

Adding and updating Treasure Report.

First login to GSM web site

The screenshot shows the website interface for the Geological Society of Minnesota. At the top left is the society's logo, which includes a map of Minnesota and the text "GEOLOGICAL SOCIETY OF MINNESOTA" and "1938". To the right is a banner titled "ROCK TYPES" featuring a geological cross-section with labels: "sandstone and shale", "iron-formation", "glacial and stream sediments", "graywacke and slate", "sandstone, dolostone, and shale", "volcanic and sedimentary rocks", "metamorphic and plutonic rocks", and "fault". The banner is labeled "NORTH-CENTRAL" on the left and "SOUTHWEST" on the right.

The navigation menu is located below the banner and includes the following items: "Member Directory", "Add Item", "Board Documents", "List Event Notices", "Video Library", "Home", "Events", "Members", "Board", "Log out GSM", "Treasure Reports", "Board Reports", and "Booth Setup".

A callout box with a white background and black border is positioned to the right of the "Board Documents" and "Treasure Reports" menu items. It contains the text: "Click 'Board Documents' Then 'Treasure Reports'". Two red arrows point from the text in the callout box to the "Board Documents" and "Treasure Reports" menu items respectively.

Below the navigation menu, the "Board Member" section is visible, featuring buttons for "View", "Edit", and "Track page visits". Underneath, there are sections for "Email" (with a "Plaintext email only" option set to "No") and "Newsletters" (with a "Subscribed to" option set to "None"). A "Manage subscriptions" link is located at the bottom of the page.

The Treasures Reports before adding new items.

The screenshot shows the website for the Geological Society of Minnesota. At the top, there is a search bar, a user greeting 'Hello gsmPresident', and a 'Log out' link. On the left is the society's logo, which includes the text 'GEOLOGICAL SOCIETY OF MINNESOTA' and '1938'. The main content area features a geological cross-section titled 'ROCK TYPES' with various rock formations labeled: 'sandstone and shale', 'iron-formation', 'glacial and stream sediments', 'graywacke and slate', 'sandstone, dolostone, and shale', 'volcanic and sedimentary rocks', 'metamorphic and plutonic rocks', and 'fault'. The cross-section is oriented 'NORTH-CENTRAL' to 'SOUTHEAST'. Below the diagram is a navigation menu with items like 'Member Directory', 'Add Item', 'Board Documents', and 'Video Library'. Under the 'Board Documents' menu, there is a sub-section titled 'Board Documents' and a large heading 'Treasures Reports'. Below this heading is a table with three columns: 'Title', 'Board Meeting Date', and 'Link to Treasures Report'. The table contains one entry for 'GSM Treasures Report' dated '08/08/19', with three links provided for expense tracking, cash balance, and income tracking.

Search 5 / 0 Hello gsmPresident Log out

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 Members Links Outreach About GSM Contact

Board Documents

Treasures Reports

Title	Board Meeting Date	Link to Treasures Report
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

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

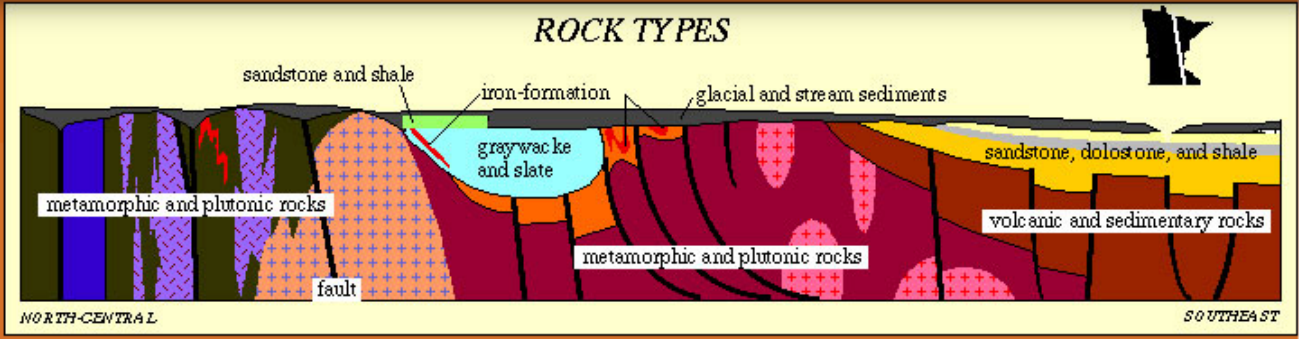
Treasures Report

Share View

Cut Copy path Paste shortcut Move to Copy to Delete Rename New folder New item Easy access Properties Open Edit History Select all Select none Invert selection

