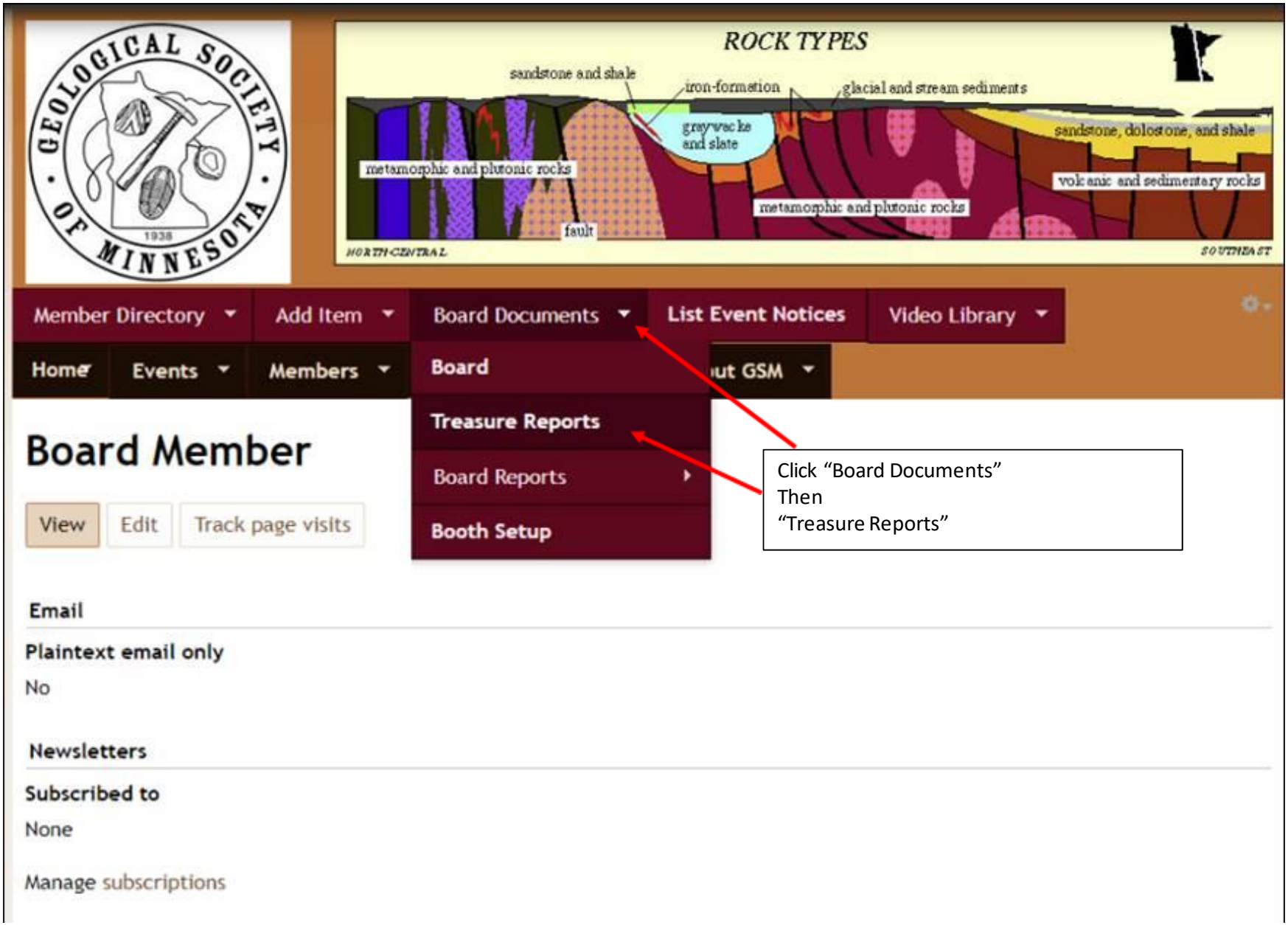
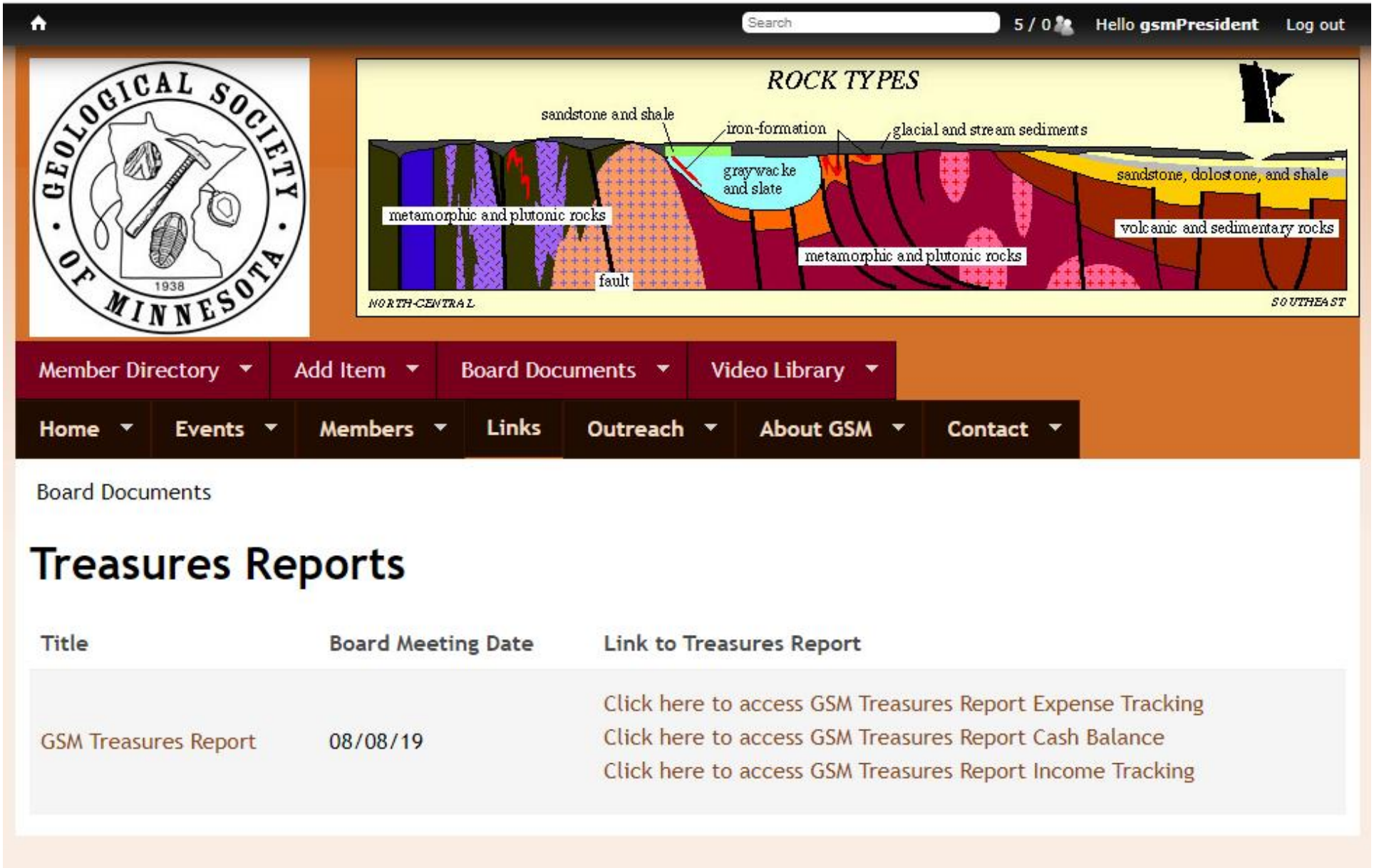
Adding and updating Treasure Report.

