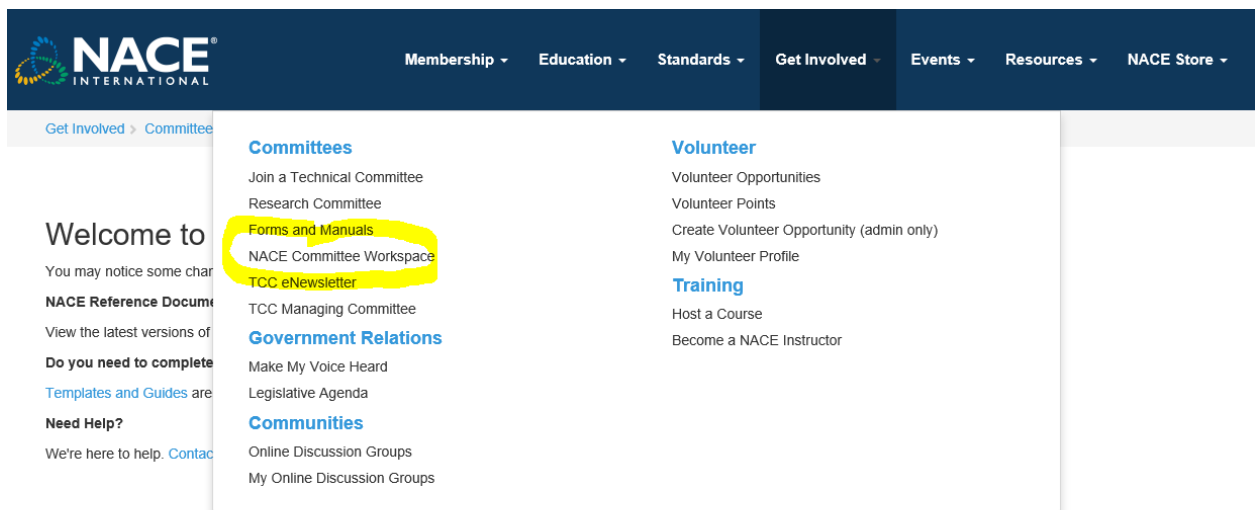
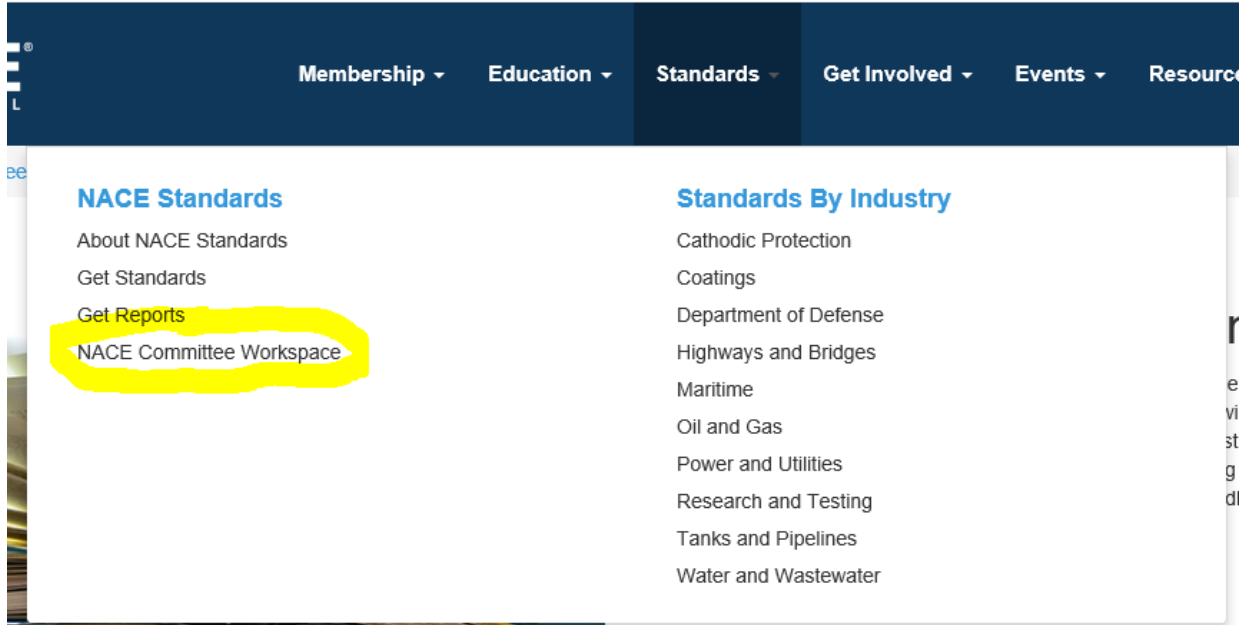


Basic Instructions for uploading Documents to NCW

- Open the NACE website and login: <https://www.nace.org/home>
- You can access NACE Committee Workspace by selecting “Standards” or “Get Involved” from the NACE International menu bar.
- Then, from the dropdown arrow, click on the “NACE Committee Workspace” option.



Use the Community Navigator to search a committee/community by Committee Code (i.e. STG, TEG, or TG followed by a space and the code number) and click on the title rectangle or scroll through the list provided.

Community Navigator

Start typing to filter the list...

- Click on the title of the Committee from your search or from your list to access the Community Home page for that committee.
- Select the “**Workspace**” tab.
- Select “**Documents**” tab on the left if needed. You may have opened to this page.
- Under the Documents Title you will see a **black Folder Navigator**. Click the black folder icon. This is a customized list of your folders.
- Now select **the down arrow next** to the Green Add button for the dropdown list.
- Select **Quick Add Document** (there is a longer version to add a document by selecting “Add”, but this method is quicker and easier).

Viewing Groups

Home

Documents

Roster

Calendar

Comments

Ballots

Action Items

Discussions

Settings

Documents

Folder Navigator

Expand All | Collapse All | Show Archives

All Folders

Ballot

Carvass

Correspondence

Misc

Reballot

Drafts

Meeting Agendas and Minutes

Powered by Higher Logic

Add

Download 1 of 1

Download document list CSV

Quick Add Document

Start a Jot

Add Folder

Search Title

All States

Ap

Submitted Date

State

2018-03-16

Final

hill, richard

U

Upload a Document to TG 082 - Cracking, Stepwise: Pipeline Steels

Select File to Upload:

+ Add File

Link:

State:

Final

Folder:

None Selected

Notifications:

This group's mailing list (TG 082 - Cracking, Stepwise: Pipeline Steels).

Upload

Cancel

- Select **+Add File** and browse for your document, select your document and open it. **You will not see that your selected file is added yet.**
- State: - change to Final (or leave as draft) from dropdown
- Folder: **– IMPORTANT- you MUST select a folder from dropdown** or your document will not upload
- Check the Notifications box if you wish to send an automatic email to the members of this group.

- Then click [Upload](#).

Your document will appear in the Documents page and the Homepage of your committee and if you checked the Notifications box, an automatic email will be sent to members of that committee in the Discussions folder.

7/18/2019