This PC > Documents > GSM > Documents 11_23_19 > Treasures Report

Name	Date modified	Type	Size	Date created
Balances FY 2019.pdf	12/3/2019 10:45 PM	PDF File	100 KB	12/29/2019 11:02 PM
Checkbook FY 2019.pdf	12/3/2019 10:45 PM	PDF File	278 KB	12/29/2019 11:02 PM
Expenses FY 2019.pdf	12/3/2019 10:45 PM	PDF File	160 KB	12/29/2019 11:02 PM
Income FY 2019.pdf	12/3/2019 10:45 PM	PDF File	151 KB	12/29/2019 11:02 PM



- Member Directory
- Add Item
- Board Documents
- Video Library
- Home
- Events
- About GSM
- Contact

Click the tab "Add Item", then click tab "Add Treasures Report"

Board Documents

Treasures Report

Title

GSM Treasures Report

- 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

Treasures Report

here to access GSM Treasures Report Expense Tracking

here to access GSM Treasures Report Cash Balance

here to access GSM Treasures Report Income Tracking

Create GSM Treasures Report

Unpopulated Treasure Report form.

Title

Board Meeting Date *

Date

E.g., 2020-04-08

Link to Treasures Report



Click here to access GSM Treasures Report

Templet line for Links to Treasure Report.

Switch to plain text editor

Text format AllFunctions ▼

[More information about text formats ?](#)

- 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

Click here to access GSM Treasures Report Balances FY 2019

body p

Click the chain link icon

Switch to plain text editor

Text format AllFunctions

More information about text formats ?

