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Destwin Quick Reference
Console Version 1.3
How to upload a document
02-MAY-09

Destwin has an extensive Document Management System. Much of the text that appears on the Customer site are documents that are loaded and managed through this System. For example, all contract Terms and Conditions are documents that are added to and edited through this Document Management System. This reference describes how to edit the Terms and Conditions of a contract. Steps 1-3 describe how to identify a specific contract Terms and Conditions document. Steps 4-15 describe how to change that document and may be used as an example of how to modify documents in general.

To find the name of the Document to edit:

1. Go to Contracts Setup
2. Click on the Tab of the Contract you want to edit (e.g. Capped Price)
3. Look for the parameter - Terms Document Name - make note of this name. (e.g. cappedTerms)

Once you have identified the appropriate document name, you can go to the Documents Management pages and edit the document.

4. Go to Documents under Admin Functions
5. Using crtl-F, search for the Document Name identified above (e.g. cappedTerms)
6. Right click on the link in the 'file to view' column (e.g. cappedTerms.html)
7. Save this file to a working folder or to your desktop
8. Copy / Rename the file so that it has a .txt extension (e.g. copy cappedTerms.html to cappedTerms.txt) NOTE - we recommend you keep a copy of the original file at least until you have confirmed the edit and upload have been performed successfully)
9. Open the file with the .txt extension with Notepad
10. Edit the file and save it
11. Rename the file so that it has the original file extension (e.g. cappedTerms.html) (See NOTE above)
12. Click on the link in the Name column (e.g. cappedTems)
13. Click on the Browse button
14. Click on the filename you want to upload (e.g. cappedTerms.html)
15. Click on Update

You should receive a number of text messages at the top of the screen including something that indicates you have Successfully updated the document. If not, you may need to repeat steps 13-15.

NOTE - you should probably save the original version just in case something goes wrong with your edit and upload.