Adding a file to Shapwick Village website: - 6th October 2025

From the desktop use the "Webglu admin" shortcut to goto the login screen below.

Step one is to add the new file to appropriate folder: -
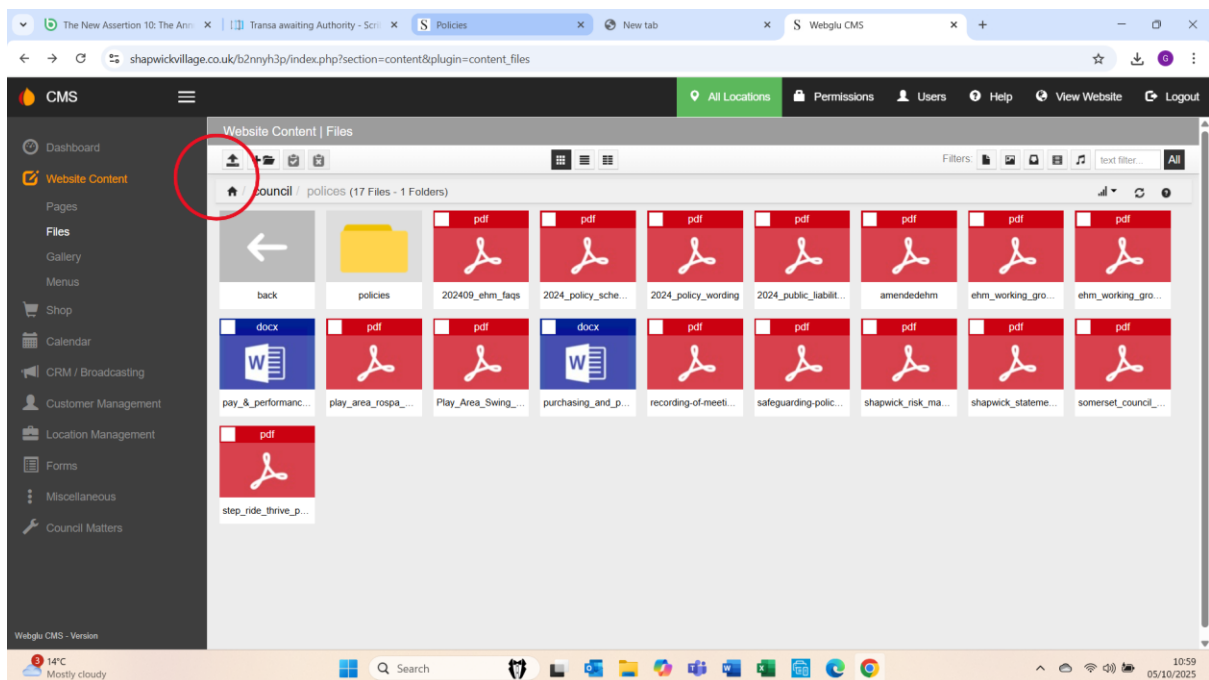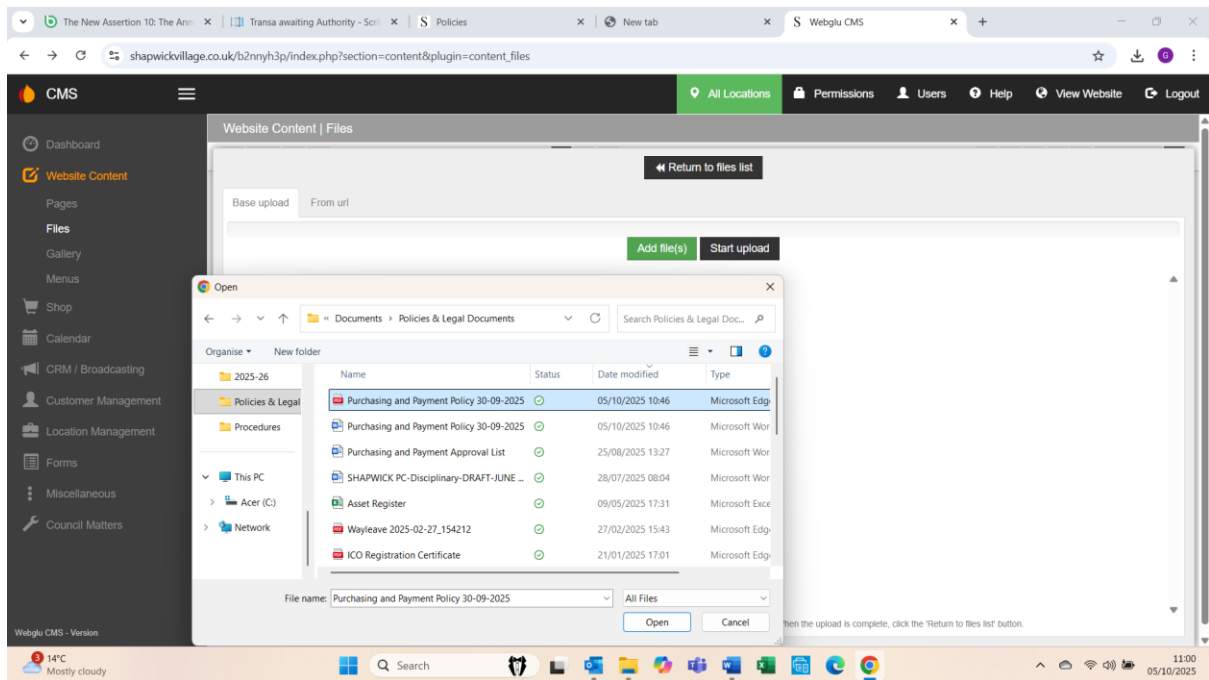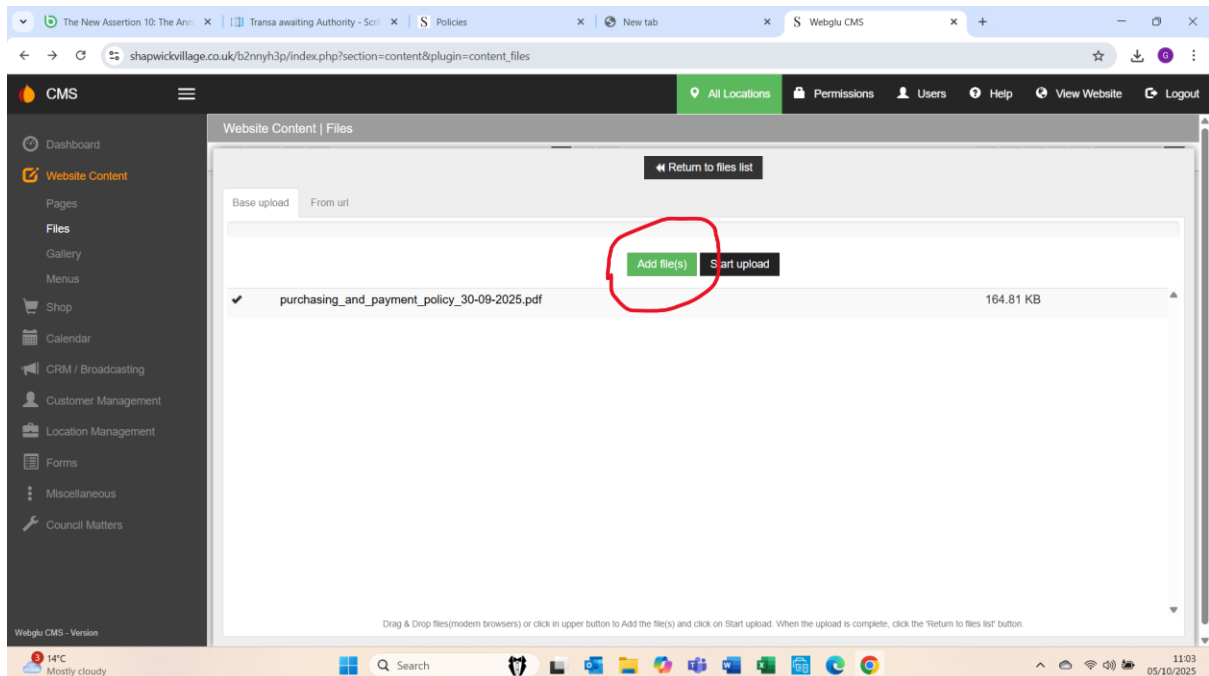
Navigate to the required folder.

