



## SOP

# How to upload the scanned files to Member Network groups

1. Login to your Member Network account.

The screenshot shows the IRWA Member Network login page. At the top, there is a navigation bar with the IRWA logo and the text "MEMBER NETWORK". To the right of the logo, it says "Not logged in | Login" and "Search IRWA". Below the navigation bar, there are links for "Members", "Groups", "Resources", and "FAQs". The main content area features a "LOGIN TO YOUR ACCOUNT" form. The form includes an "Email Address" field (indicated by arrow 1), a "Password" field (indicated by arrow 2), a "Remember Me" checkbox, and a "Login" button (indicated by arrow 3). Below the form, there are links for "Not a member? Register Now | Forgot Password?". To the left of the form is a button labeled "IRWA website", and to the right is a button labeled "New User Guide" with a sub-link for "FAQs". At the bottom of the page, there is contact information: "19210 South Vermont Avenue, Building A, Suite 100, Gardena, CA 90248", "Telephone: (310) 538-0233 Fax: (310) 538-1471", and "Canadian Toll Free # (888) 340-IRWA (4792)". The IRWA logo and "MEMBER NETWORK" text are also present in the bottom right corner.

2. Click on "**My Groups**" under "**Dashboard**" section on the left hand side.

The screenshot displays the IRWA Member Network dashboard. At the top, the IRWA logo and 'MEMBER NETWORK' are on the left, and user information 'David Graeler's profile | Report Feedback | Logout' and a search bar are on the right. A navigation bar below contains links for Dashboard, Members, Groups, Resources, Events, and FAQs. The main content area is divided into three columns. The left column features a 'Hello, [Name]' greeting with profile and settings links, a sidebar menu with 'My Groups' highlighted by a red arrow, and a search box. The middle column has a status box 'What are you doing?' with a 'Share' button and '280 Characters Left', followed by a 'Latest Community Updates' section listing replies from Lori Vernon, Brett Farmer, Dhugal Hanton, John Boheman, and Richard Pittenridge. The right column contains 'My Contacts' (stating no contacts) and a 'Community Calendar' listing events from January 14 to 28, 2013.

IRWA  
MEMBER NETWORK

David Graeler's profile | Report Feedback | Logout Search IRWA

Dashboard Members Groups Resources Events FAQs

Hello, [Name]  
[View my profile](#)  
[Edit my settings](#)

What are you doing?  
Share 280 Characters Left

My Contacts  
You do not have any contacts yet  
[View all contacts](#)

Dashboard  
Message Center  
My Contacts  
My Content Alerts  
My Groups  
My Discussions  
My Groups' Events  
My Saved Items  
New User Guide  
FAQs  
Members  
Groups  
Resources  
Events  
Leaderboard

Search

Latest Community Updates

Jan 3

- Lori Vernon replied to a [discussion topic](#) in the group [Chapter Presidents - Private](#). 06:48 AM
- Brett Farmer replied to a [discussion topic](#) in the group [Chapter Presidents - Private](#). 06:10 AM

Jan 2

- Dhugal Hanton replied to a [discussion topic](#) in the group [Chapter Presidents - Private](#). 03:30 PM
- John Boheman replied to a [discussion topic](#) in the group [Chapter Presidents - Private](#). 03:10 PM
- Richard Pittenridge replied to a [discussion topic](#) in the group [Chapter Presidents - Private](#). 07:37 AM

More

My Content Alerts

Community Calendar

- January 14, 2013, 07:00AM PST  
[100 Principles of Land Acquisition 01.14.13 Oklahoma City, OK](#)
- January 15, 2013, 05:00AM PST  
[200 Principles of R. E. Negotiation 01.15.13 Charleston, WV](#)
- January 18, 2013, 09:00AM PST  
[804 Skills of Expert Testimony 01.18.13 Anchorage, AK](#)
- January 28, 2013, 08:00AM PST  
[207 Practical Negotiations for U.S. Federal Funded Land Acquisitions 01.28.13 Sacramento, CA](#)