- 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 | | | |

B *I* U ~~S~~ | x_2 | x^2 | I_x | $\frac{1}{2}$

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

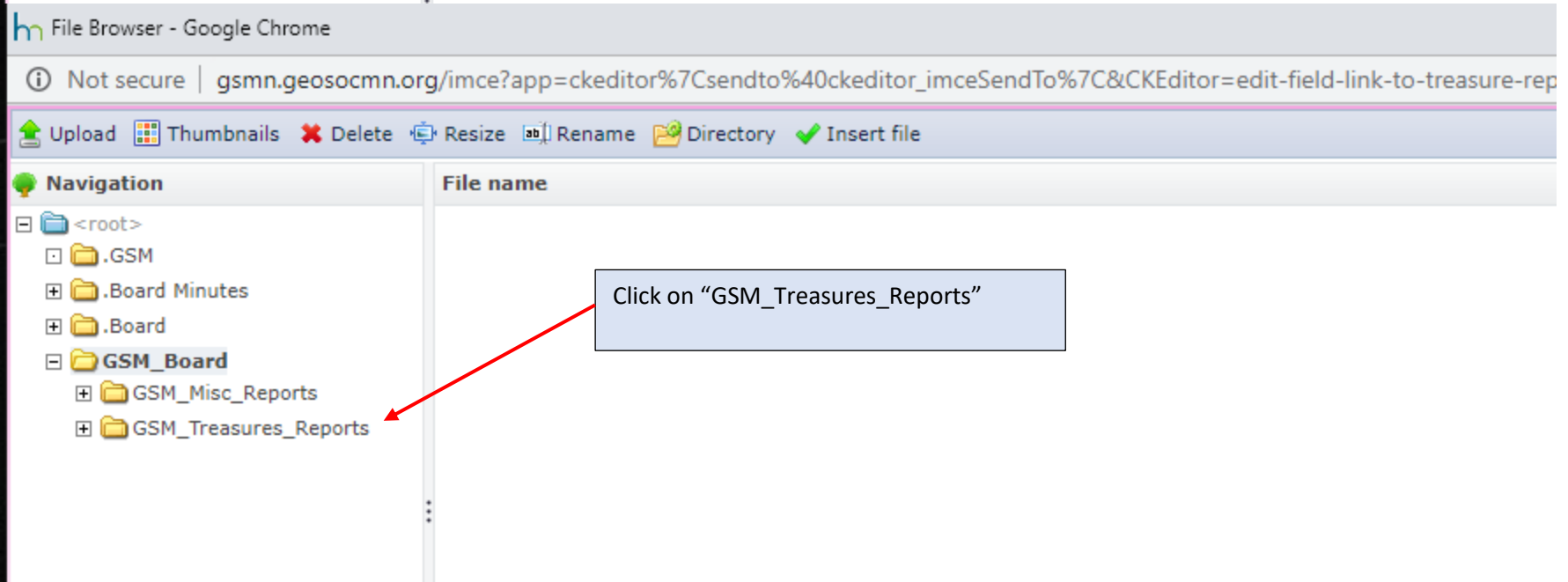
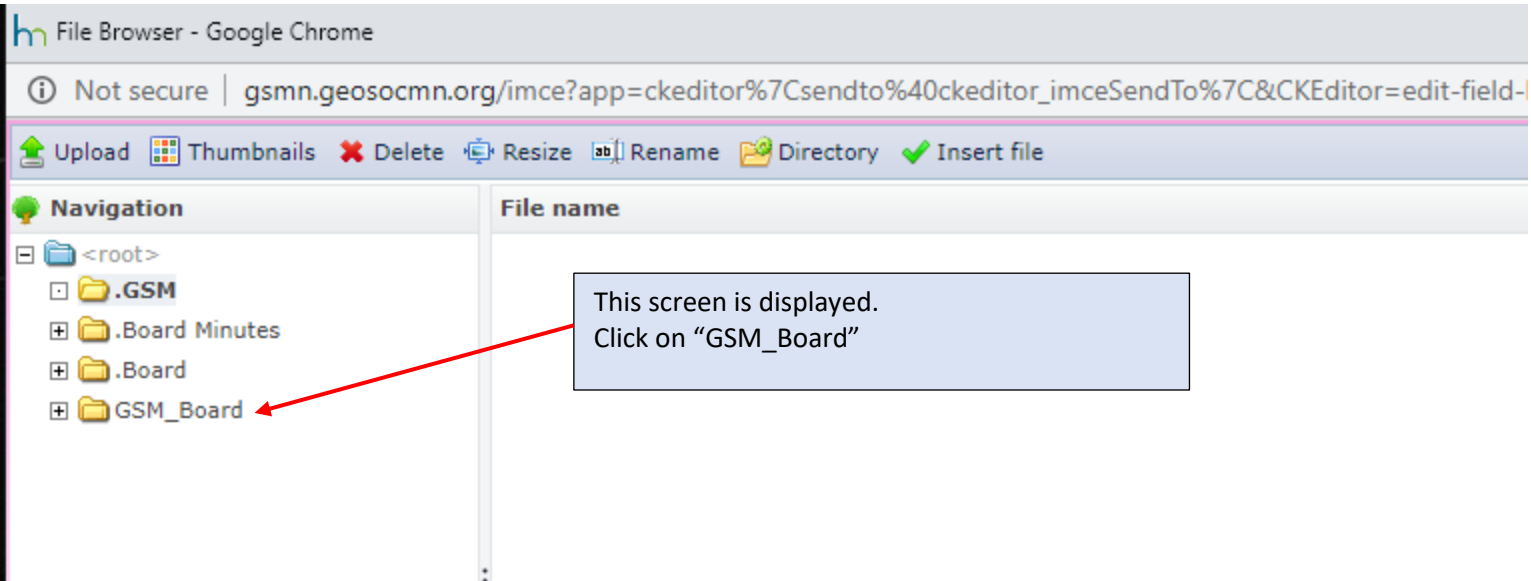
Protocol URL

http://

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-link-to-treasu...