When you have got to the required folder click the upload button (see red circle)

Click on the green "Add file(s)" button & Navigate to and select the required file on the PC

& then cleck the "Start Upload" button then "Return to the files list"

The new file will appear in the list of files in the folder. The usual views are available i.e. list view sorted in descending date order, see below, is generally a good option
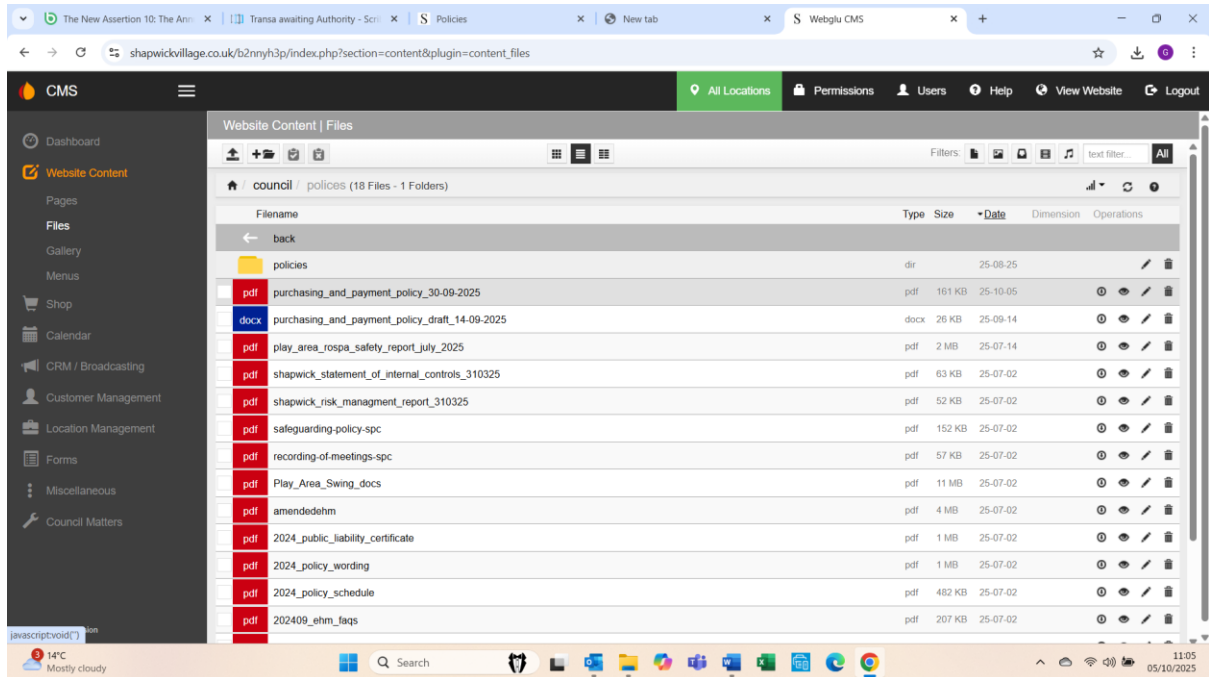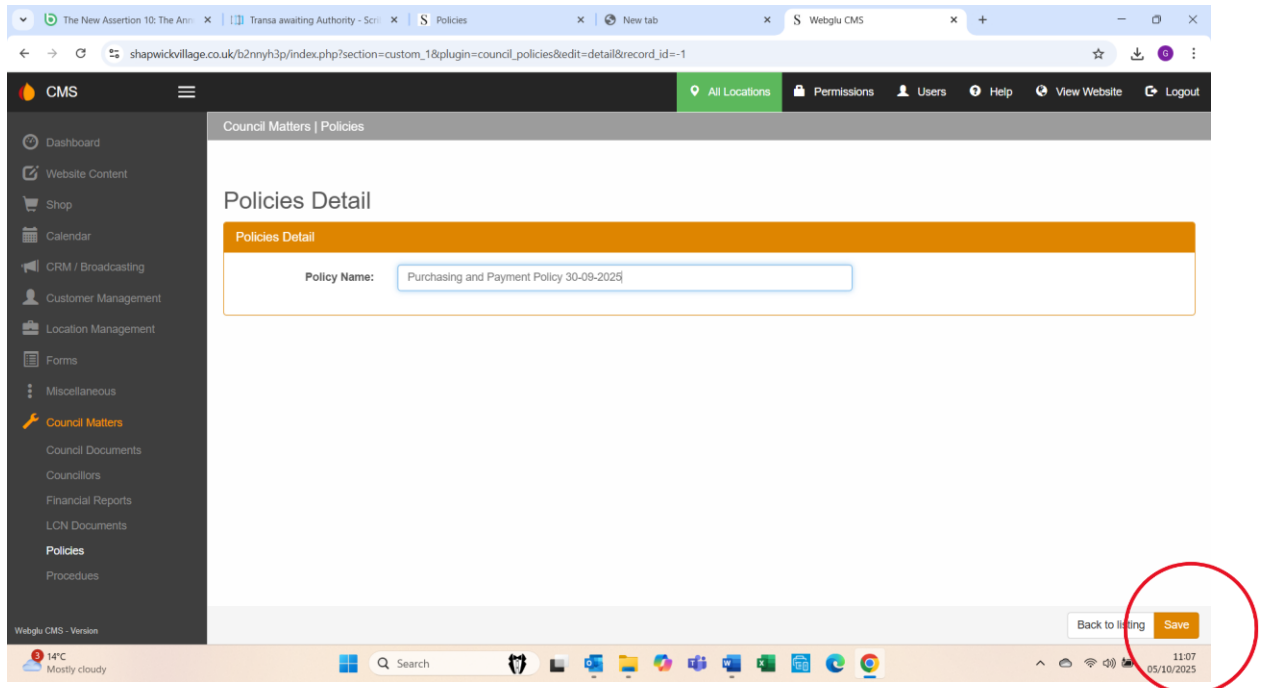