3. Click on "Chapter (your chapter number) President and Treasurer" group.

The screenshot shows the IRWA Member Network website interface. At the top, there is a navigation bar with the IRWA logo and the text 'MEMBER NETWORK'. To the right of the logo, there is a search bar and links for 'David Graeler's profile | Report Feedback | Logout'. Below the navigation bar, there is a secondary navigation bar with links for 'Dashboard', 'Members', 'Groups', 'Resources', 'Events', and 'FAQs'. The main content area is titled 'MY GROUPS' and contains a table of groups. A red arrow points to the 'Chapter 001 President and Treasurer' group in the table. On the left side of the page, there is a sidebar with a 'Hello,' greeting and a 'View my profile' link. Below the greeting is a 'Dashboard' section with a list of links: 'Message Center', 'My Contacts', 'My Content Alerts', 'My Groups', 'My Discussions', 'My Groups' Events', 'My Saved Items', 'New User Guide', and 'FAQs'. There are also sections for 'Members', 'Groups', 'Resources', 'Events', and 'Leaderboard'. At the bottom of the page, there is contact information for IRWA and the IRWA logo.

David Graeler's profile | Report Feedback | Logout Search IRWA

Dashboard Members Groups Resources Events FAQs

My Groups

Hello, [View my profile](#) [Edit my settings](#)

Dashboard

- Message Center
- My Contacts
- My Content Alerts
- My Groups
- My Discussions
- My Groups' Events
- My Saved Items
- New User Guide
- FAQs

Members

Groups

Resources

















Events

Leaderboard

Search

### MY GROUPS

All My Groups

Name	Description	Members	Actions
 <a href="#">Chapter 001 Officers</a>	Chapter 001 Officers	10	 
 <a href="#">Chapter 001 President and Treasurer</a>	Chapter 001 President and Treasurer	3	 
 <a href="#">Chapter 001-Los Angeles/Bakersfield, CA</a>	Chapter 001-Los Angeles/Bakersfield, CA	261	 
 <a href="#">Chapter Presidents - Private</a>	Chapter Presidents - Private	75	 
 <a href="#">Region 1 - Public Group</a>	Region 1 - Public Group	1637	 
 <a href="#">Region 1 and Chapters Officers - Private Group</a>	Region 1 and Chapters Officers - Private Group	62	 

1

Showing results 1 - 6 of 6 total results. Page 1 of 1.

19210 South Vermont Avenue, Building A, Suite 100, Gardena, CA 90248  
Telephone: (310) 538-0233 Fax: (310) 538-1471  
Canadian Toll Free # (888) 340-IRWA (4792)

IRWA MEMBER NETWORK

4. On the next page click on "**Resources**" tab.

The screenshot shows the IRWA Member Network interface. At the top, there is a header with the IRWA logo and a search bar. Below the header is a navigation bar with tabs for Dashboard, Members, Groups, Resources, Events, and FAQs. The current page is titled "Chapter 001 President and Treasurer" and shows a group profile with 3 members. A red arrow points to the "Resources" tab in the group navigation menu. The page also features a sidebar with navigation options, a "Recent Group Activity" section, and a "Group Events" calendar for January 2013.

IRWA MEMBER NETWORK

David Graeler's profile | Report Feedback | Logout Search IRWA

Dashboard Members Groups Resources Events FAQs

Group Directory Chapter 001 President And Tre...

Hello, [User Name]  
[View my profile](#)  
[Edit my settings](#)

Dashboard

- Message Center
- My Contacts
- My Content Alerts
- My Groups
- My Discussions
- My Groups' Events
- My Saved Items
- New User Guide
- FAQs

Members

Groups

Resources

Events

Leaderboard

Search

**Chapter 001 President and Treasurer**

Members: 3

Chapter 001 President and Treasurer

tags/keywords

treasurer Chapter 001 President and Treasurer President

Home Subgroups Announcements Discussions **Resources** Events More

search group

**Recent Group Activity**

Jan 10

Community Administrator created the group, "Chapter 001 President and Treasurer". 11:13 AM

[More](#)

**Recent Group Discussions** [start new topic](#) [subscribe to rss](#)

No discussions yet. [Start one now](#)

