

# Administrative Memos

Add Content – Administrative Memos

Enter Title, Memo Date and Memo Number

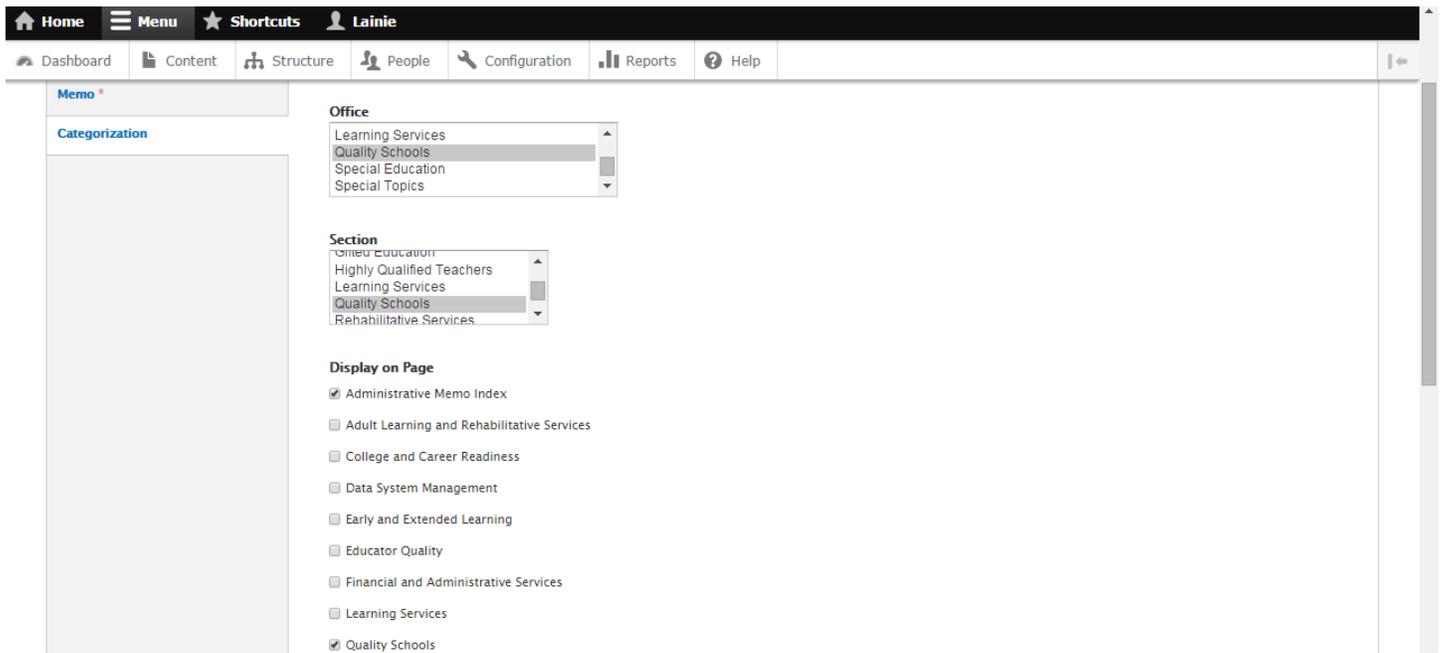
The screenshot shows a web application interface for editing an administrative memo. At the top, there is a navigation bar with 'Home', 'Menu', 'Shortcuts', and 'Lainie'. Below this is a secondary navigation bar with 'Dashboard', 'Content', 'Structure', 'People', 'Configuration', 'Reports', and 'Help'. The main title of the page is 'Edit Administrative Memo Adjustments to 2015 Annual Performance Report', with 'VIEW' and 'EDIT' buttons to its right. A yellow banner indicates 'Workbench Access: Quality Schools'. The form itself is titled 'Memo \*' and has a 'Categorization' tab on the left. The main form area contains three fields: 'Title (Subject) \*' with the value 'Adjustments to 2015 Annual Performance Report', 'MEMO DATE' with a 'Date' field containing '01/05/2015' and a hint 'E.g., 01 /12 /2015', and 'Memo Number' with the value 'QS-15-001'.

Upload file (name based on Admin Memo guidelines) – choose file -

The screenshot shows a file upload interface. At the top right, there are 'UPLOAD' and 'LIBRARY' buttons. Below this, the section is titled 'Upload a new file \*'. It features a 'Choose File' button followed by a text input field containing 'QS-15-001.pdf' and an 'Upload' button. Below the input field, there is a note: 'Files must be less than 50 MB. Allowed file types: txt pdf doc docx xls xlsx.' At the bottom left, there is a 'Next' button.

Next – Save

Categorization tab



Select Office and then select section, if it's an office-wide memo, select Office under Section.

Then select appropriate Display on Page options, Admin Index and then one or more Office pages.