Upload Thumbnails Delete Resize Rename Insert file

Navigation

- <root>
- .GSM
- .Board Minutes
- .Board
- GSM_Board
 - GSM_Treasures_Reports
 - GSM_Misc_Reports

Click "Upload"

File name	Size	Width	Height	Date
		0	0	2020-04-05 22:25
		0	0	2020-04-05 22:39
		0	0	2020-04-05 22:39
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

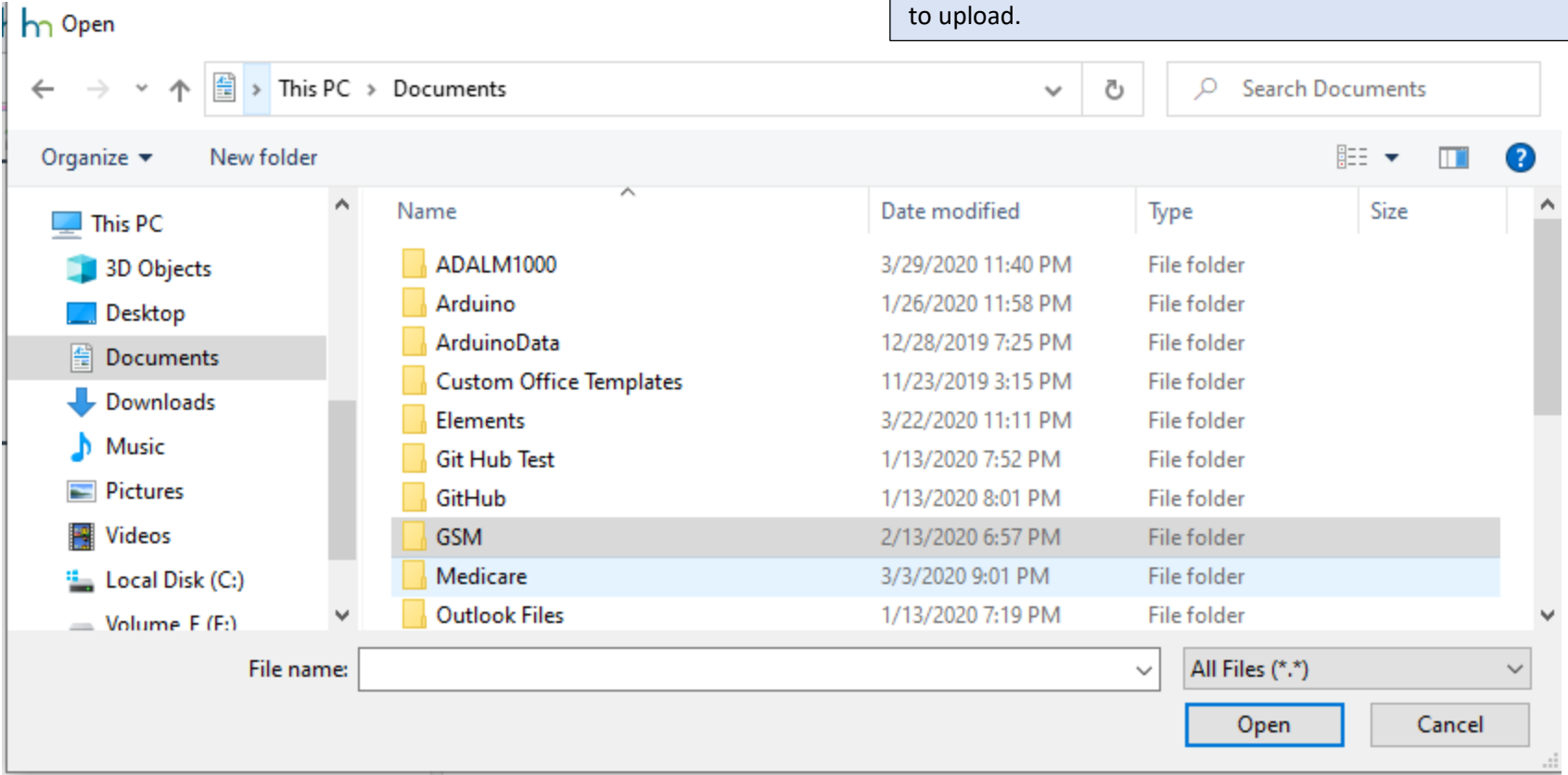
Thumb (90x90)

