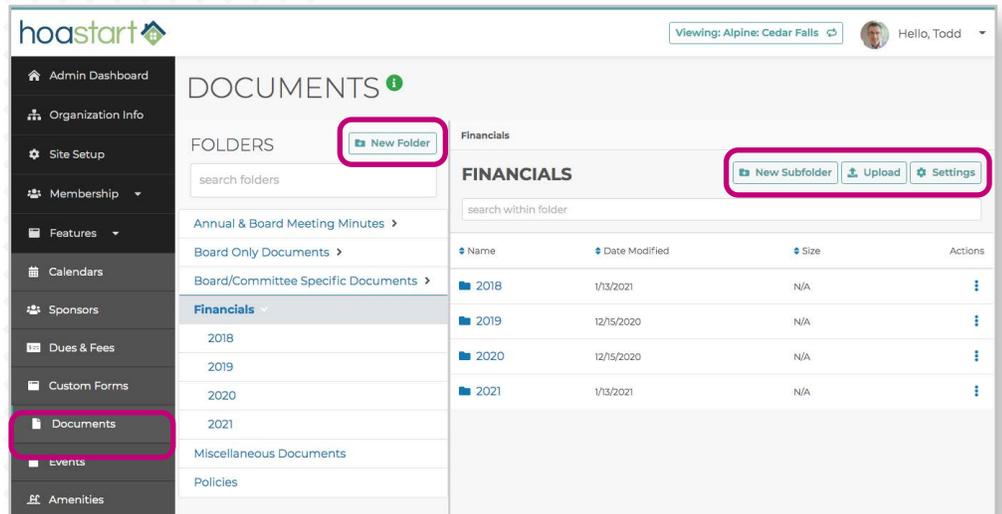


# SETTING UP DOCUMENTS REPOSITORY

Your community can easily keep track of its history and affairs through documents that provide information about rules and regulations, finances, photos, and more. The document repository helps organize sets of documents into folders that often share common attributes which can be stored and retrieved later. To make these documents available to your members, and in some cases restrict who can see them, set up a document repository on your website for downloadable access.

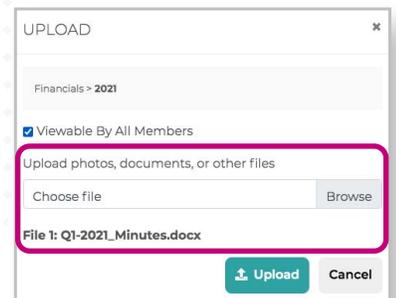
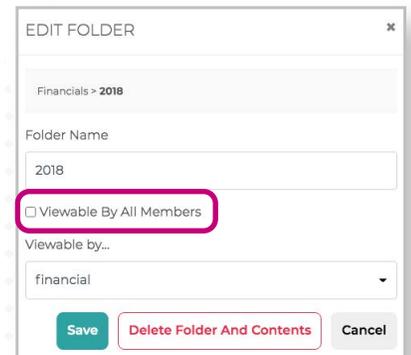
To get started, click on the “Documents” tab listed under Features in the Admin Panel. Next, click on the “New Folder” button which will open the “Create New Folder” window. Name the folder according to what you plan to store in it and click the “Create” button. Once a folder is created, subfolder(s) can be created within the original parent folder by clicking on the “New Subfolder” button.



By default, folder and subfolder access are available to all members within your community. Admins have the option to choose whether to make contents of a folder accessible to your entire membership or restrict it to people within a specific committee or other manually assigned tags. With a specific folder highlighted, click on the “Settings” button in the upper right corner of the Documents window to open the “Edit Folder” modal. Uncheck the “Viewable By All Members” checkbox and select the appropriate tags to restrict viewing options to certain members. If you need to modify the name of the folder, it can be changed in the Edit Folder window.

◆ **Please note that if an Admin would like to restrict access to the Documents page from non-members on the Public website, they can turn on “Hide If Not Logged In” under page settings.**

To upload a document into your folder, click on the “Upload” button. From the “Upload” window, click on the “Browse” button to select your document. Once you locate the file you want, click on the “Upload” button to finish the process. To upload multiple files at once into a folder, hold down the **Command** (Mac) key, or **Control** (PC) key, and click on the various files you would like to upload from a given folder. Like folders and subfolders, Admin can restrict the accessibility to specific files by assigning tags within this same window.



# SETTING UP DOCUMENTS REPOSITORY - CONTINUED

For community members to have access to documents, your website will need to include a Documents feature template page. If you need more information about adding a new template page to your site, visit the [Help Desk](#) on that topic for a more in-depth view.

There are two ways to download files to your desktop or smart device. For individual files, simply click on the file name or the download icon listed under the Actions column. You can also use the Bulk Download option to download multiple files from one folder at once. Click on the "Bulk Download" button and from the Bulk Download window, pick the specific files in a folder you would like to download and click the Download button. Downloaded file(s) will be compressed into a .zip folder attachment.

**Cedar Falls**  
San Antonio, TX

f t @ in Todd's Profile | My Dashboard | Log Off  
(123) 456-7890 | admin@cedarfalls-community.com

Home Calendar Newsfeed Documents About Members Contact Us

## Documents

Subhead copy here

Include information about your organization and specific details about this feature page. We allow Site Admins the control to hide rows of widget(s) if they feel it is not needed on a particular template page. Click on the Widget Settings link in the row dialog box you would like to hide, select Hide Widget option and click the Update button. You will see the grayed out version of the row in your Site Setup page layout view, but it will not appear in the actual Published site. Hidden rows can always be reactivated by clicking on Activate This Row button.

**Folders**

search folders

Annual & Board Meeting Minutes ▾

- 2019
- 2020**
- 2021
- Board Only Documents >
- Board/Committee Specific Documents >
- Financials >
- Miscellaneous Documents
- Policies

Annual & Board Meeting Minutes > 2020

**Subfolders and Files**

search within folder

**Bulk Download**

Name	Date Modified	Size	Actions
<b>April 2020 Board Meeting Minutes.docx</b>	12/15/2020	21.3 KB	
February 2020 Board Meeting Minutes.docx	12/15/2020	21.3 KB	
January 2020 Board Meeting Minutes.docx	12/15/2020	21.3 KB	
July 2020 Board Meeting Minutes.docx	12/15/2020	21.3 KB	
November 2020 Special Board Meeting Minutes.docx	12/15/2020	21.3 KB	
Special Assessment Meeting July 2020.docx	1/12/2021	21.4 KB	

**Bulk Download**

Select

All

Select	Name	Date Modified	Type	Size
<input checked="" type="checkbox"/>	April 2020 Board Meeting Minutes.docx	12/15/2020	application/vnd.openxmlformats	21.3 KB
<input type="checkbox"/>	February 2020 Board Meeting Minutes.docx	12/15/2020	application/vnd.openxmlformats	21.3 KB
<input checked="" type="checkbox"/>	January 2020 Board Meeting Minutes.docx	12/15/2020	application/vnd.openxmlformats	21.3 KB
<input checked="" type="checkbox"/>	July 2020 Board Meeting Minutes.docx	12/15/2020	application/vnd.openxmlformats	21.3 KB
<input checked="" type="checkbox"/>	November 2020 Special Board Meeting Minutes.docx	12/15/2020	application/vnd.openxmlformats	21.3 KB
<input type="checkbox"/>	Special Assessment Meeting July 2020.docx	1/12/2021	application/vnd.openxmlformats	21.4 KB

**Download 4 Files** Cancel

If you have any further questions about using the Documents features, please visit [support.hoastart.com](https://support.hoastart.com) where you can open a support ticket.