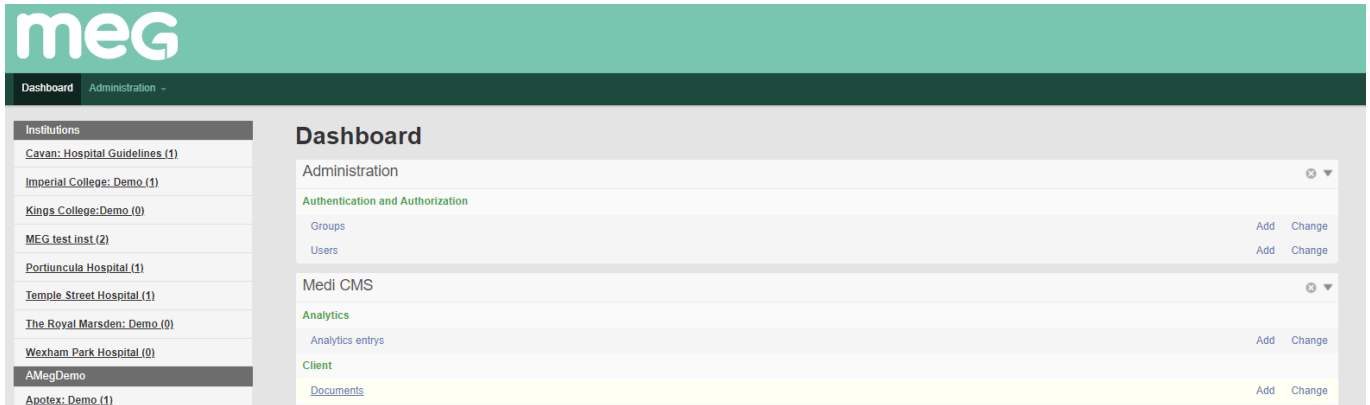


MEG Demo (Staff App) - MEG Demo - MEG Staff app: How to Link a Document



Go to Home page. Click on the "Add" button for the "Documents".

The screenshot shows the document upload form. It includes the following fields and options:

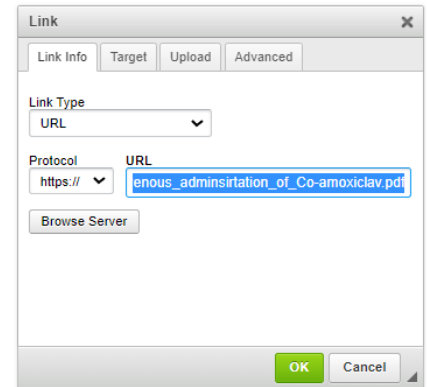
- Order:** A text input field containing the number '1'.
- Publish:** A checkbox that is checked.
- File:** A section showing the current file path: `./Pharm_SLH_WI_16_Work_Instruction_for_Intravenous_adminsirtation_of_Co-amoxiclav.pdf`. Below it, a 'Change' button is labeled 'Dosya Seç' and 'Dosya seçilmedi'.
- Description:** A large text area containing the text 'Co-amoxiclav Intravenous Administration Guideline'.
- Institution:** A dropdown menu currently showing 'St.Lukes Rathgar'.
- Link:** A text field containing the URL `/media/Pharm_SLH_WI_16_Work_Instruction_for_Intravenous_adminsirtation_of_Co-amoxiclav.pdf`.

At the bottom of the form, there are three buttons: a red 'Delete' button, a green 'Save' button, a blue 'Save and add another' button, and a grey 'Save and continue editing' button.

Choose the file you want to upload, type the description and select the institution. Click on "Save and continue editing". After saving it creates a link for the document. Right click on the link and copy the URL.



Co-amoxiclav Intravenous Administration Guideline



Go to the e-guide where you want to add the link. Write your link title, select it, and click to the link button. (Three buttons next to the Text Color). Paste your link. Make sure it is correct. Your link to the document is ready