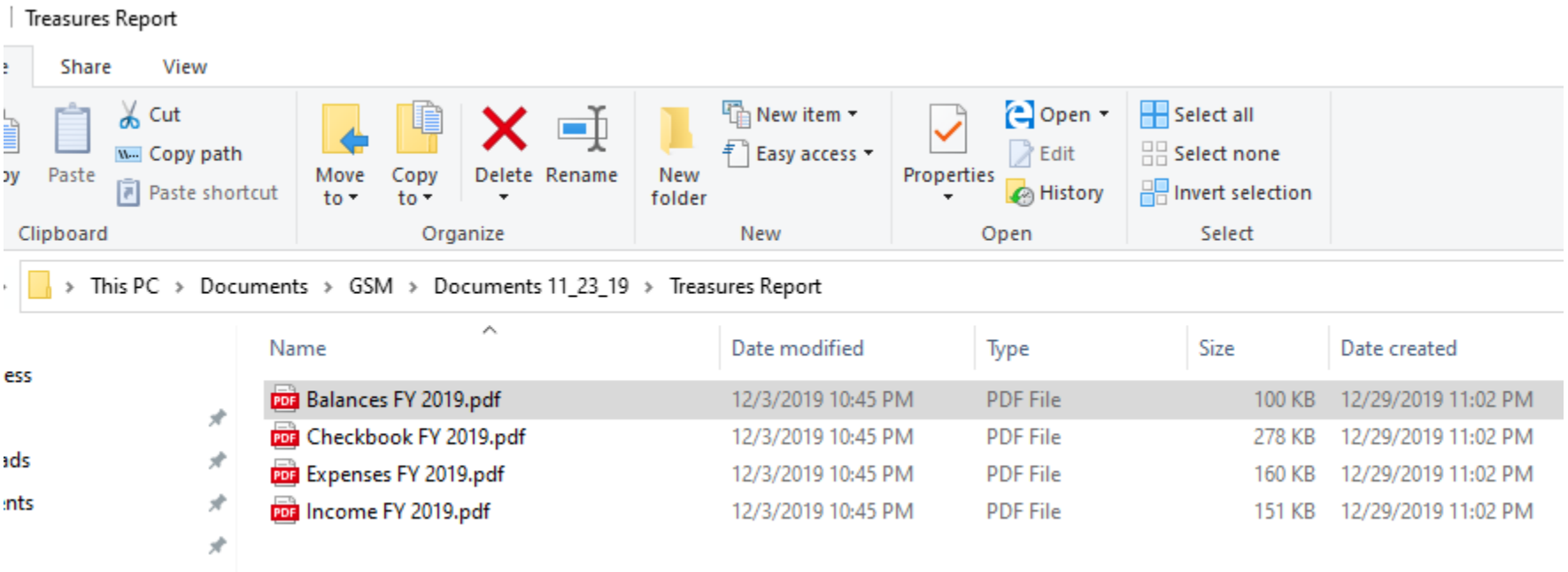
First login to GSM web site

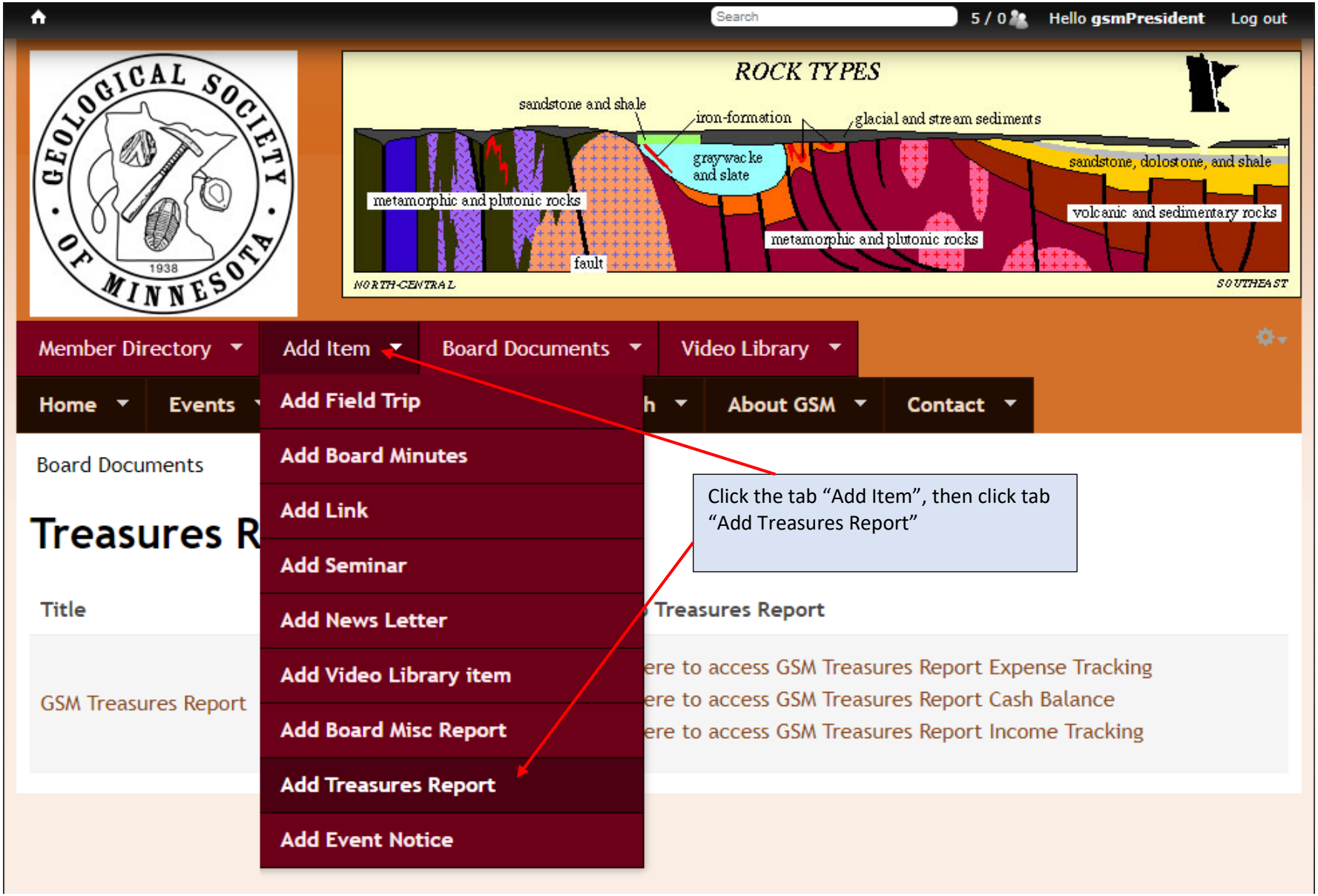


The Treasures Reports before adding new items.



PDF Treasures reports to upload to the Treasures Report library on GSM web site.




Search
5 / 0
Hello gsmPresident
Log out
GEOLOGICAL SOCIETY OF MINNESOTA
1938
ROCK TYPES
sandstone and shale
iron-formation
glacial and stream sediments
graywacke and slate
sandstone, dolostone, and shale
metamorphic and plutonic rocks
volcanic and sedimentary rocks
metamorphic and plutonic rocks
fault
NORTH-CENTRAL
SOUTHEAST
Member Directory
Add Item
Board Documents
Video Library
Home
Events
About GSM
Contact
Add Field Trip
Add Board Minutes
Add Link
Add Seminar
Add News Letter
Add Video Library item
Add Board Misc Report
Add Treasures Report
Add Event Notice
Board Documents
Treasures R
Title
Treasures Report
GSM Treasures Report
ere to access GSM Treasures Report Expense Tracking
ere to access GSM Treasures Report Cash Balance
ere to access GSM Treasures Report Income Tracking
Click the tab “Add Item”, then click tab “Add Treasures Report”

Create GSM Treasures Report

Unpopulated Treasure Report form.