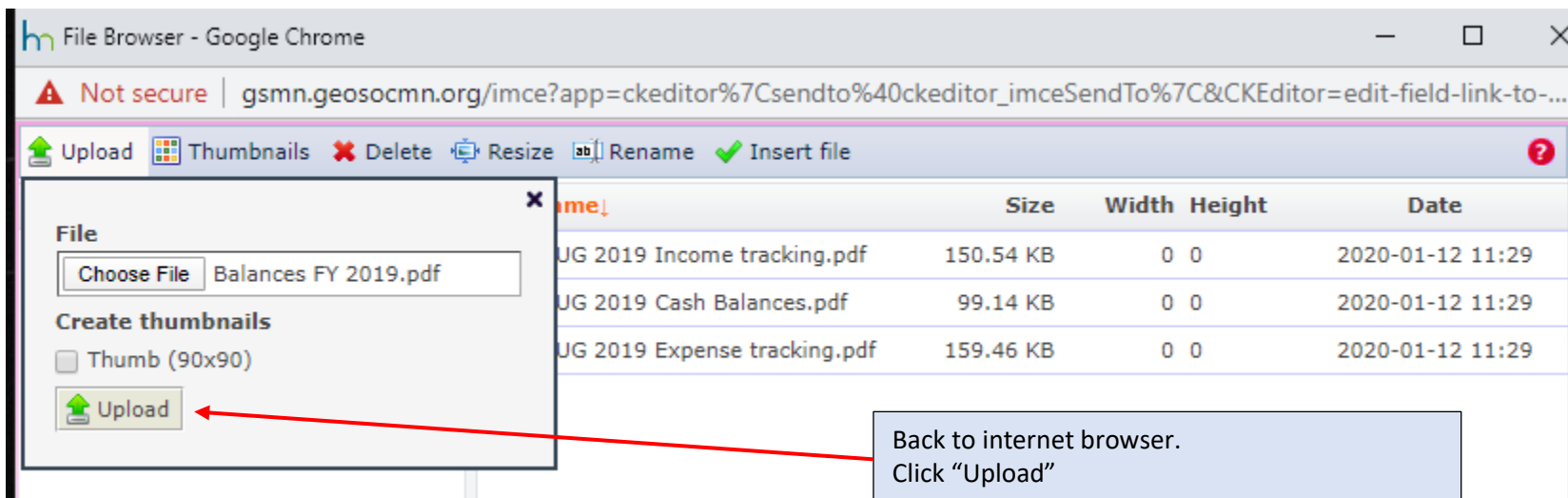
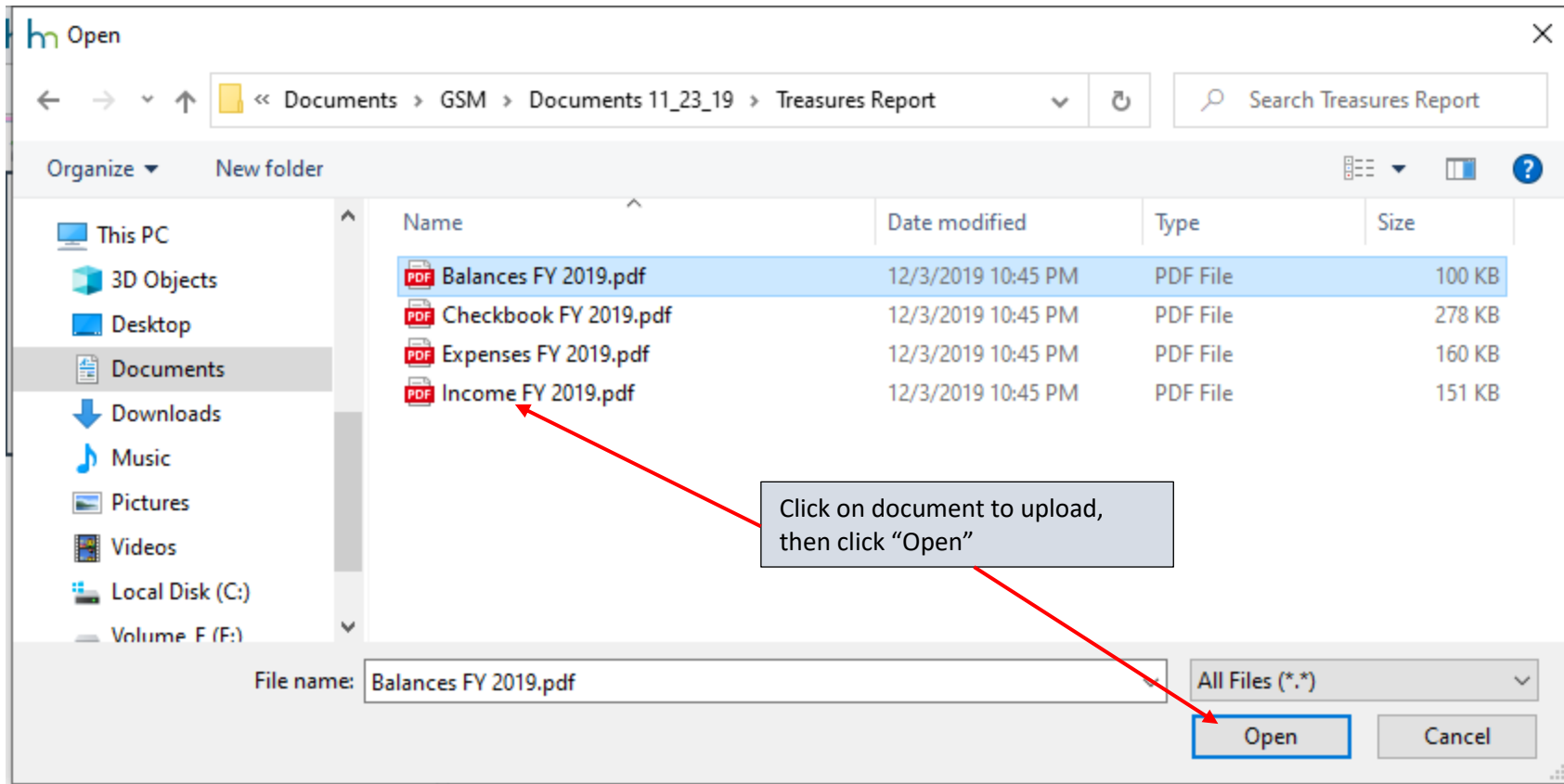
Upload

