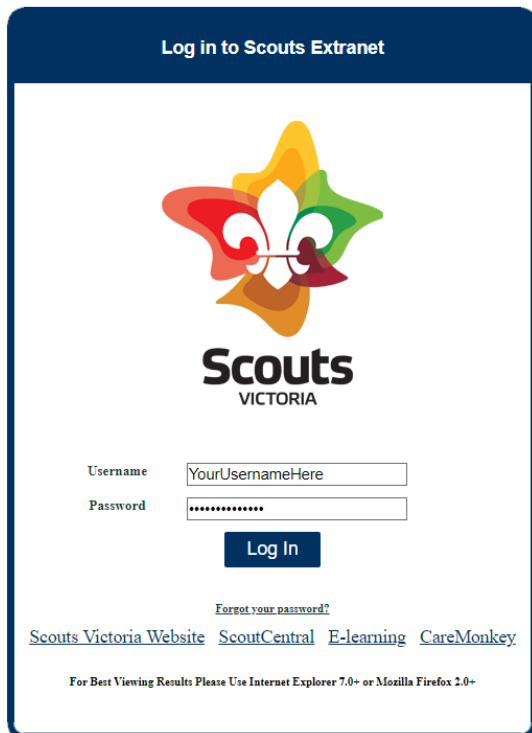


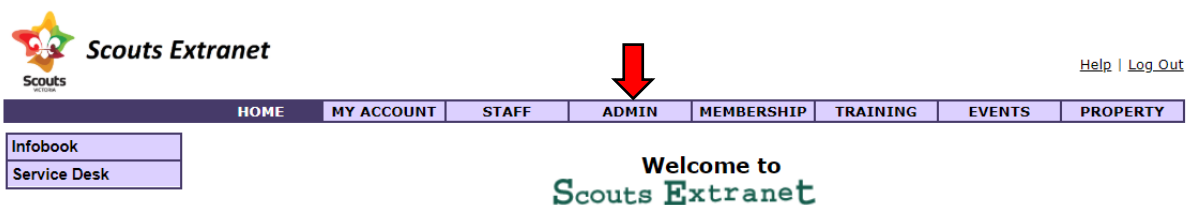
How To Upload Documents To Your Group's Page In Extranet

Step 1: Log in to Extranet.

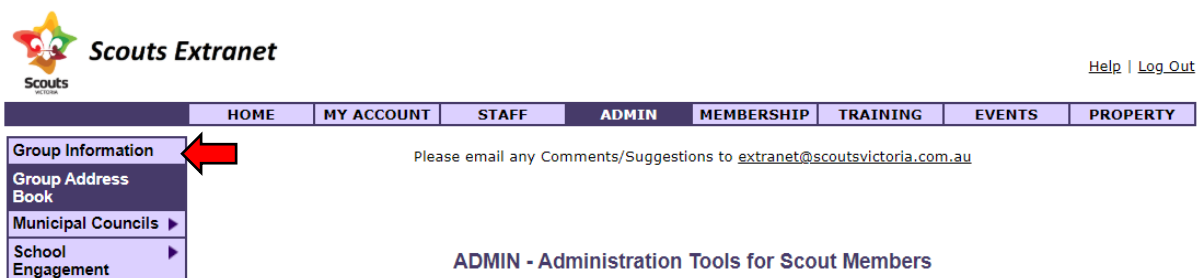


The screenshot shows the login page for Scouts Victoria Extranet. At the top, it says "Log in to Scouts Extranet". Below this is the Scouts Victoria logo, which is a stylized flower with five petals in yellow, orange, red, green, and blue. Underneath the logo, the word "Scouts" is written in a large, bold, black font, with "VICTORIA" in a smaller font below it. There are two input fields: "Username" with the placeholder text "YourUsernameHere" and "Password" with a masked password "*****". A blue "Log In" button is positioned below the password field. Below the button, there is a link for "Forgot your password?". At the bottom of the page, there are links for "Scouts Victoria Website", "ScoutCentral", "E-learning", and "CareMonkey". A small note at the very bottom says "For Best Viewing Results Please Use Internet Explorer 7.0+ or Mozilla Firefox 2.0+".