Title

Board Meeting Date *

Date

E.g., 2020-04-08

Link to Treasures Report

Source | Format | Font | Size | Styles

Click here to access GSM Treasures Report

Templet line for Links to Treasure Report.

Switch to plain text editor

More information about text formats

Text format AllFunctions

- Lines and paragraphs break automatically.

Save Preview

Add content

Create GSM Treasures Report

Title

Treasures Report

Board Meeting Date *

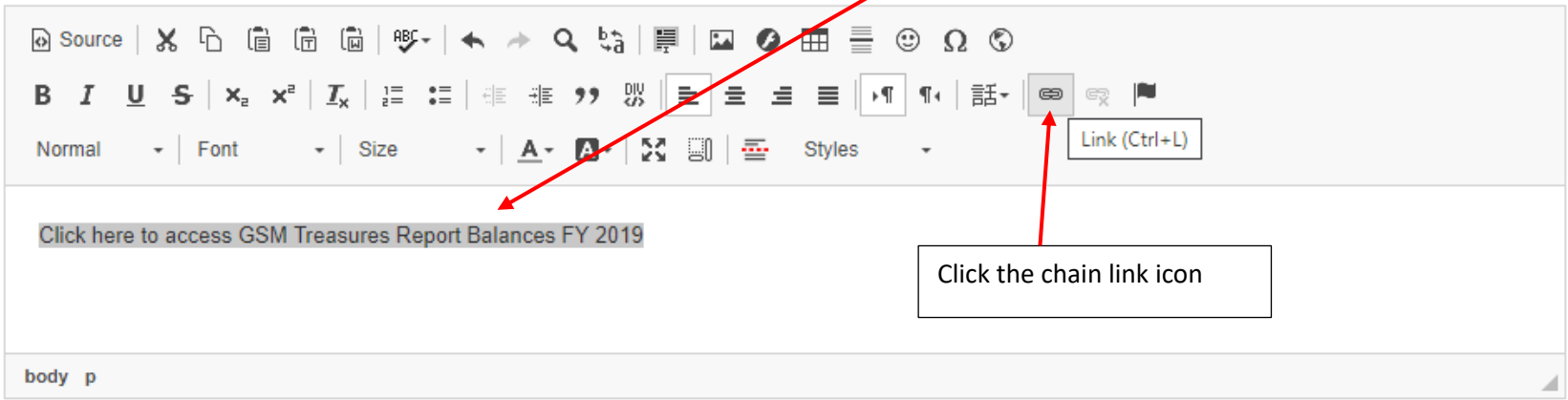
Date

2019-11-18

E.g., 2020-04-05

Enter a name of the treasures report entries in the Title field, the date of the reports in the Board Meeting Date and the name of the individual report that will have link to the report as a PDF. Left click the line containing the report name, then highlight the line, then.

Link to Treasures Report



Switch to plain text editor

More information about text formats

Text format AllFunctions

- Lines and paragraphs break automatically.

Save Preview

Add content

Create GSM Treasures Report

The procedure to upload the treasures report documents are demonstrated in the next pages. If the document is already upload use the same procedure minus upload of the document

