

# Mathisons Document Exchange

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The Document Exchange section of the website will allow users to register for accounts, upload and download documents/files. Each user is allowed to view their own documents and the administrator (through the CMS) is able to view and control all documents in the system.

The link to get to the document exchange section of the website:

<http://www.mathisons.com/upload/>

## Registering

Any user is allowed to come to the site and register for an account. Once they register, they are allowed to upload and download documents/files from their account space.

### Register

[Return to Login Screen](#)

**Username**

**Full Name**

**Email**

**Company**

**Password**

**Confirm Password**

Register

To register for an account, they must provide a username, their full name, email address, company and password. Once they create their account, they are automatically logged in and can begin to upload documents.

## Register

[Return to Login Screen](#)

**Username**

**Full Name**

**Email**

**Company**

**Password**

**Confirm Password**

Once logged in, a user can view their documents, add a new document, change their profile/password or logout.

### Joe User's Documents

[My Documents](#) | [Add Document](#) | [Change Profile](#) | [Logout](#)

<a href="#">File Name</a>	<a href="#">Size</a>	<a href="#">Date Uploaded</a>
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### Uploading Documents

To upload a document, a user would click on the “Add Document” link.

## Upload a Document

[My Documents](#) | [Add Document](#) | [Change Profile](#) | [Logout](#)

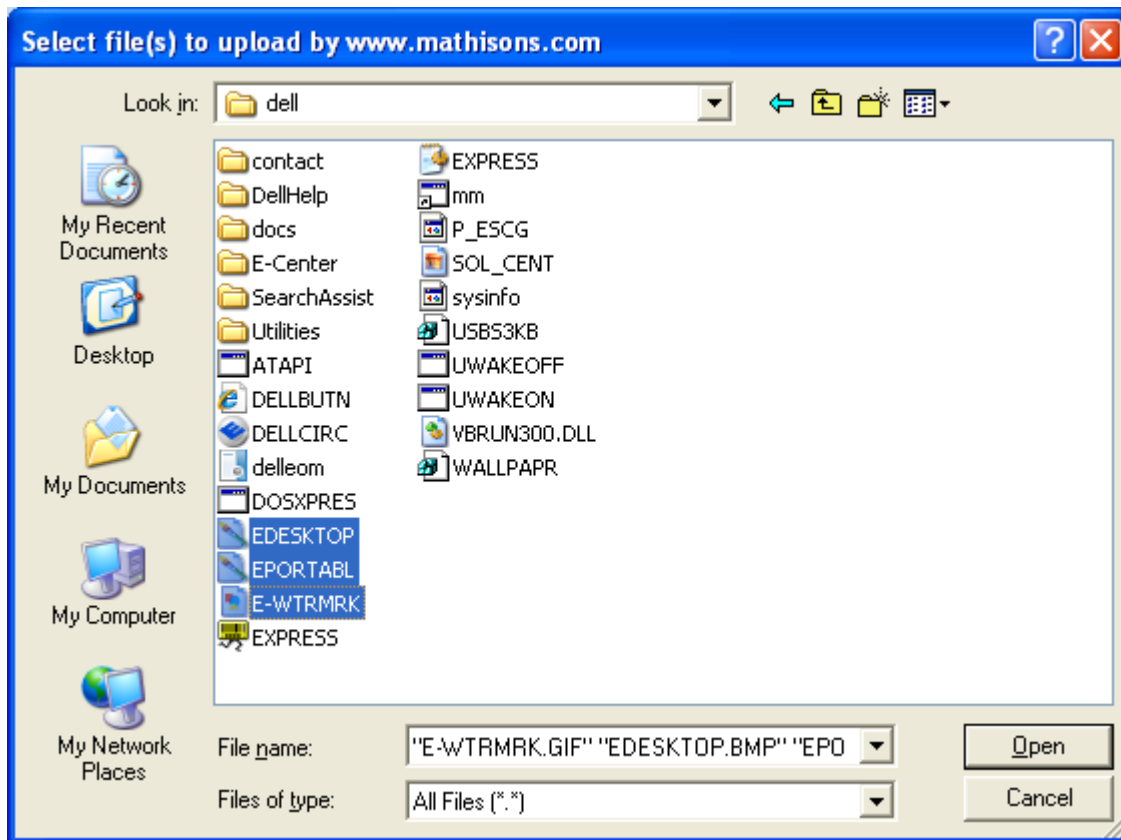
Upload Files

"Press the Upload Files button to select document you wish to upload to our server. You can select multiple files by using the SHIFT or CONTROL keys while you select the desired files."



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When they click on the "Upload Files" link, they are given a file selection window where they can select a single document or multiple documents to upload. Using the standard windows controls for SHIFT and CONTROL, a user can select the documents they wish to upload to the site.




Once those documents are selected, they will get uploaded to the website. A progress bar will display to the user showing how far along the upload process is.

### Upload a Document

[My Documents](#) | [Add Document](#) | [Change Profile](#) | [Logout](#)

	E-WTRMRK.GIF	
	EDESKTOP.BMP	
	EPORTABL.BMP	

 53%

Uploading EDESKTOP.BMP. 160.00 kB of 301.05 kB at 155KB/s; 2 seconds remaining

"Press the Upload Files button to select document you wish to upload to our server. You can select multiple files by using the SHIFT or CONTROL keys while you select the desired files."

The uploaded files are then listed in the user's document list. From here they can be deleted and/or edited.

### Joe User's Documents

[My Documents](#) | [Add Document](#) | [Change Profile](#) | [Logout](#)

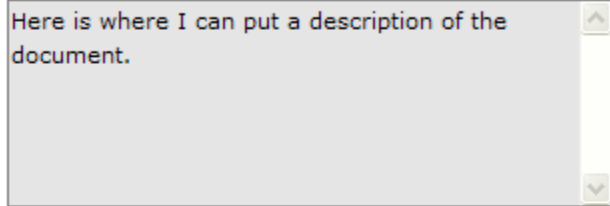
File Name	Size	Date Uploaded	
<a href="#">E-WTRMRK.GIF</a>	145.98 KB	12/30/2008 11:56:02 AM	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">EDESKTOP.BMP</a>	301.05 KB	12/30/2008 11:56:02 AM	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">EPORTABL.BMP</a>	301.05 KB	12/30/2008 11:56:02 AM	<a href="#">Edit</a> <a href="#">Delete</a>

Editing a document allows a user to enter/edit a comment or description about the document.

## Edit Document Details

### Description

Here is where I can put a description of the document.



### Name

E-WTRMRK.GIF

### Size

145.98 KB

### Upload Date

12/30/2008 11:56:02 AM

Save

Cancel