Click "Choose File"

File name	Size	Width	Height	Date
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

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





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	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
es FY 2019.pdf	99.86 KB	0	0	2020-04-05 22:25

File

Choose File No file chosen

Create thumbnails

Thumb (90x90)

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 | ✂ | 📄 | 📁 | 📂 | 📅

B *I* U **S** | x₂ x² | I_x | 12

Normal | Font | Size

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

B *I* U ~~S~~ | x_2 x^2 | *I*_x

Normal | Font | Size

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

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Quote, Unquote, Link, Unlink, and other text formatting options.

[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

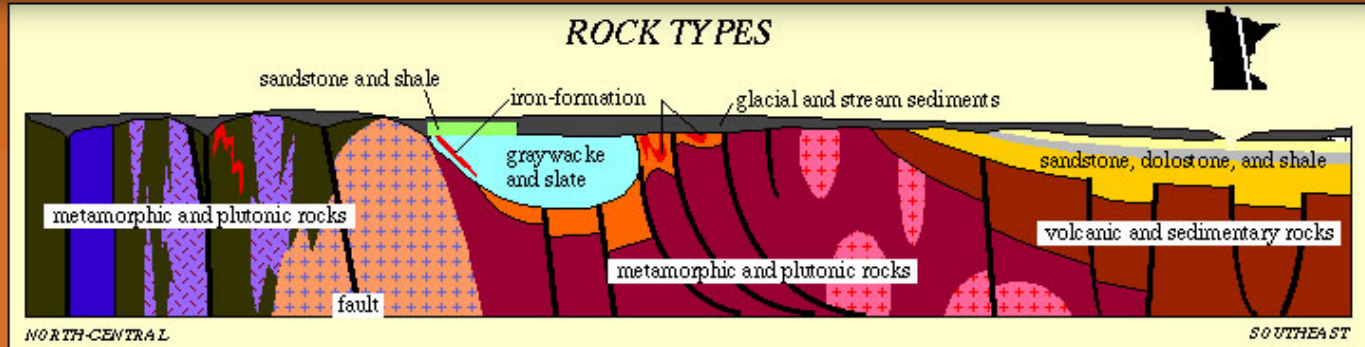
Text format AllFunctions

[More information about text formats ?](#)

- Lines and paragraphs break automatically.