Title

Treasures Report

Board Meeting Date *

Date

2019-11-18

E.g., 2020-04-05

Link to Treasures Report

Source | Normal | Font | Size

Click here to access GSM Treasures

body p

Switch to plain text editor

Link

Link Info | Target | Advanced

Display Text

Click here to access GSM Treasures Report Balances FY 2019

Link Type

URL

Protocol

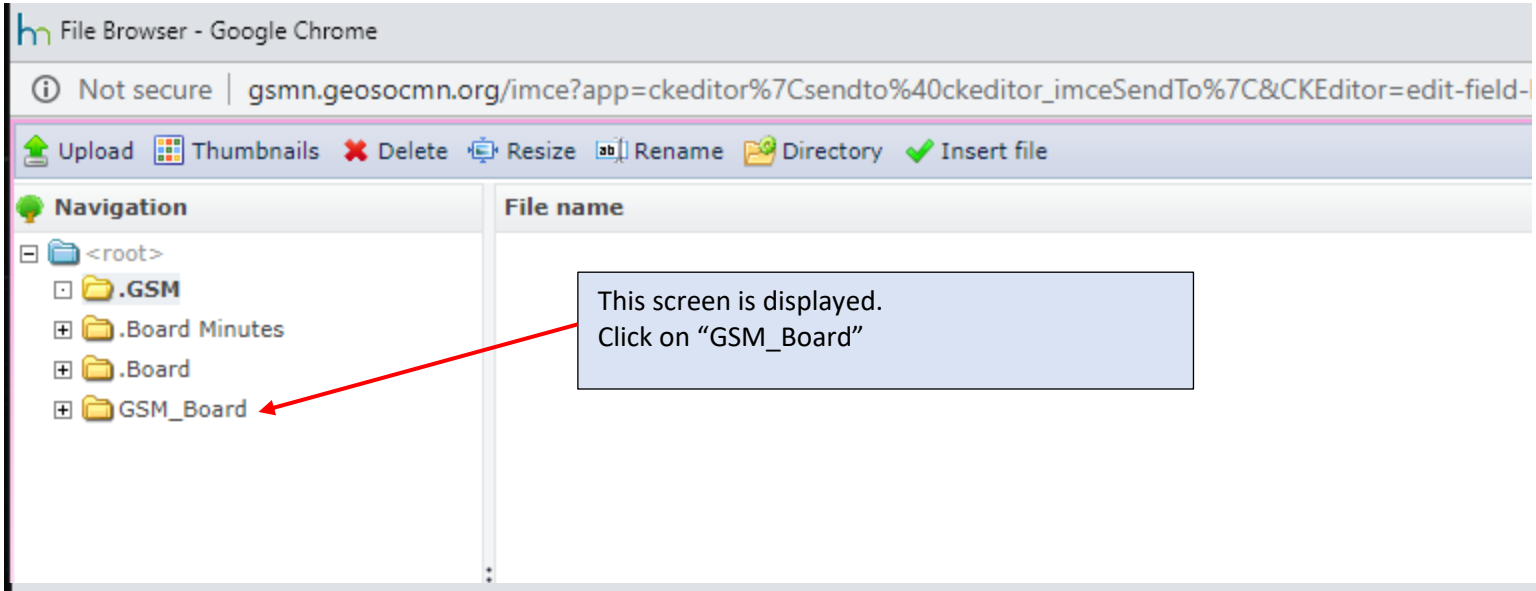
http://

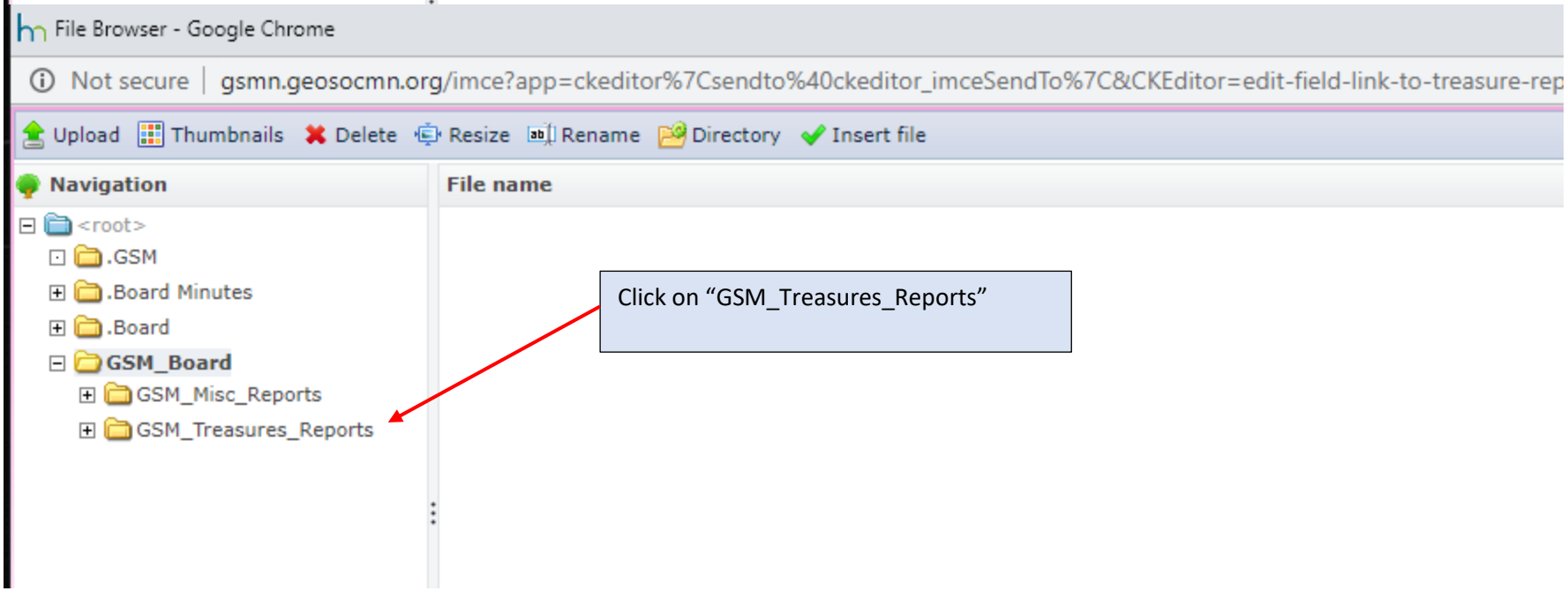
URL