Step 2: Click the "Admin" tab in the menu across the top of the page.




Step 3: Click "Group Information" in the menu on the left side of the page.




Step 4: Find your Group by typing in your Group name or Code to the relevant field, and clicking "Search".

Group Information


Search or Select Group Name(s) to display

Group Name: 

Group Code:

Search by postcode: 

Included surrounding postcode



Step 5: Select your Group in the drop-down menu, and click "Submit".


Search or Select Group Name(s) to display


Group Name:

Group Code:

Search by postcode:

Included surrounding postcode





Step 6: Scroll down the page just a little bit until you see "Group Documents", which should appear just below "Group Notes" and the fees section.


4th term	\$	\$	\$	\$ 0
Weekly Payment				
Weekly	\$ 0	\$ 0	\$ 0	\$ 0

[\[ADD/EDIT GROUP FEE\]](#)

Group Notes:


DATE ADDED	NOTE HERE, THIS IS A NOTE.	[REMOVE]
------------	----------------------------	--------------------------

[\[ADD GROUP NOTES\]](#)

Formation Documents - Top Recent 10 Documents [View / Edit All Documents](#) [Upload Documents](#) 

No Formation Documents Found


Step 7: Click "Upload Documents". This will open a new window of your internet browser.



Formation Documents - Top Recent 10 Documents [View / Edit All Documents](#) [Upload Documents](#) 

No Formation Documents Found

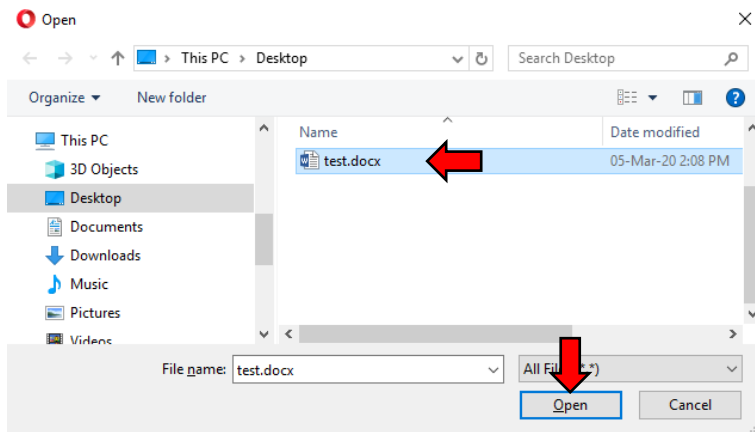
Step 8: Click "Select Files".

Please Select One or More Files to Upload

 Select Files

Document File Name	Document Description	Document Type	File Size	Remove
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #2e3192; color: white; padding: 10px 20px; border-radius: 5px; display: flex; align-items: center;">  Upload </div> <div style="background-color: #e69d00; color: white; padding: 10px 20px; border-radius: 5px; display: flex; align-items: center;">  Reset </div> </div>				

Step 9: Use the window that will open on top to navigate to where the file(s) are stored on your computer, select the file(s) and click “Open”.



Step 10: Type in a description for the document, and select the type of document from the drop down list and click “Upload”.

Document File Name	Document Description	Document Type	File Size	Remove
test.docx	Group Financial Report 2018-19	Financial	11.01 KB	

Step 11: Wait until the progress window has reached 100%.

File Upload Report:

Document File Name	Document Description	Document Type	File Size	Result
test_20200305142734.docx	Group Financial Report 2018-19	Financial	11.01 KB	uploaded

100%

Step 12: You can go back to the Group's Extranet page to check that the document has appeared.

Formation Documents - Top Recent 10 Documents [View / Edit All Documents](#) [Upload Documents](#)

No.	Document File Name	Document Description	Document Type	Last Modified Date
1	test_20200305142734.docx	Group Financial Report 2018-19	Financial	2020-03-05 14:27:49

Step 13: Finished! You can now close the uploader window or tab.