

Uploading Agenda Packet (Other Documents to SuiteOne)

Follow these steps to upload your agenda packet or other documents to SuiteOne:

1. Login to your SuiteOne Admin Portal
2. Browse to the appropriate Event (i.e. meeting)
3. Click on the **Other Documents** Tab
4. Click the green **Add Document** button
5. Give your document a **Name** (e.g. Agenda Packet, Support Document, etc.).
6. Set Published to Yes—Immediately or Yes—As Of Date
7. If set to Yes-As Of Date, enter the Publish Date
8. Select the **Document Type**
9. Click the Select button, browse to your document, and click Open
10. Once document has uploaded, click Save and then Save on the Event

This screenshot shows the 'Other Documents' tab selected in the SuiteOne Admin Portal. A red circle with the number '3' highlights the 'Other Documents' tab. Another red circle with the number '4' highlights the '+ ADD DOCUMENT' button in the top right corner. Below the buttons is a table with columns for Action, Edit, Name, Bookmark, and Published. The table currently displays 'No data to display'.

This screenshot shows the 'Edit/Upload Document' form. The 'Document Information' section is highlighted with a red box. A red circle with the number '5' highlights the 'Name' input field. A red circle with the number '6' highlights the 'Published' dropdown menu, which is currently set to 'No'. The 'Document Type' dropdown menu is also visible, with 'Yes - Immediately' selected.

This screenshot shows the 'Edit/Upload Document' form. The 'File Information' section is highlighted with a red box. A red circle with the number '8' highlights the 'Document Type' dropdown menu, which is currently set to 'Agenda Packet'. A red circle with the number '9' highlights the 'Select' button next to the 'Upload File' radio button.