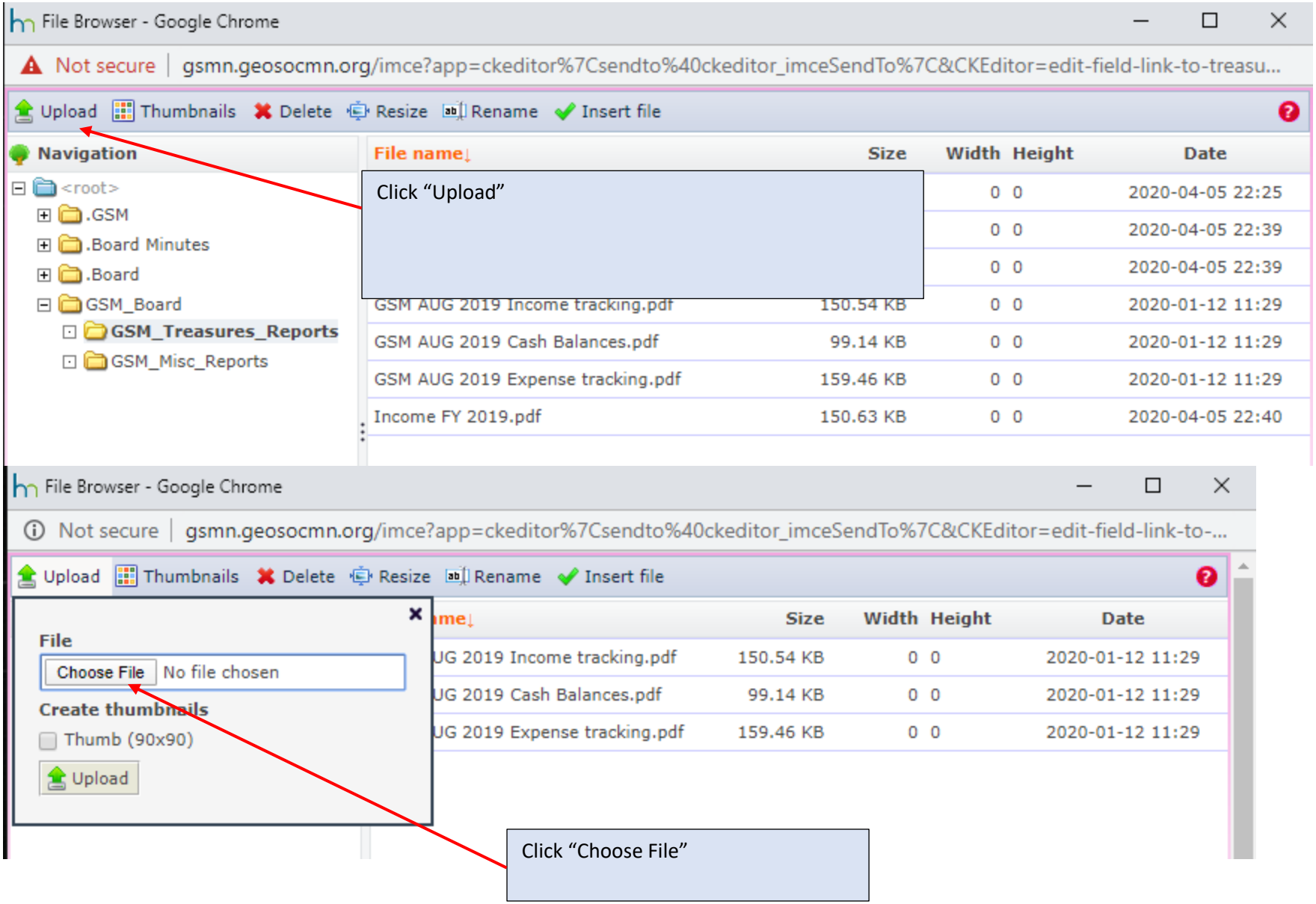
Browse Server

Click Browse Server

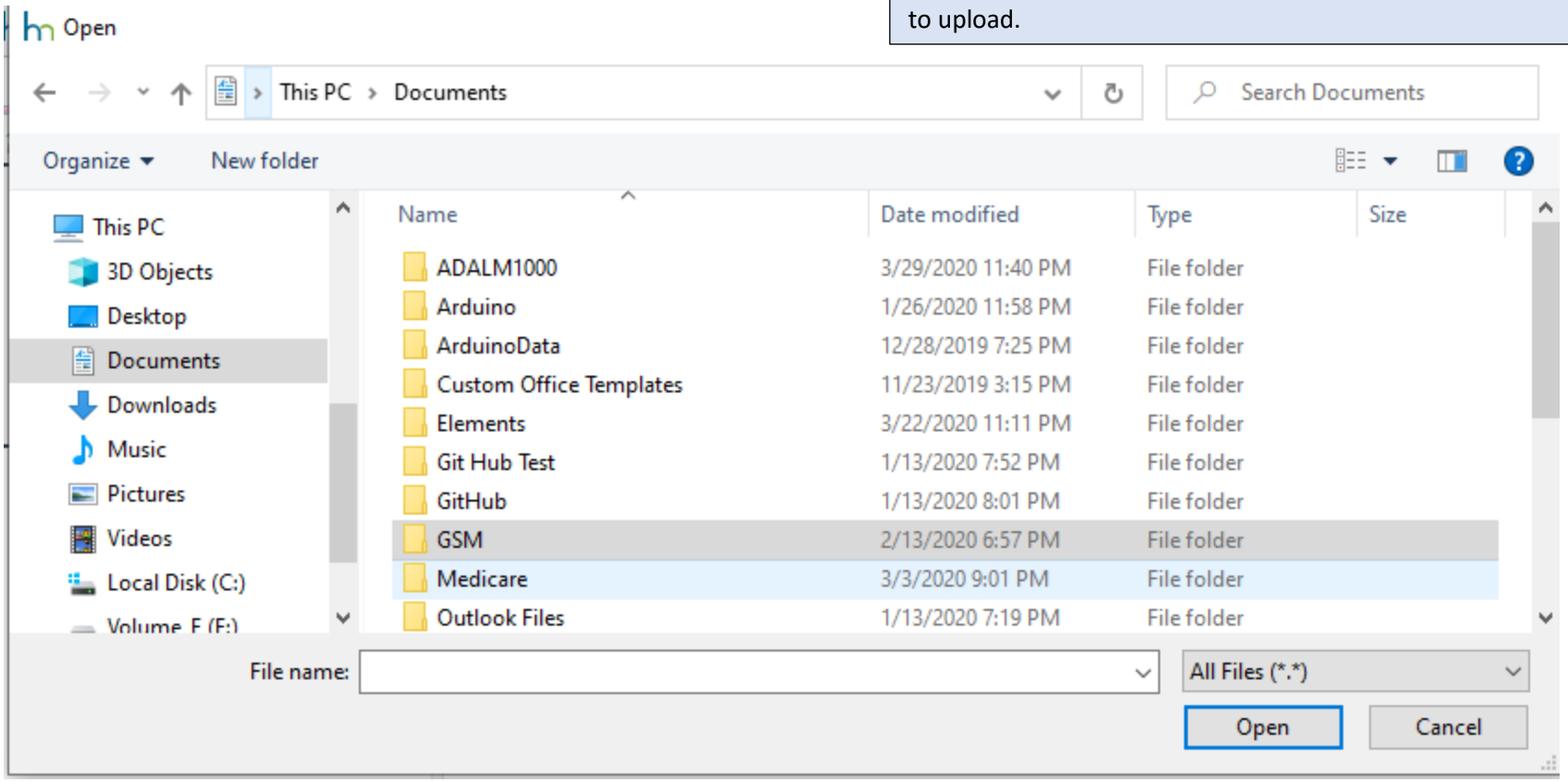
OK | Cancel

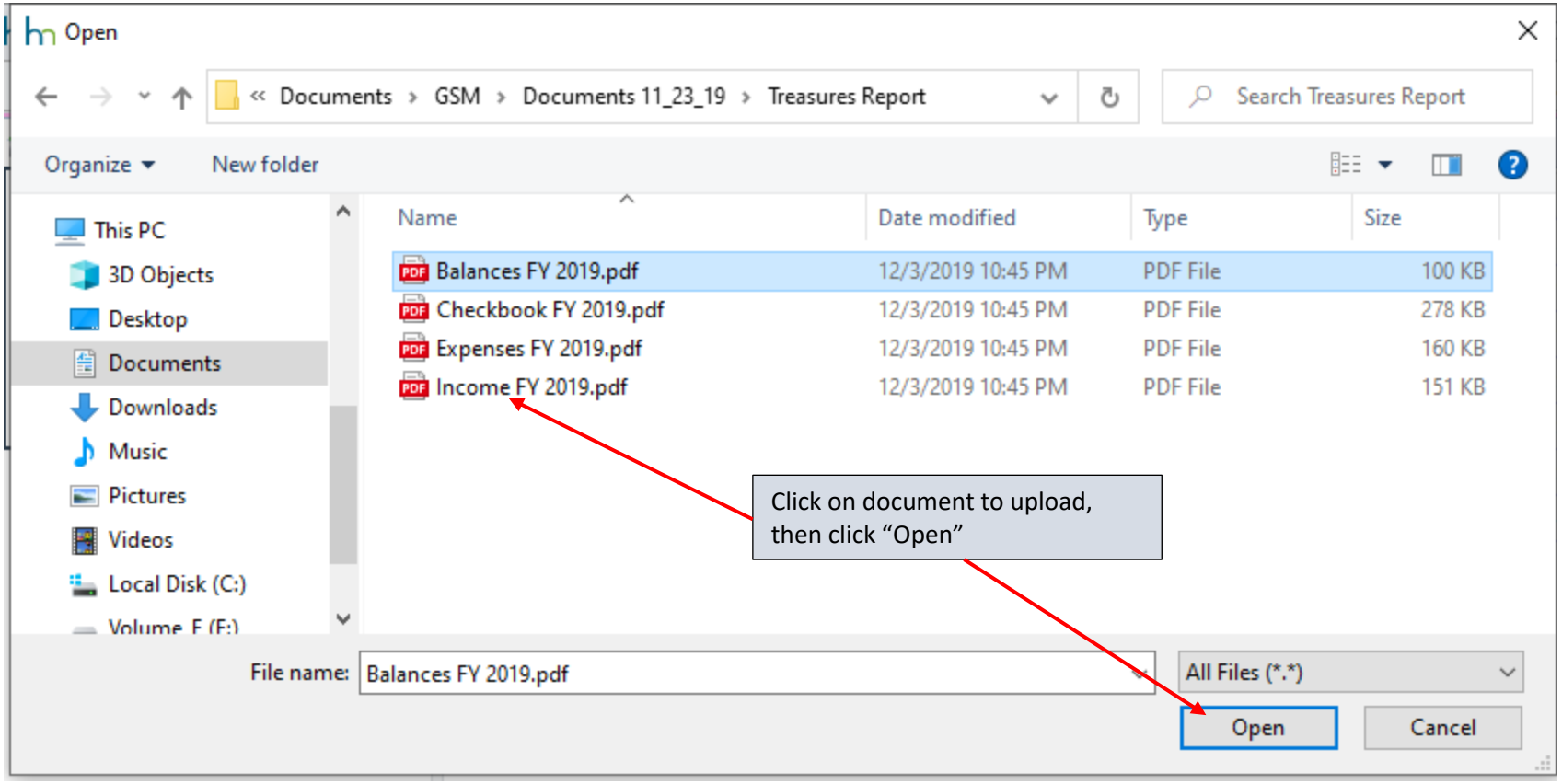

File Browser - Google Chrome
Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor_imceSendTo%7C&CKEditor=edit-field-
Upload
Thumbnails
Delete
Resize
Rename
Directory
Insert file
Navigation
File name
<root>
.GSM
.Board Minutes
.Board
GSM_Board
This screen is displayed.
Click on “GSM_Board”

