

# Civica CMS Training - Second File Bank PDF

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## Instructions

- 1) Save a copy of this PDF on your desktop, renaming the PDF to your name and division. Add the word, "Updated" to the end of the file name. For example:  
**Scott Nelson - Information Systems Updated.pdf**
- 2) Find your previously uploaded PDF in the Training folder in File Bank, and then click on the **Edit Info** link.
- 3) Click on the **Browse** button for the **File Upload** field, and then find and upload the updated version of your PDF.
- 4) View the File Bank Training Page at this link:  
[http://sbb-web.civicasoft.com/training/instructor/filebank\\_display\\_page.asp](http://sbb-web.civicasoft.com/training/instructor/filebank_display_page.asp)
- 5) Click on your PDF to see the results.