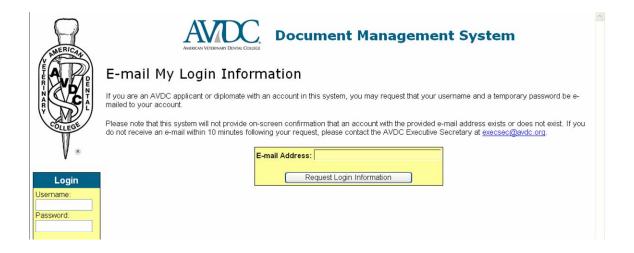
AVDC Document Management System - Getting Started

Login

Upon entering the AVDC document management system (http://www.avdc-dms.org/dms/ or via the link on the AVDC web site Home page), the initial screen presents you with the welcome message and the login area. If you don't have an account, or you have forgotten your password, instructions are on this same page under "Get Your Login Information".



If you click on "Login Information", you will be prompted for your email address.

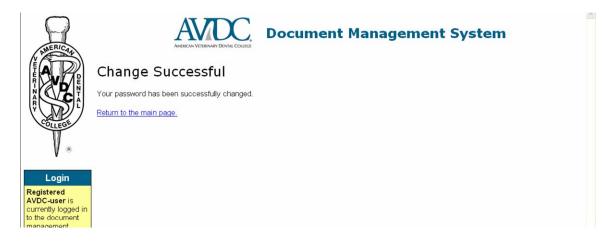


After entering your email address and clicking "Request Login Information", you will receive an email with your user name and a temporary password. If the email address you entered is not in the AVDC database, you will not receive an email. If you do not have an email with your user name and temporary password within 10 minutes after sending your request, contact the executive secretary at execsec@avdc.org.

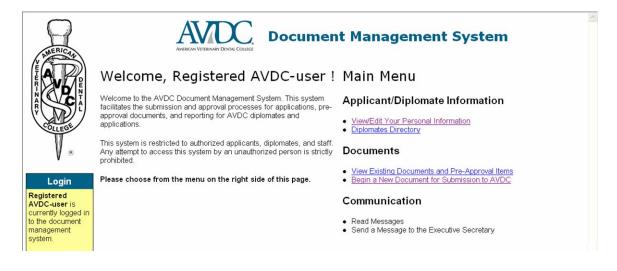
Once you receive your temporary password, you can use it to logon to the system. You will be prompted to select a new password



Once you enter your newly chosen password, and click "change password", you will be logged in to the DMS. Don't forget to make a note of your new password!

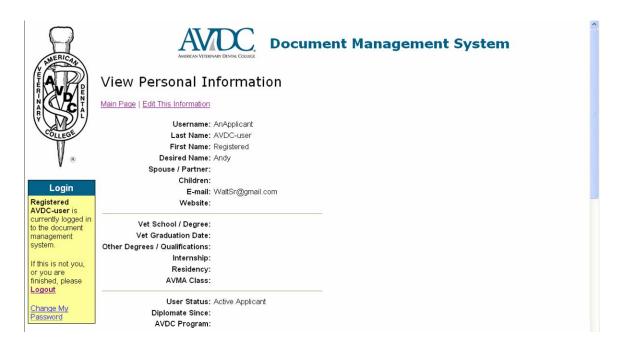


Click on "Return to the main page"



On the main page, make your choice from the menu options on the right.

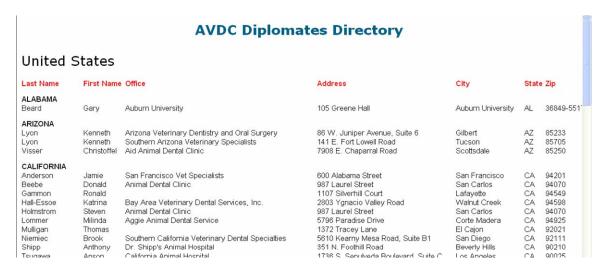
View/Edit Your Personal Information



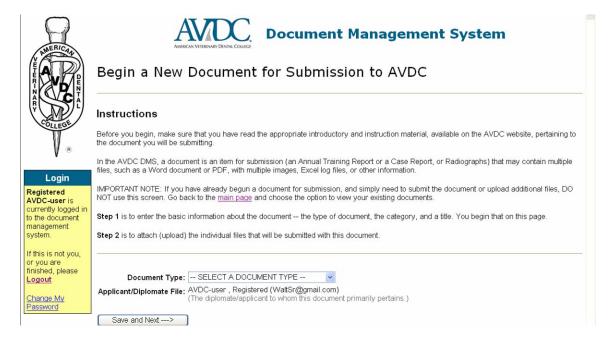
From this view of your personal information, choose "Edit This Information" on the menu bar at the top of the page to make changes - be sure to click on the "Save Changes" button at the bottom of the page.