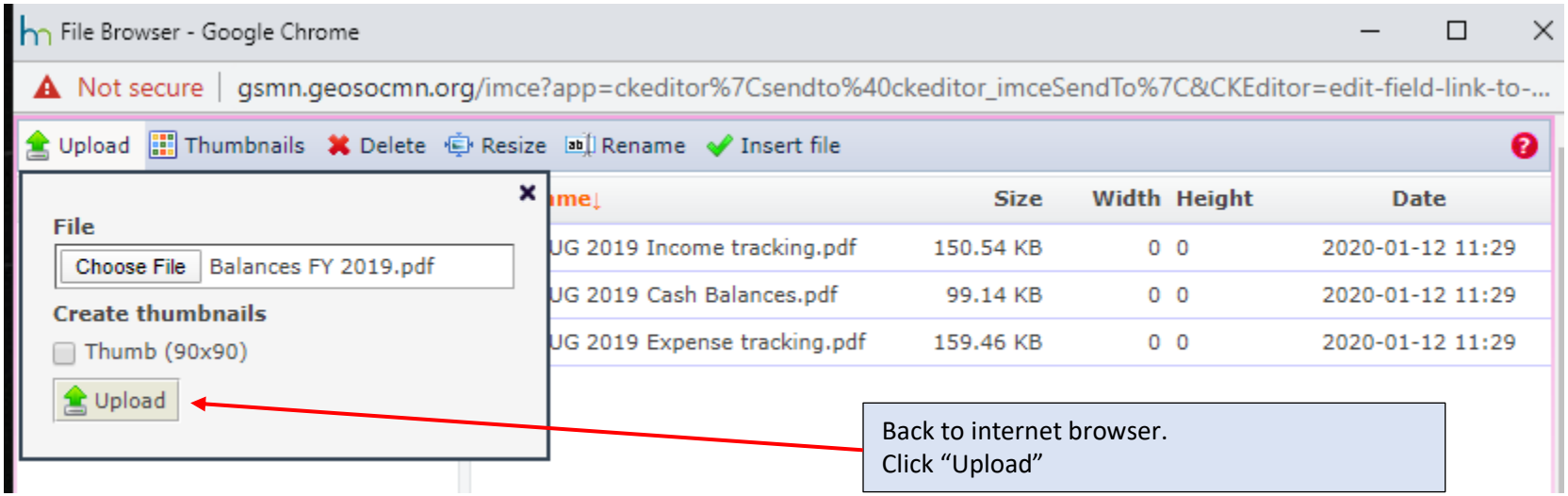

File Browser - Google Chrome
Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor_imceSendTo%7C&CKEditor=edit-field-link-to-treasure-rep
Upload
Thumbnails
Delete
Resize
Rename
Directory
Insert file
Navigation
File name
<root>
.GSM
.Board Minutes
.Board
GSM_Board
GSM_Misc_Reports
GSM_Treasures_Reports
Click on “GSM_Treasures_Reports”

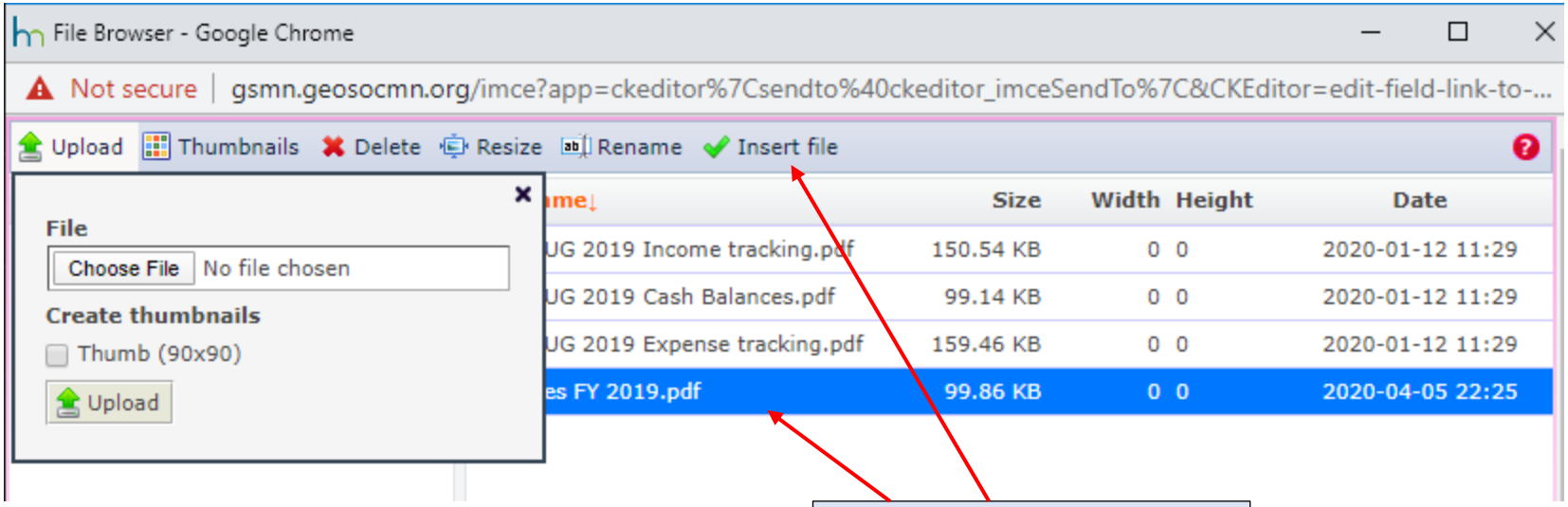

File Browser - Google Chrome
Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor_imceSendTo%7C&CKEditor=edit-field-link-to-treasu...
Upload
Thumbnails
Delete
Resize
Rename
Insert file
Navigation
<root>
.GSM
.Board Minutes
.Board
GSM_Board
GSM_Treasures_Reports
GSM_Misc_Reports
File name
Size
Width
Height
Date
Click “Upload”
GSM AUG 2019 Income tracking.pdf 150.54 KB 0 0 2020-01-12 11:29
GSM AUG 2019 Cash Balances.pdf 99.14 KB 0 0 2020-01-12 11:29
GSM AUG 2019 Expense tracking.pdf 159.46 KB 0 0 2020-01-12 11:29
Income FY 2019.pdf 150.63 KB 0 0 2020-04-05 22:40
File Browser - Google Chrome
Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor_imceSendTo%7C&CKEditor=edit-field-link-to-...
Upload
Thumbnails
Delete
Resize
Rename
Insert file
File
Choose File
No file chosen
Create thumbnails
Thumb (90x90)
Upload
Size
Width
Height
Date
UG 2019 Income tracking.pdf 150.54 KB 0 0 2020-01-12 11:29
UG 2019 Cash Balances.pdf 99.14 KB 0 0 2020-01-12 11:29
UG 2019 Expense tracking.pdf 159.46 KB 0 0 2020-01-12 11:29
Click “Choose File”

The Windows select directory and document menu windows is opened allowing you brows to the directory of the document to upload.

