

PQAO Website How to Guide

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QUESTIONS?

Contact Website Manager, Sandra Hall: sehall@ucdavis.edu OR (530) 754-8374

Requesting Access

To make changes to anything on the website, you would request access from Sandra at sehall@ucdavis.edu. You will be given an editor role. Details of this role could be found [here](#).

You will receive an email from “Primary Quality Assurance Organization Training” asking you to log into the sitefarm website and update your password. Follow the directions in the email to reset your password and double check your email. The email will look like the below figure:

Primary Quality Assurance Organization Training <sehall@ucdavis.edu> Tue, Aug 21, 2018 at 3:14 P
Reply-To: sehall@ucdavis.edu
To: EMAIL.ADDRESS@gmail.com

SandraEH,

A site administrator at Primary Quality Assurance Organization Training has created an account for you. You may now log in by clicking this link or copying and pasting it into your browser:

https://pqao.aqrc.ucdavis.edu/user/reset/5986/1534889682/OAr3A5sY4S_o2aYQzIBNIHCiPIvbKH0Um9WUF_sTneY

This link can only be used once to log in and will lead you to a page where you can set your password.

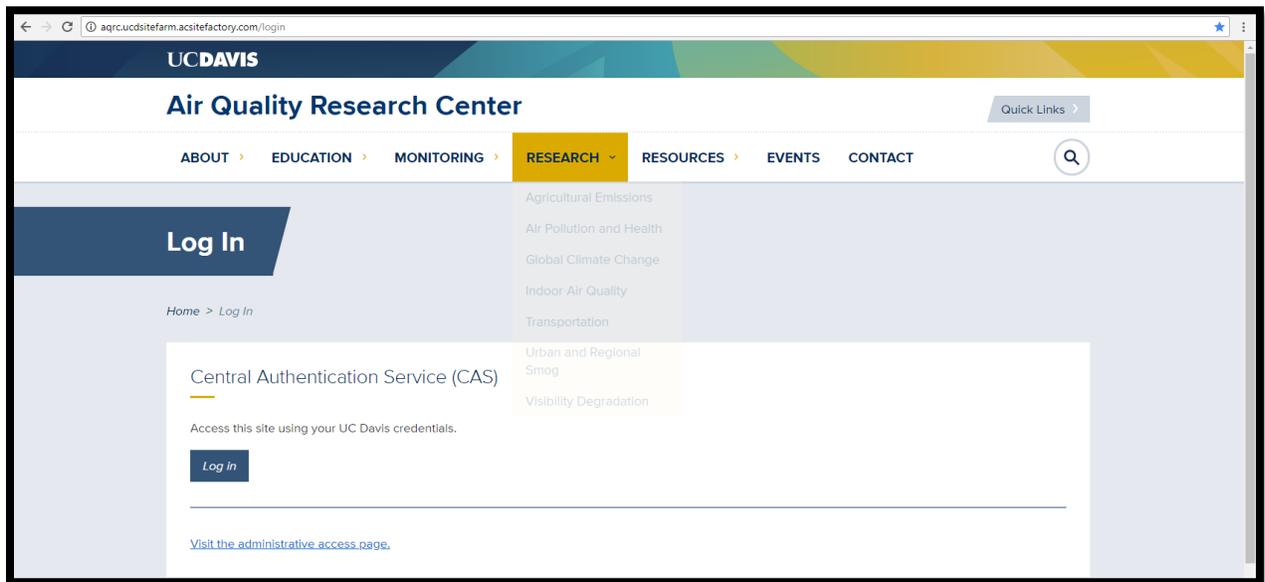
After setting your password, you will be able to log in at <https://pqao.aqrc.ucdavis.edu/user> in the future using:

username: SandraEH
password: Your password

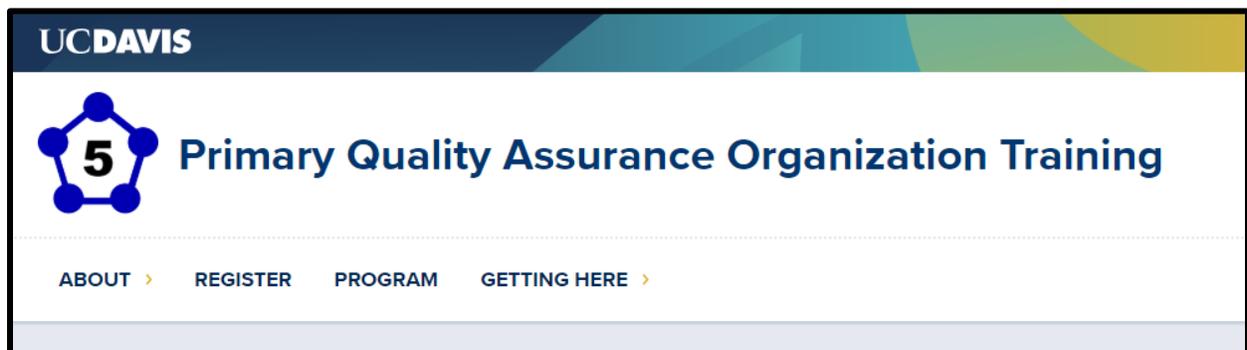
-- Primary Quality Assurance Organization Training team

Logging in

The login URL for the PQAQ website is : <https://pqao.aqrc.ucdavis.edu/user/login>



1. Click on the blue Log In button. This will take you to the UC Davis Central Authentication Service (CAS) where you log in with the information provided by .
2. After logging in your page should look similar to this:



Editing the File Share

1. To update a document on the File Share page you will need to be logged-in. Then visit the file-share page directly:

<https://pqao.agrc.ucdavis.edu/file-sharing>

The screenshot shows the UC Davis website interface for the Primary Quality Assurance Organization Training. The header includes the UC Davis logo and navigation links: ABOUT, REGISTER, PROGRAM, and GETTING HERE. A search icon is visible in the top right. The main content area is titled "File Sharing" and includes a breadcrumb trail: Home > File Sharing. Below the title are four buttons: View, Edit, Delete, and Revisions. The "View" button is currently selected. The page content includes a "Directions" section with sub-sections "To Download:" and "To Upload:". The "To Upload:" section contains text about PDF directions. Below this is a section titled "CAC Meeting 1 Documents" which contains a table with three rows of document information.