Diplomates Directory

The "Diplomates Directory" choice on the main page will display Diplomate contact information by Country and/or State.

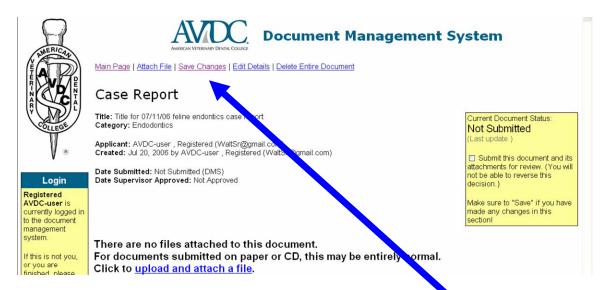


Begin a New Document for Submission to AVDC



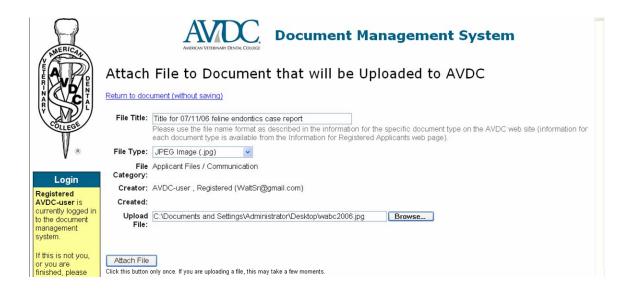
From the Begin a New Document screen, choose the type of document you wish to create, and click "Save and Next". (If a title or a category is required for the type of

document you have chosen, then fields will appear for you to provide the information.) You will be taken to the "Document Page", where you can now attach files to the document – note that it is headed by the Document type you selected in the last screen.

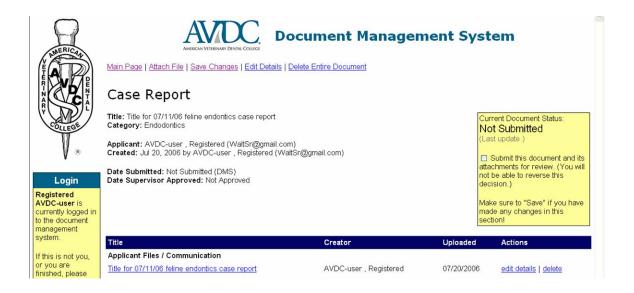


Notice the **menu** across the top of the page. It is important to "Save Changes" after you modify anything in this section.

To select the files that will be uploaded within the document, click on "**Upload and Attach File**".



Insert a file name, using the file-naming format described in the AVDC web page information specific for that document type. Select the file type (format) - the file types on the dropdown list are the only file types accepted. Next, click on "Browse" to navigate in your own PC to the file you wish to upload. Use the "Attach File" button to upload the file. A large file may take a minute or two to upload – you can watch progress in the crawling window on the bottom right of the screen. Once the file has completed uploading, you are returned to the Document screen, where you will see listed the file(s) you have selected for uploading in the document.



Note that you can edit the file details or delete it if necessary, via the buttons at the right of the line. You can add more files to this document now using the "Attach File" menu item at the top of the page, or you can "Save Changes" at this point and return later to add other files to this document.

When you have finished uploading all required files to this document and it is ready to be submitted to AVDC, click the Submit this document check-box on the top right corner of the screen to indicate it is ready for submission and then click "Save Changes" on the top menu. The document is then sent to AVDC and you will receive an e-mail message from AVDC acknowledging successful submission of the document.



View My Existing Documents

Click on "Main Page" (on the menu at the top of the page) to return to your Welcome screen and main menu page.

Click on "View Existing Documents" to see documents you have submitted, their current status and to see all of your Pre-Approval items.