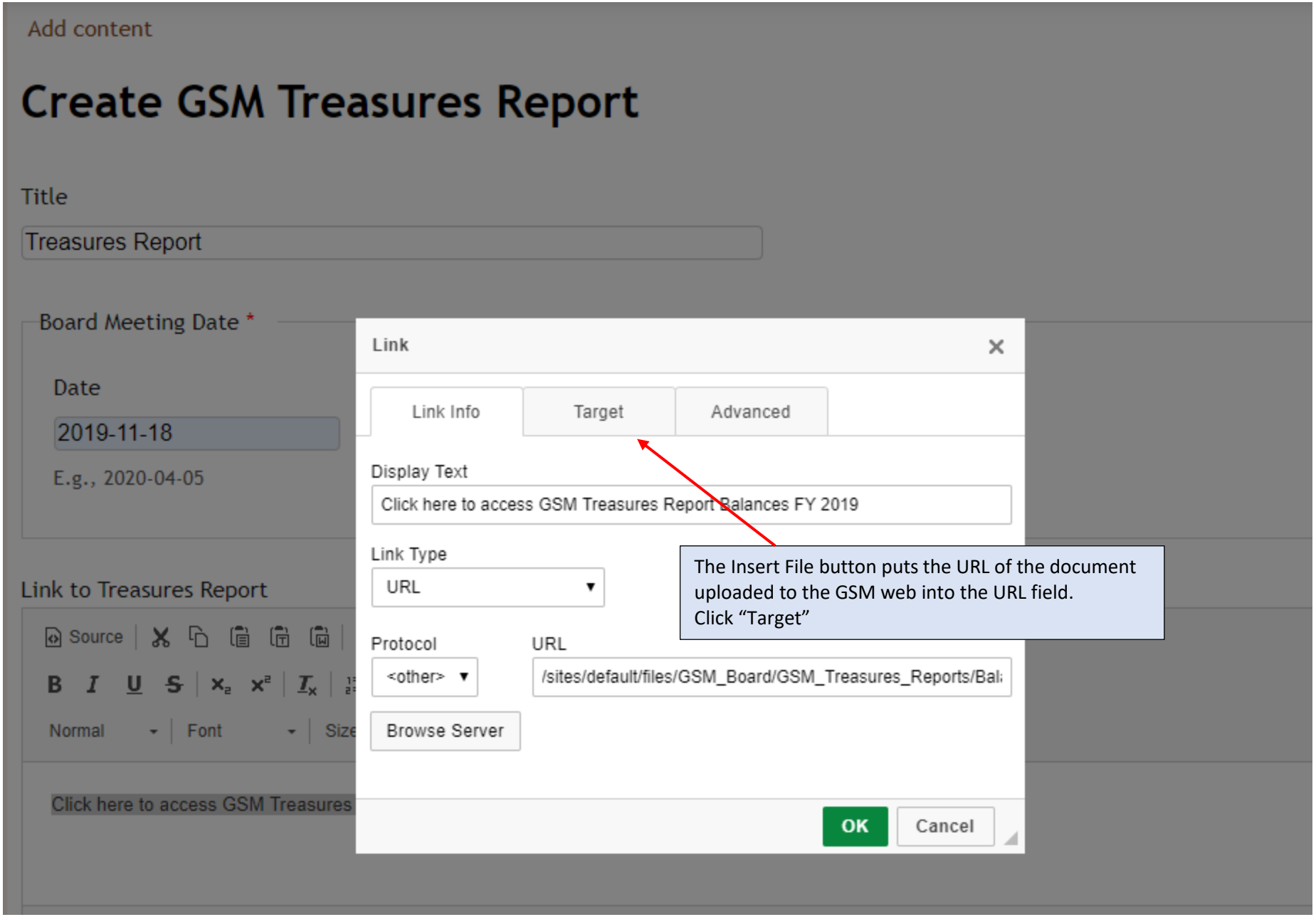


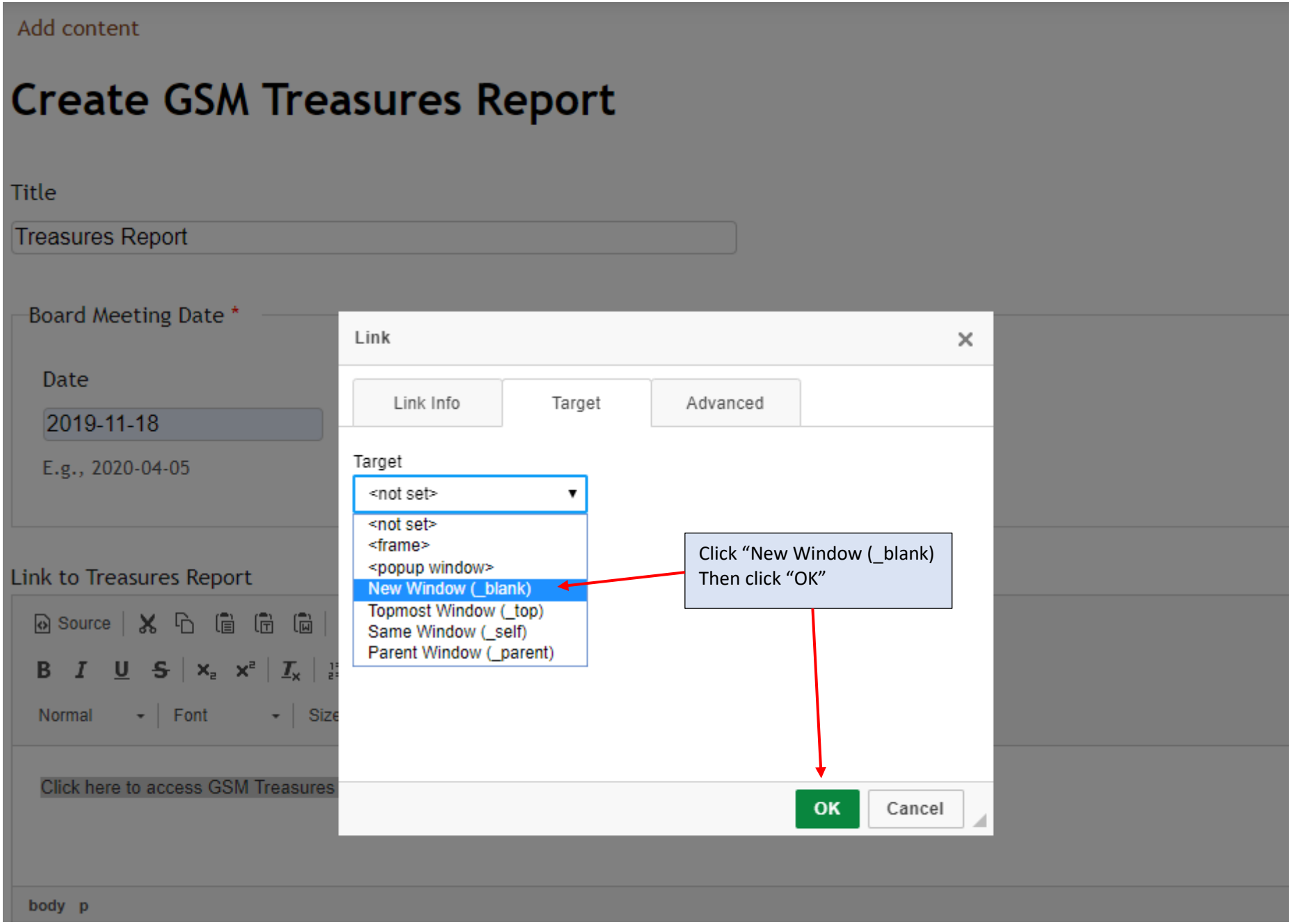

Open
Documents › GSM › Documents 11_23_19 › Treasures Report
Search Treasures Report
Organize
New folder
This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
Name
Date modified
Type
Size
Balances FY 2019.pdf 12/3/2019 10:45 PM PDF File 100 KB
Checkbook FY 2019.pdf 12/3/2019 10:45 PM PDF File 278 KB
Expenses FY 2019.pdf 12/3/2019 10:45 PM PDF File 160 KB
Income FY 2019.pdf 12/3/2019 10:45 PM PDF File 151 KB
Click on document to upload, then click "Open"
File name: Balances FY 2019.pdf
All Files (*.*)
Open
Cancel


File Browser - Google Chrome
Not secure | gsmn.geosocmn.org/imce?app=ckeditor%7Csendto%40ckeditor_imceSendTo%7C&CKEditor=edit-field-link-to-...
Upload
Thumbnails
Delete
Resize
Rename
Insert file
File
Choose File
Balances FY 2019.pdf
Create thumbnails
Thumb (90x90)
Upload
Size
Width
Height
Date
UG 2019 Income tracking.pdf 150.54 KB 0 0 2020-01-12 11:29
UG 2019 Cash Balances.pdf 99.14 KB 0 0 2020-01-12 11:29
UG 2019 Expense tracking.pdf 159.46 KB 0 0 2020-01-12 11:29
Back to internet browser.
Click "Upload"



Document uploaded.
Click “Insert File”


Add content
Create GSM Treasures Report
Title
Treasures Report
Board Meeting Date *
Date
2019-11-18
E.g., 2020-04-05
Link to Treasures Report
Source
Normal
Font
Click here to access GSM Treasures
Link
Link Info
Target
Advanced
Display Text
Click here to access GSM Treasures Report Balances FY 2019
Link Type
URL
Protocol
<other>
URL
/sites/default/files/GSM_Board/GSM_Treasures_Reports/Bal
Browse Server
OK
Cancel
The Insert File button puts the URL of the document uploaded to the GSM web into the URL field.
Click “Target”