<u>Step Two is to add the new file to the required website page: -</u>

Using the Left Hand side menu to select the required page, in this case Council Matters/Policies
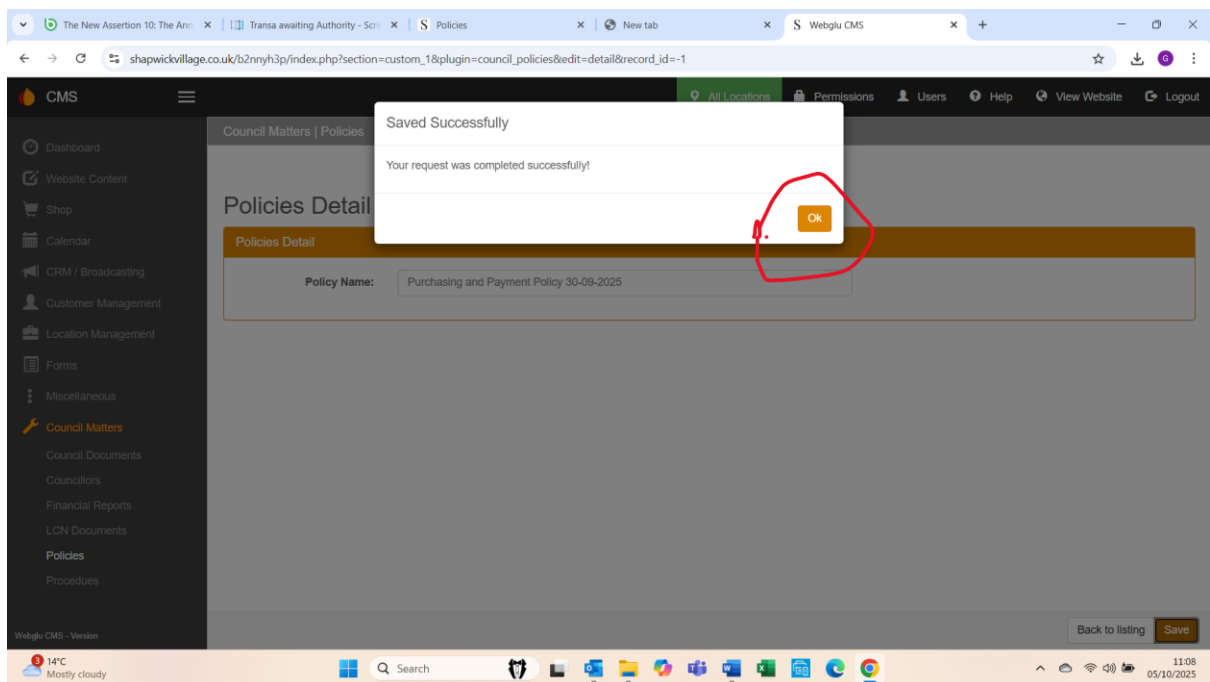
Then click on Create Record, circled in red.....
