

# Job Aid: Editing an HTML Document in Document Manager



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## Section 1: Overview

This document will outline the steps needed to edit an HTML document within a test environment. The team can access this slice and menu using any existing Root Admin account. If you need a specific admin for this slice, that can be created as well.

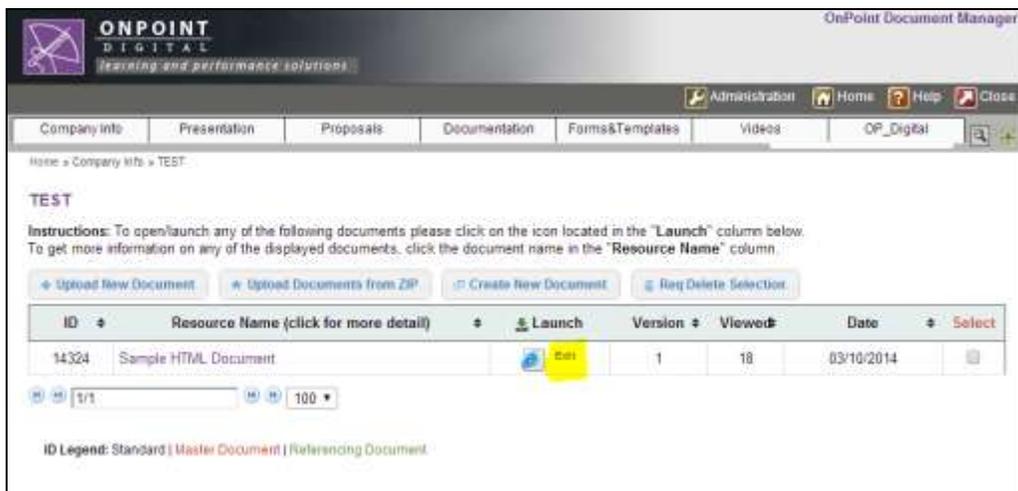
### Steps for Editing

1. After logging and selecting the document Manager from the Oportal, you will choose the menu item labeled "Company Info".
2. Once this main menu item is selected choose the "Test" sub-menu item

This is shown below



4. Once you have selected "Test" you will see the image that is below. There is the word "edit" under the Launch column located next to the Icon. This is highlighted in Yellow in the image. This edit link is only available to admins that are allowed to edit this document.



5. Clicking the Edit link will present the HTML document in an HTML editor. You may make changes here and click the Save button on the bottom left ( highlighted in Yellow in the image below) to update the document.