Add content
Create GSM Treasures Report
Title
Treasures Report
Board Meeting Date *
Date
2019-11-18
E.g., 2020-04-05
Link to Treasures Report
Source
Normal
Font
Click here to access GSM Treasures
body p
Link
Link Info
Target
Advanced
Target
<not set>
<not set>
<frame>
<popup window>
New Window (_blank)
Topmost Window (_top)
Same Window (_self)
Parent Window (_parent)
Click “New Window (_blank)
Then click “OK”
OK
Cancel

Add content

Create GSM Treasures Report

Title

Treasures Report

Board Meeting Date *

Date

2019-11-18

E.g., 2020-04-05

Link to Treasures Report

Source | Normal | Font | Size | Styles

Click here to access GSM Treasures Report Balances FY 2019

The URL of the uploaded document is applied to the line "Click here to access GSM Treasures Report Balance FY 2019

body p

Switch to plain text editor

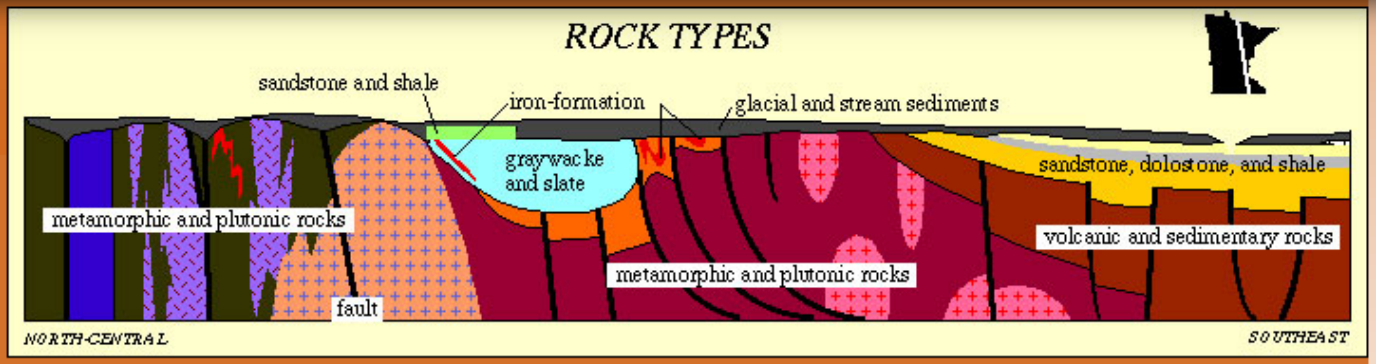
More information about text formats

Text format AllFunctions

- Lines and paragraphs break automatically.

Save Preview

Search 3 / 1 Hello **gsmTreasurer** Log out



Member Directory | Add Item | Board Documents | Video Library

Home | Events | Members | Links | Outreach | About GSM | Contact

GSM Treasures Report *Treasures Report* has been created.

Treasures Report

View | Edit | Track

Submitted by gsmTreasurer on Sun, 2020-04-05 22:32

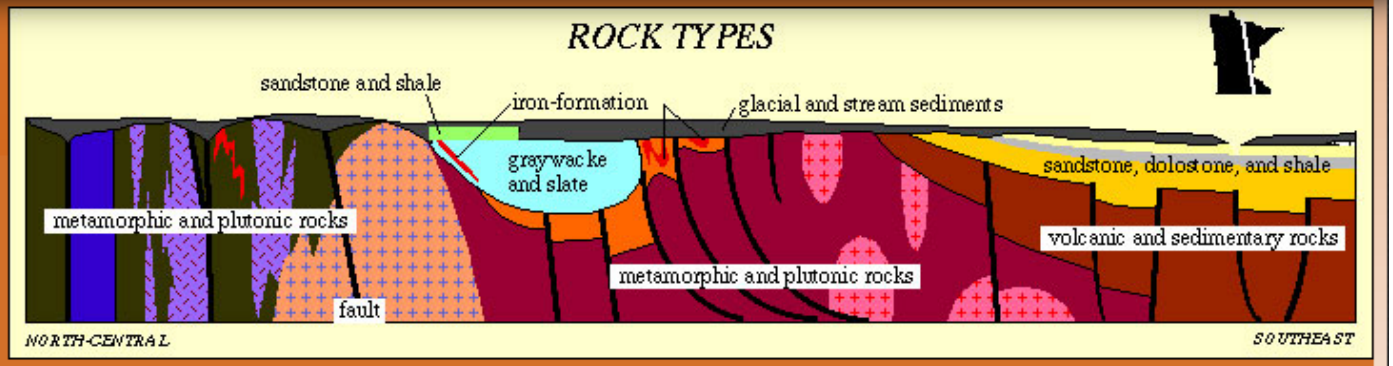
Board Meeting Date:
11/18/19

Link to Treasures Report:

Click here to access GSM Treasures Report Balances FY 2019

URL applied to document.

Search 3 / 1 Hello **gsmTreasurer** Log out



Member Directory | Add Item | Board Documents | Video Library

Home | Events | Members | bout GSM | Contact

- Board
- Treasure Reports
- List Event Notices
- Board Reports
- Booth Setup
- Update Newsletter

GSM Treasures Report *Treasures R*

Treasures Report

View | Edit | Track

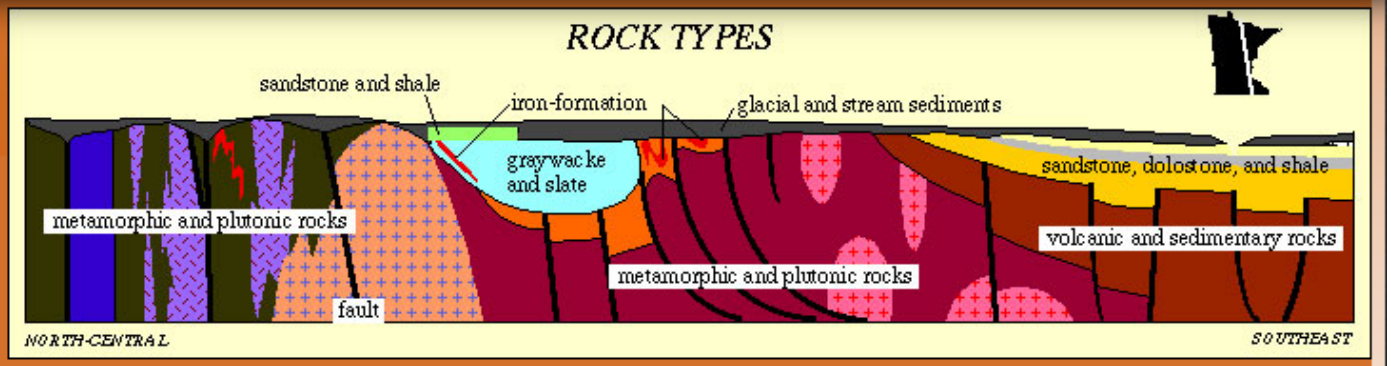
Submitted by gsmTreasurer on Sun, 2020-04-05 22:32

Board Meeting Date:
11/18/19

Link to Treasures Report:

Click here to access GSM Treasures Report Balances FY 2019

After the URL is applied click “Treasure Reports”



Board Documents

Treasures Reports

Document uploaded to the Treasures Report Library.

Title	Board Meeting Date	Link to Treasures Report
Treasures Report	11/18/19	Click here to access GSM Treasures Report Balances FY 2019
GSM Treasures Report	08/08/19	Click here to access GSM Treasures Report Expense Tracking Click here to access GSM Treasures Report Cash Balance Click here to access GSM Treasures Report Income Tracking