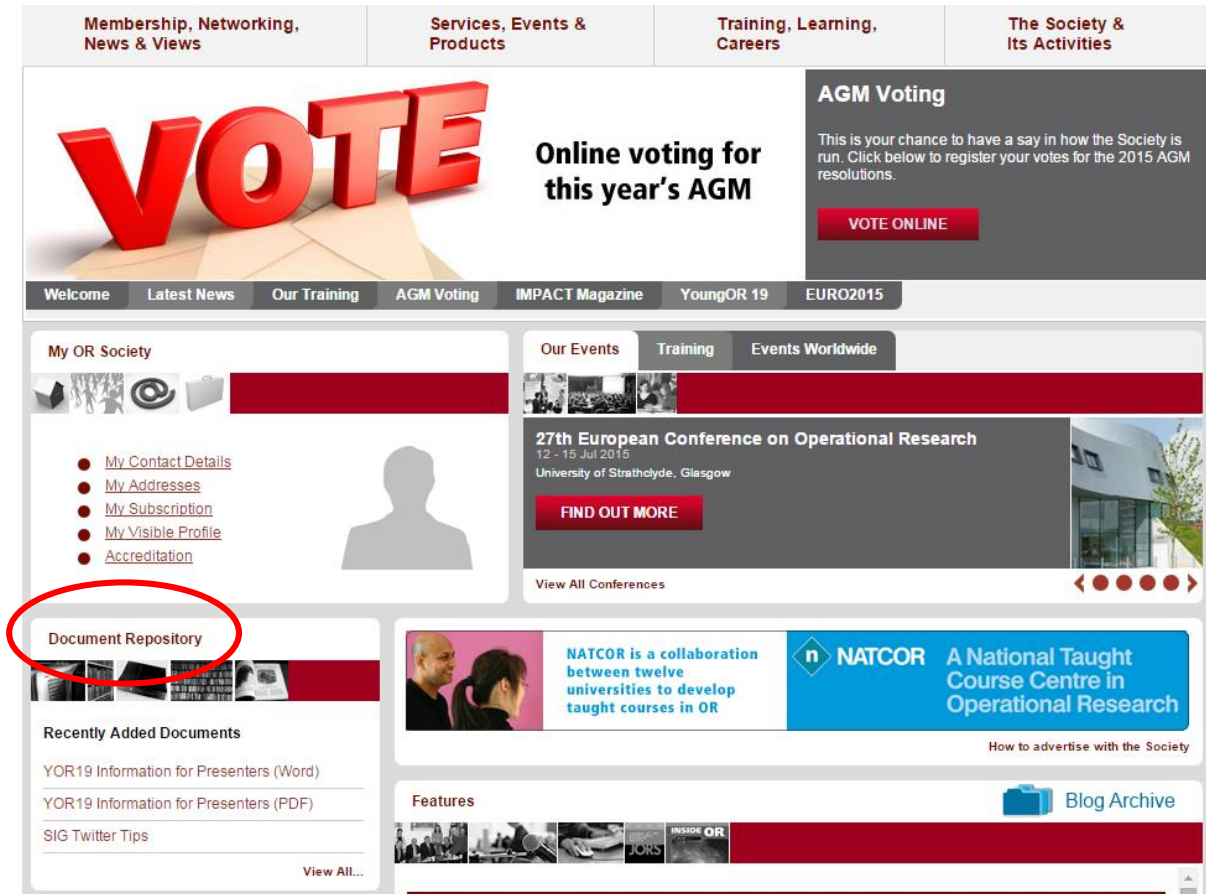


Adding a document to the Document Repository

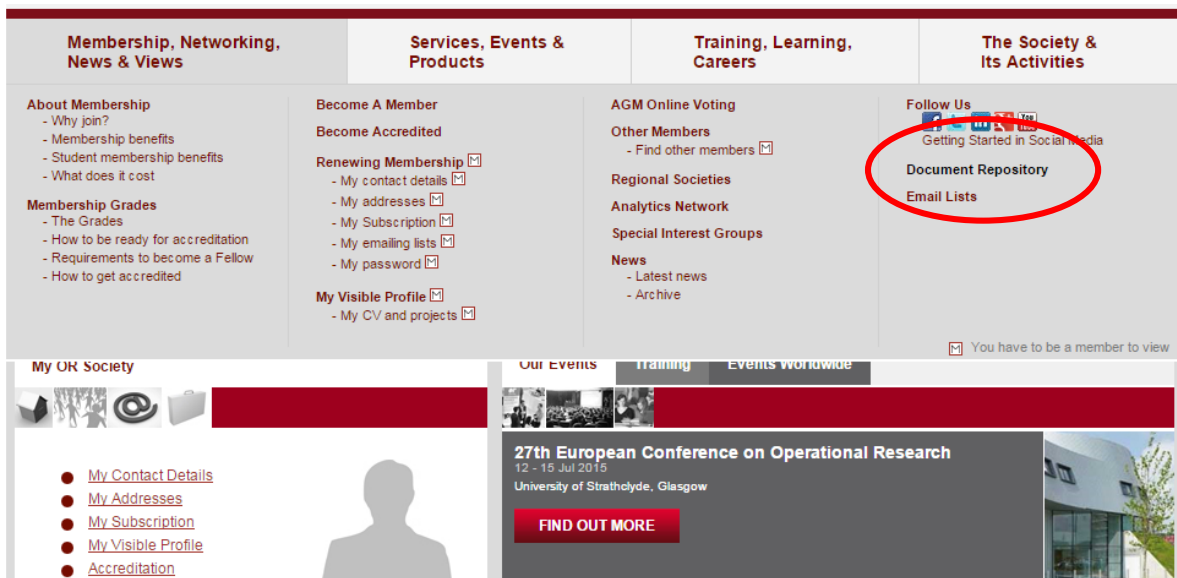
Sign in to the website.