#	Document Title	Download / Edit
1	CAC Meeting 1 Agenda	Word Document
2	CAC Roster	Word Document
3	Presentations and Breakouts	Word Document

2. You will be looking at a page similar to the one shown above. Currently you are in the "View" mode.
3. To update a document linked on the page you will need to click on the "Edit" button. You will be moved to the view shown below and will be able to edit the website like you would in an email or word document.

Edit Basic Page File Sharing ☆

[View](#)[Edit](#)[Delete](#)[Revisions](#)

[Home](#) » [File Sharing](#)

Title *

Body (Edit summary)



Directions

To Download:

Click on the third column link below to download the document to your desktop.

To Upload:

Here are directions in PDF form. After downloading the document onto your computer, make your edits and save the document to your desktop. Follow the directions to log-in to your Website File Sharing account and edit this "File Sharing" page. Alter the correct document's attachment by uploading your own. See PDF directions for more information.

CAC Meeting 1 Documents

#	Document Title	Download / Edit
1	CAC Meeting 1 Agenda	Word Document
2	CAC Roster	Word Document
3	Presentations and Breakouts	Word Document

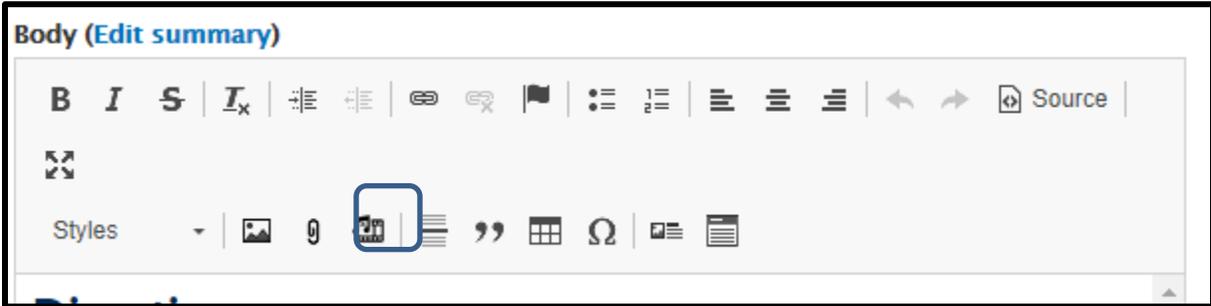
WARNING! Tables will break layouts in mobile and should only be used for fluid tabular data.

Words: 102, Characters: 524

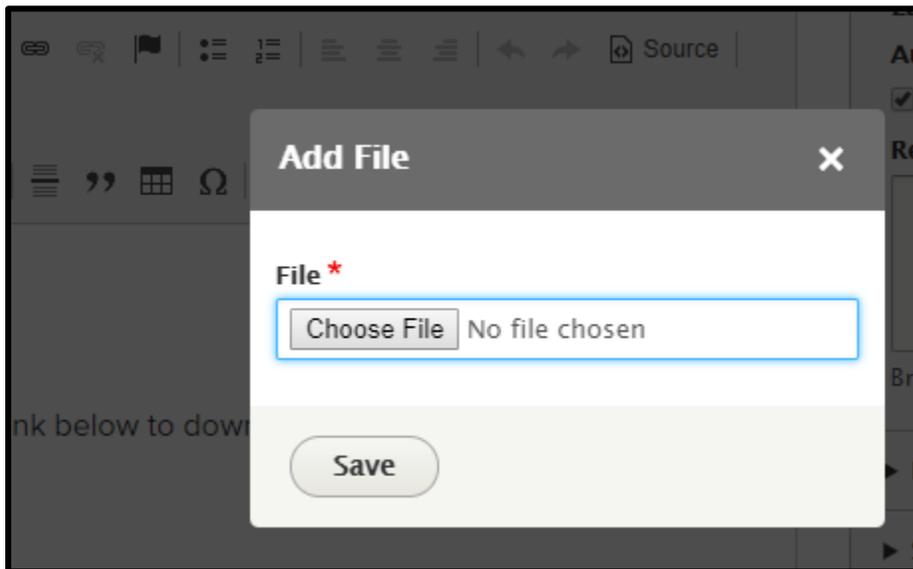
Text format

[About text formats](#) ?

4. Highlight the blue words “Word Document” for the document you would like to update.
5. In the edit bar at the top, find the “attachment” symbol and click on it.



6. You will end up with a pop up adding the new document similarly to below in which you can chose the correct document off your desktop to upload onto the website. Save it when you are ready.



7. Once you have saved the new document, change the information in the “Updated By” column to show your name and the date.
8. When all alterations are complete, scroll to the bottom of the page and click “Save”. You will be brought back to the main File Sharing page with your edits complete.

