

How to Edit Website to Post Reports

1. Log In to Website

- Go to www.Wix.com
- Log In

2. Edit Site: Change Agency Submission Report

- Scroll down to Site and click “Edit Site”
- Go to Page *(top left of screen)*
- Select “Quarterly Statistic Reports”
- Click text box where “Agency Submission Status by Quarter”, click “Edit Text”
- Highlight “Agency Submission Status by Quarter”
- Click the Chain Icon on the Text Settings *(click the icon with the x to delete existing link)*
- Click the Chain Icon again
- Select “Document”
- Choose File
- Click “Upload Docs” *(top right of screen)*
- Choose file to upload
- Click Done
- Add to Page *(or double click uploaded file – will be the first one)*
- Click Done
- Change date of “(as of)”

3. Edit Site: Change DV Quarterly Report

- Click text box where “Domestic Violence Quarter # 2018”, click “Edit Text”
- Change Quarter #
- Highlight “Domestic Violence Quarter # 2018”
- Click the Chain Icon on the Text Settings *(click the icon with the x to delete existing link)*
- Click the Chain Icon again
- Select “Document”
- Choose File
- Click “Upload Docs” *(top right of screen)*
- Choose file to upload
- Click Done
- Add to Page *(or double click uploaded file – will be the first one)*
- Click Done
- Change date of “(as of)”

4. Click Publish *(top right of screen)*