The Document Repository can be accessed from the Society's website on the homepage:



The screenshot shows the homepage of The Operational Research Society. At the top, there are four main navigation categories: Membership, Networking, News & Views; Services, Events & Products; Training, Learning, Careers; and The Society & Its Activities. A large banner for 'VOTE' is prominent, advertising online voting for the AGM. Below the banner is a navigation bar with links like Welcome, Latest News, Our Training, AGM Voting, IMPACT Magazine, YoungOR 19, and EURO2015. The main content area is divided into several sections. On the left, there's a 'My OR Society' section with a user profile silhouette and links for My Contact Details, My Addresses, My Subscription, My Visible Profile, and Accreditation. In the center, there's an 'Our Events' section featuring the '27th European Conference on Operational Research' with a 'FIND OUT MORE' button. On the right, there's an advertisement for NATCOR, a National Taught Course Centre in Operational Research. At the bottom left, the 'Document Repository' link is circled in red, located under the 'Recently Added Documents' section. Other visible links include 'Blog Archive' and 'View All...'. The overall layout is clean and professional, with a color scheme of red, white, and grey.

Or via the menu: *Membership, Networking, News & Views*



This screenshot shows the website's menu structure. The top navigation bar is identical to the previous screenshot. Below it, the menu is organized into four columns corresponding to the main navigation categories. The first column, 'Membership, Networking, News & Views', contains links for 'About Membership', 'Membership Grades', 'Become A Member', 'Become Accredited', 'Renewing Membership', and 'My Visible Profile'. The second column, 'Services, Events & Products', contains links for 'AGM Online Voting', 'Other Members', 'Regional Societies', 'Analytics Network', 'Special Interest Groups', and 'News'. The third column, 'Training, Learning, Careers', contains links for 'Follow Us', 'Getting Started in Social Media', 'Document Repository', and 'Email Lists'. The 'Document Repository' link is circled in red. The fourth column, 'The Society & Its Activities', contains a note: 'You have to be a member to view'. Below the menu, the 'My OR Society' section and the '27th European Conference on Operational Research' event banner are visible, consistent with the previous screenshot.

When you enter the Document Repository the option to add/edit a document will be on the right hand side of the page.

Once you have selected to add/edit a document you will see the following page:

Add a Document/Document Revision, Delete a Document

In this area you can add and edit documents associated with your profile. On existing documents, you can add revisions.

Note on copyright: Any document added to the OR website is considered the member's own intellectual property. Members can request to remove any documents at any time.

Add a new document or edit an existing document.
You can also request an existing document be deleted.

----- New Document ----- ▾

Title:
200 chars. limit

Author:
200 chars. limit

Date Published:
e.g. dd/mm/yyyy

Mini Abstract:
1500 chars. limit

Keywords:
Link your document to specific words or phrases (separate each one using a comma)

Only members can download this document?

List on website?

File:
 No file chosen

Select Categories

Please select the categories that best describe your document

Click here if you would like the OR Administration to categorise your document

Category suggestion:

- Analytics
- IOR Legacy
- Events
 - Annual Conferences
 - YoungOR Conferences
 - Simulation Workshops
 - IMSIO Conferences
 - KIM Conferences
 - Special Interest Groups
- Regional Societies
 - East Midlands
 - London & South East
 - Midland
 - North East
 - North West
 - Scotland
 - South Wales
 - Southern
 - Western
 - Yorkshire & Humberside
- Inside O.R.
- Publications
 - Careers
 - Conference Presentations

The drop down list will show any documents that you have previously added so that you can edit them or select 'New Document' to add something new.

Select your Reg Soc as the category for the document to be filed under.

Leave this box unticked so non-members can see what you have added