[view all discussions](#)

**Group Events**

January 2013

S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

[View group calendar](#)

5. On the "**Resources**" page click on "**Add Resource**" (green button).

The screenshot displays the IRWA Member Network interface. At the top, the logo for IRWA Member Network is on the left, and a user profile for David Graeler is on the right with links for 'Report Feedback' and 'Logout', and a search bar. Below this is a navigation bar with links for 'Dashboard', 'Members', 'Groups', 'Resources', 'Events', and 'FAQs'. A breadcrumb trail shows the path: 'Home > Group Directory > Chapter 001 President And Tre... > Resources'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Hello, [user]' greeting with profile and settings links, and a 'Dashboard' menu with options like 'Message Center', 'My Contacts', 'My Content Alerts', 'My Groups', 'My Discussions', 'My Groups' Events', 'My Saved Items', 'New User Guide', and 'FAQs'. Below the dashboard are sections for 'Members', 'Groups', 'Resources', 'Events', and 'Leaderboard', each with a search input field. The main panel shows the group 'Chapter 001 President and Treasurer' with 3 members and tags for 'treasurer', 'Chapter 001', 'President and Treasurer', and 'President'. It has tabs for 'Home', 'Subgroups', 'Announcements', 'Discussions', 'Resources' (selected), 'Events', and 'More'. A search bar for the group is present. The 'Group Resources' section shows 'No results found' and a message: 'These resources can be seen by group members only. This group has no resources yet. Click [here](#) to contribute one.' A prominent green 'Add Resource' button is highlighted with a red arrow. To the right of the button are 'Sort by' (set to 'Alphabetically') and 'Browse by Category' (with an 'All' link).

6. On the "Create Resource" page click on "File" icon.

The screenshot displays the IRWA Member Network interface. At the top, the logo for IRWA Member Network is visible on the left, and the user's profile information, "David Graeler's profile | Report Feedback | Logout", is on the right. A search bar labeled "Search IRWA" is also present. Below the header is a navigation bar with links for Dashboard, Members, Groups, Resources, Events, and FAQs. The current page is "Create Resource", indicated by the breadcrumb "Resource Directory > Create Resource".

On the left side, there is a sidebar for the user "David". It includes a "Hello, David!" greeting, a profile picture, and links to "View my profile" and "Edit my settings". Below this is a "Dashboard" section with a minus sign, containing links to Message Center, My Contacts, My Content Alerts, My Groups, My Discussions, My Groups' Events, My Saved Items, New User Guide, and FAQs. Further down are sections for Members, Groups, Resources, Events, and Leaderboard, each with an icon. A search bar is located at the bottom of the sidebar.

The main content area is titled "Create Resource". It features a yellow banner stating "This resource is part of the Chapter 001 President and Treasurer group" with a link to "View group resources". Below this is the heading "Choose your Resource Type:". Five options are presented as icons on a light blue background: "File" (a brown folder icon), "Link" (a globe icon), "Live Doc" (a document icon with a red header), "Photo Gallery" (a sunset over water icon), and "Video" (a clapperboard icon). A red arrow points to the "File" icon.

7. On the next page fill out all required fields (required fields are marked with "\*" and click on "**Create Resource**" button (item h.)

The file **MUST** be less than **8Mb** (item c.)

Please make sure the "**Privacy**" is selected as "**Private**" (item g.).

If selected as "**Public**" - the document will be exposed to the general public.

**Choose your Resource Type:**

File Link Live Doc Photo Gallery Video

Based on the privacy settings of this group, this resource will be viewable by group members only

Resource Name \*

**Upload file**

Attach A File \*

Choose File No file chosen

Must be less than 8mb

Date Resource Was Originally Created

01/14/2013

The date that is associated with this resource

Category

Select Category

Tags/Keywords

Separate with commas (ex: conference, social, list, etc.)

Author/Publisher

Indicate if this was created/authored by someone other than yourself

Description \*

Public Private

Based on the privacy settings of this group, this resource will be viewable by group members only

Create Resource

**File Resource Help**

Use this resource to upload a file that you would like to share with others in the community.