Save

Preview



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.

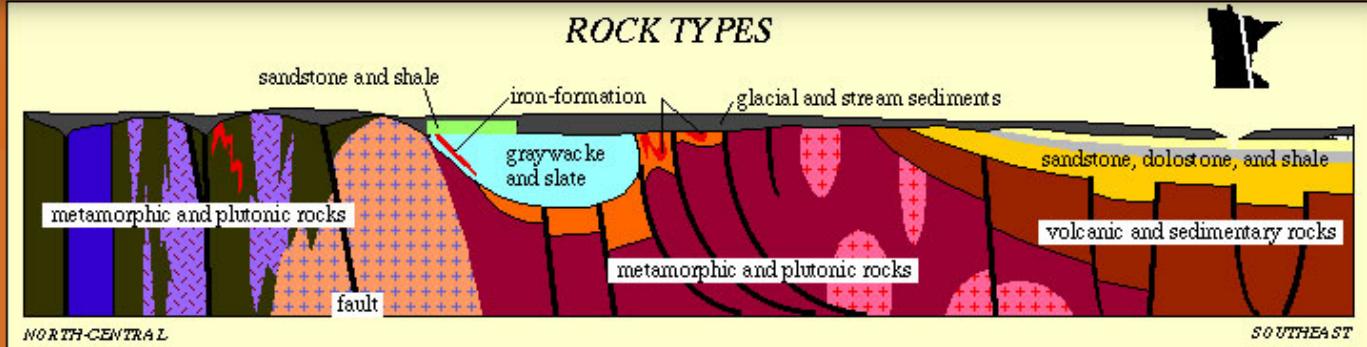


Search

3 / 1

Hello **gsmTreasurer**

Log out



- [Member Directory](#)
- [Add Item](#)
- [Board Documents](#)
- [Video Library](#)
- [Home](#)
- [Events](#)
- [Members](#)
- [Board](#)
- [About GSM](#)
- [Contact](#)

✔ [GSM Treasures Report](#) *Treasures R*

Treasures Report

[View](#) [Edit](#) [Track](#)

- [Treasure Reports](#)
- [List Event Notices](#)
- [Board Reports](#)
- [Booth Setup](#)
- [Update Newsletter](#)

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"

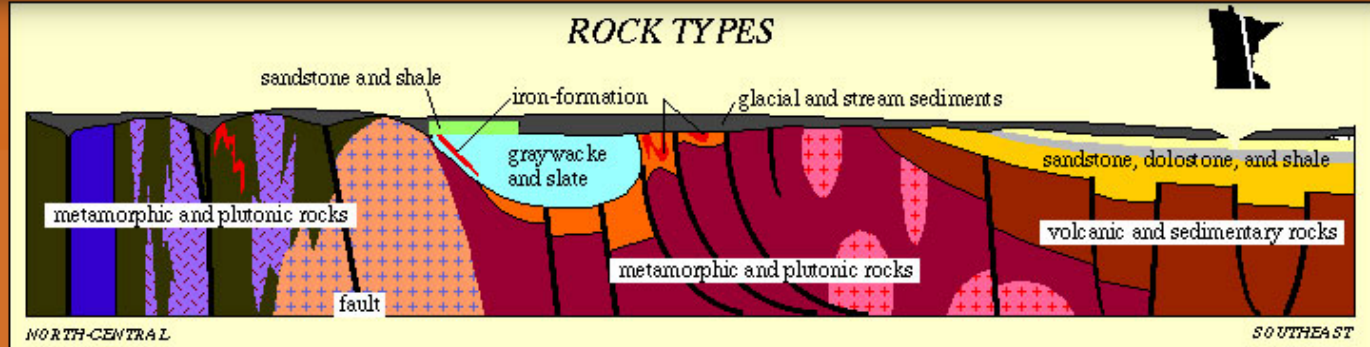


Search

3 / 1

Hello **gsmTreasurer**

Log out



Member Directory ▾

Add Item ▾

Board Documents ▾

Video Library ▾

Home ▾

Events ▾

Members ▾

Links

Outreach ▾

About GSM ▾

Contact ▾

Board Documents

Document uploaded to the Treasures Report Library.

Treasures Reports

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