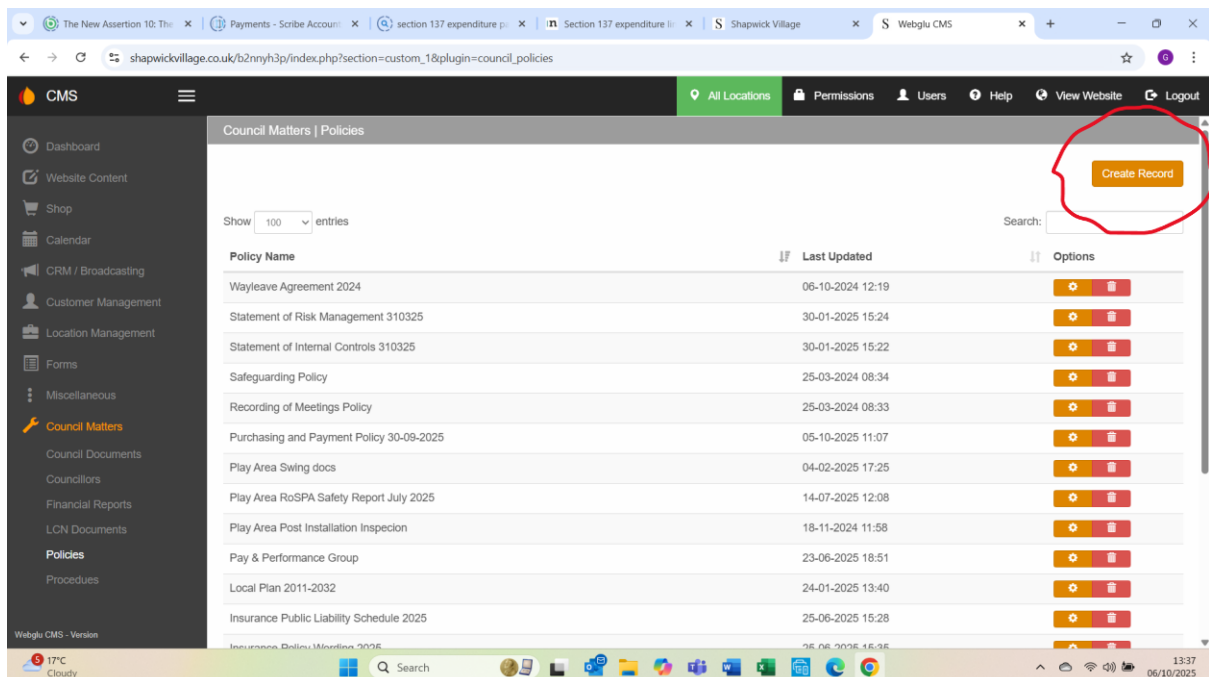
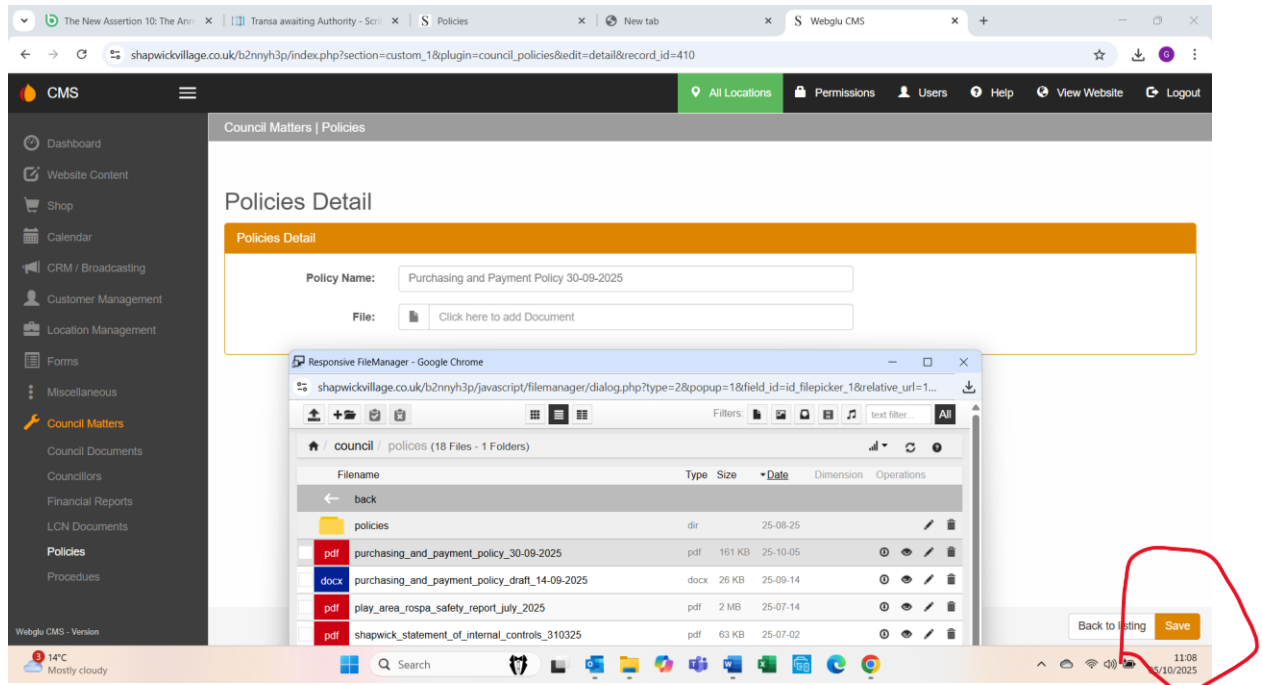Type in the Name to appear on the website and Save, see red circle....
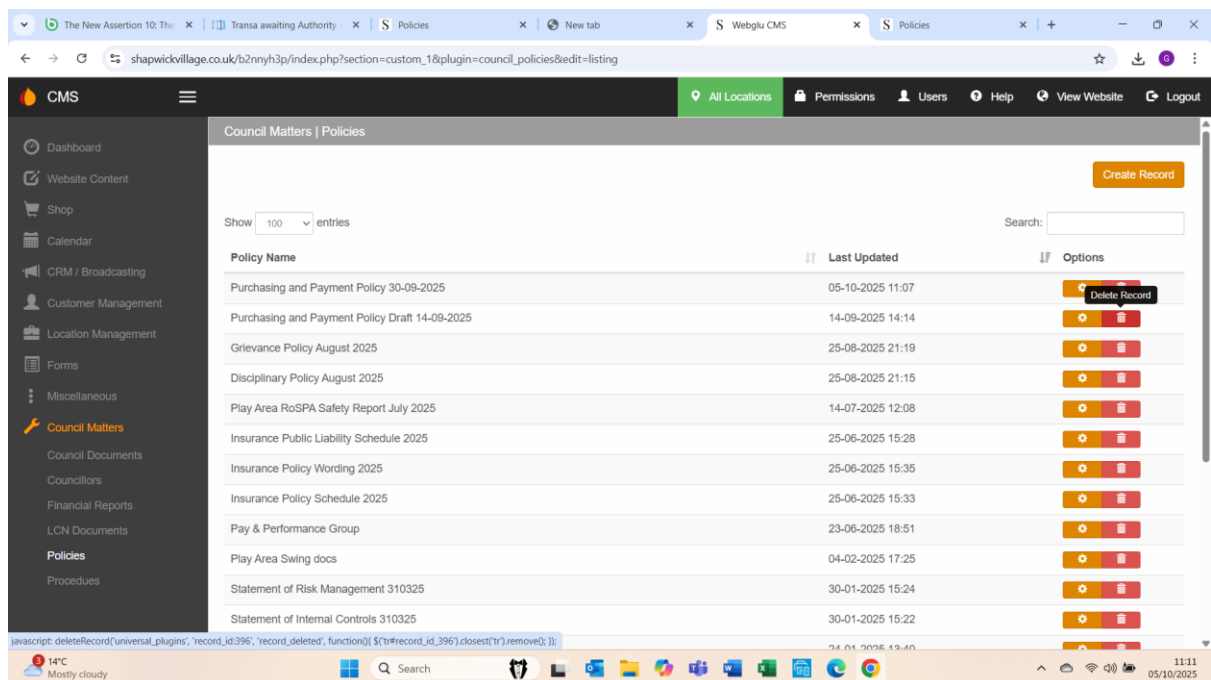

Click OK

In the file dialogue box navigate to the required the file select it and SAVE

The Back to Listing button take you to the next screen shot...

You can manage files in the listing, i.e. "delete"

The new file should now appear on the correct webpage, you should always select the new file to make the sure that the link is correctly set up: -