

Uploading documents and files to the ERes online server

1. From the library homepage (www.chaffey.edu/library) click on the link labeled, "AGENT".



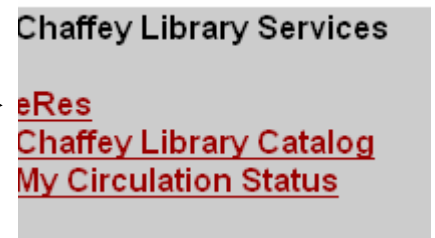
2. Follow the login instructions on AGENT, and then click on "My Account Login". Type your seven-digit Chaffey ID number (NO INITIALS) in the first box, and your birth date in the second.

My Account Login

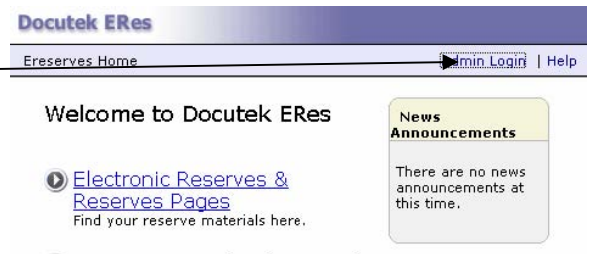
My Student/Staff ID:

My Birthdate (mmddyy) with no slashes, spaces, or dashes:

3. Look on the top, left side of the next page for the eRes link—click.



4. Click on "Admin Login" found in the upper-right corner of the widow.



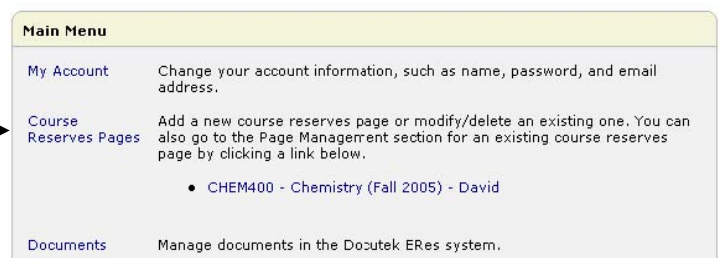
5. Login with your ERes account name and password.

Admin Login

Username

Password

6. From the Main Menu, select the class you want to update. If you do not have the course page listed, you must create the class by clicking on **Course Reserve Pages**.



7. From the Page Management Tab, click on "Documents & Copyright".

The screenshot shows the 'Page Management' tab selected in a navigation bar. Below it, a list of options is displayed:

- Course Reserves Page Settings: Manage the basic properties of this course reserves page, including course number, course name, term, year, etc.
- Crosslistings: List this course reserves page under another name or department.
- Documents & Copyright**: Add, modify and delete documents and manage copyright information.
- Re-order Documents on Course Reserves Page: Change the position of documents and folders on your course reserves page. Note: this feature is disabled if your course reserves page is using "Alphabetic" ordering.
- Manage Folders: Add folders to your course reserves page, or manage existing folders.
- Student Email List: View the list of students currently receiving Email Alerts about this course reserves page. Send bulk or individual emails to students who have provided their email address.

8. Click on "Add Document". Then, "Add a new Document".

The screenshot shows the 'Document List' interface. At the top, there are three buttons: '+ Add Document', 'Modify Selected', and 'Remove Selected'. Below the buttons, it says 'Displaying 10 of 6 Matching Documents'. A table lists documents with checkboxes and a 'Password' column:

<input type="checkbox"/>	Document Title	Password
<input type="checkbox"/>	Colonial Maps	
<input type="checkbox"/>	Could the South Have Won	

Please select from one of the following options:

- Add a new Document and associate it with this Course Reserves Page.
- Select one or more existing Documents to associate with this Course Reserves Page.

When adding or updating an item remember that fields in red are required. Use the buttons at the bottom of the page to save or discard your changes. After clicking the "Save" button you will have the opportunity to transfer files and attach them to the newly created document.

9. Type the title of the document and other fields you want filled, then click on "Save".

The screenshot shows a form for creating a document. It has three main input fields: 'Title' (with a red asterisk indicating it is required), '# Pages', and 'Description' (a larger text area). There is a blue question mark icon at the bottom right of the form.

Step 2: Provide Optional Information

Bibliographic Information

Web Link

Hard Copy Information

Quick Text

Step 3: Course Specific Settings

Password Start Visibility Date - -

Place in Folder End Visibility Date - -

Check this box to automatically remove this document from the course reserves page on the end visibility date.

Step 4: Save or Cancel

By adding materials to this system you agree to abide by all laws regarding copyright and fair use.

10. Click on "Transfer File(s) to Server" to upload the file.

The screenshot shows two tabs: 'Document Info' and 'Attached Files'. Below the tabs is a button with a green arrow icon and the text 'Transfer File(s) to Server'.

11. Click on "Browse" to select the files, then click on "Upload" when done.

Upload Files

File 1: C:\Documents and Settings\ [Browse...]

File 2: C:\Documents and Settings\ [Browse...]

File 3: C:\Documents and Settings\ [Browse...]

File 4: [Browse...]

File 5: [Browse...]

[Upload]

12. Select the file you want attached to the document by clicking on the **paper-clip icon**, then click on "Done" .

Document Info Attached Files

Transfer File(s) To Server

File(s) Attached to this Document:
There are no files attached to this Document.

Attach	Rename	Delete	Filename	Filesize
			CIS Midterm Study Guide.doc	24 KB
			Document 1.doc	24 KB

File(s) in the DocuFax Staging Area (Shared):
There are no files in the shared DocuFax staging area.

[Done]