MANAGEMENT MEMO TO WEBSITE
(DOTNETNUK)

1. Prep MM to the P:\SAM\mmemos folder first

2. From Featured Links in DGS site http://dgsnet.dgs.ca.gov/default.htm

3. Go to DGS Web Site: http://www.dgs.ca.gov/Default.aspx?alias=www.dgs.ca.gov/dgs

4. Scroll down to Botton-right Top Searches, Management Memo's

5. At top address box put in http://www.dgs.ca.gov/osp/login.aspx

6. User Log-in and Password are; MemoAdmin and m3moadmin
   Check "Remember login" then login

7. At OSP Home Page, at left-middle-below OSP Home Links
   click Resources

8. In Online Publications click SAM Management Memo's

9. Scroll down to DGS Accordian:
   V
   DGS Accordian

10. Click on V arrow

11. Click on Edit Panes

12. Click on > Go

13. It will take you to Panes
    +
    Edit pencil / X 2010 Management Memos v

14. Click Edit Pencil on year of MM needed

15. Scroll down to 2010 Management Memo, it will look like a
    word document, treat it like one.

16. Insert the new MM information

17. To link to MM, Highlight and click on Hyper Link in upper right corner

18. The URL is: [http://www.documents.dgs.ca.gov/osp/mmemos/MMxx_xx.pdf]
    In the linktext box [MM Subject information]
    In the Target box [New Window]

19. Clicking the disk below the Word Box will save

20. Check work [Back]

21. Send out MM Update