
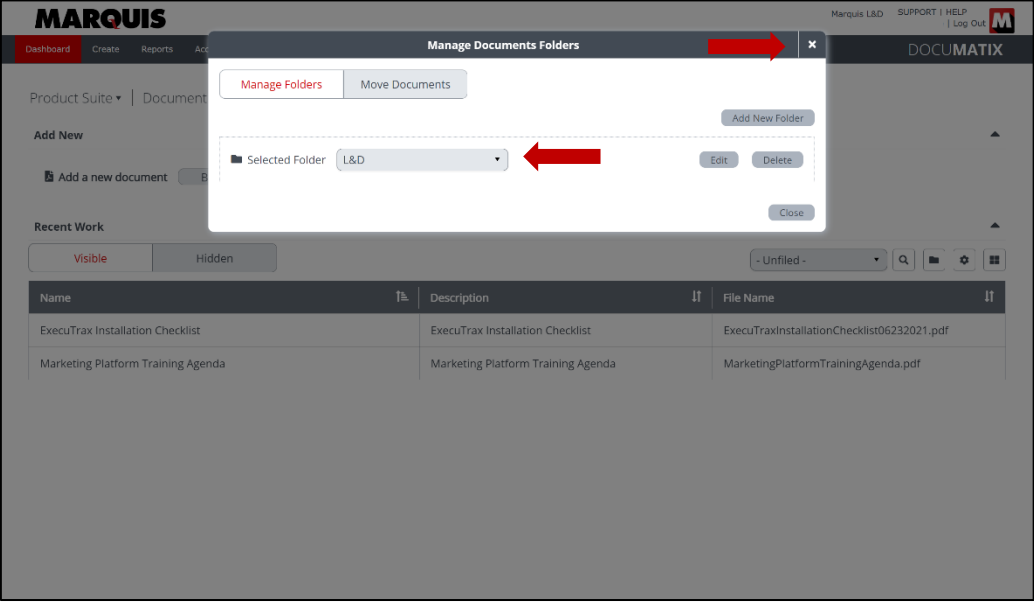


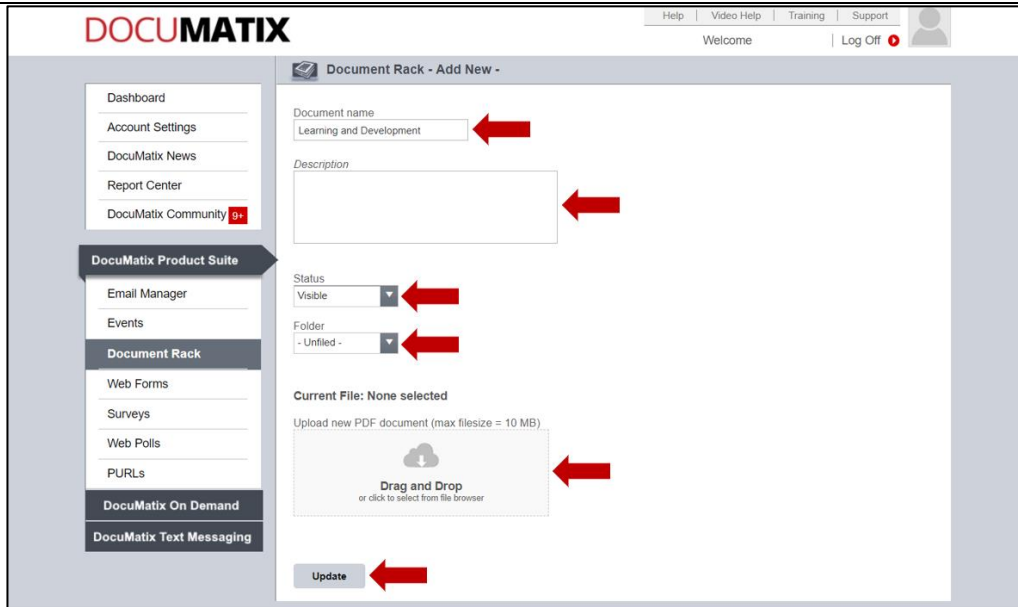
# MARQUIS

<b>DMX335</b>	<b>Add a Document to Document Rack</b>
<b>Order of Steps</b>	<b>Tasks</b>
<b>Step 1</b>	Log into <b>DocuMatix</b>
<b>Step 2</b>	Click on " <b>Document Rack</b> " located in the menu on the hand left side of the page
	If a specific folder is desired to maintain the Documents, continue to <b>Step 3</b> . If the unfiled option is desired, move to <b>Step 8</b> .
<b>Step 3</b>	Click the " <b>Manage Folders</b> " button  on the right-hand side of the page
<b>Step 4</b>	Click " <b>Add New Folder</b> " to create a new folder for the document to be placed into
<b>Step 5</b>	Type a name for the new folder
<b>Step 6</b>	Click " <b>Save</b> "
<b>Step 7</b>	If a folder needs to be modified, click the drop-down arrow and click on the specific folder
7.1	Click <b>Edit</b>
7.2	Click <b>Save</b> once the name has been changed to a desired new name
<b>Step 8</b>	Click the " <b>X</b> " to return to the Document Rack page
	
<b>Step 9</b>	Next to "Add a new document", click the " <b>Begin</b> " button
<b>Step 10</b>	Complete the " <b>Document Rack – Add New-</b> " page
<b>Note:</b> Anything in italics is an optional field as noted below. Some of the fields will auto populate from Account Settings.	
	<ul style="list-style-type: none"> <li>• Document Name</li> </ul>
	<ul style="list-style-type: none"> <li>• Description (optional)</li> </ul>
	<ul style="list-style-type: none"> <li>• Status</li> </ul>
	<ul style="list-style-type: none"> <li>• Folder</li> </ul>
	<ul style="list-style-type: none"> <li>• Current File: drag and drop a document into the box or click to select from a file browser</li> </ul>
<b>Note:</b> Only PDF formatted documents can be selected.	

# MARQUIS

Step 11

Click "Update"



There are tabs present to assist with maintaining and managing all of the documents on the Document Rack.

Settings: The Settings tab allows the updating of a default Document Rack Logo as well as update the links and make changes to the background color

Links: Allows the ability to create links to your Digital Document Rack and the settings that go with the link.

Reorder Document Rack: Allows you to move the documents around in the preferred order of importance or visibility.

View Document Rack: Display how the digital view for the Document Rack will appear

