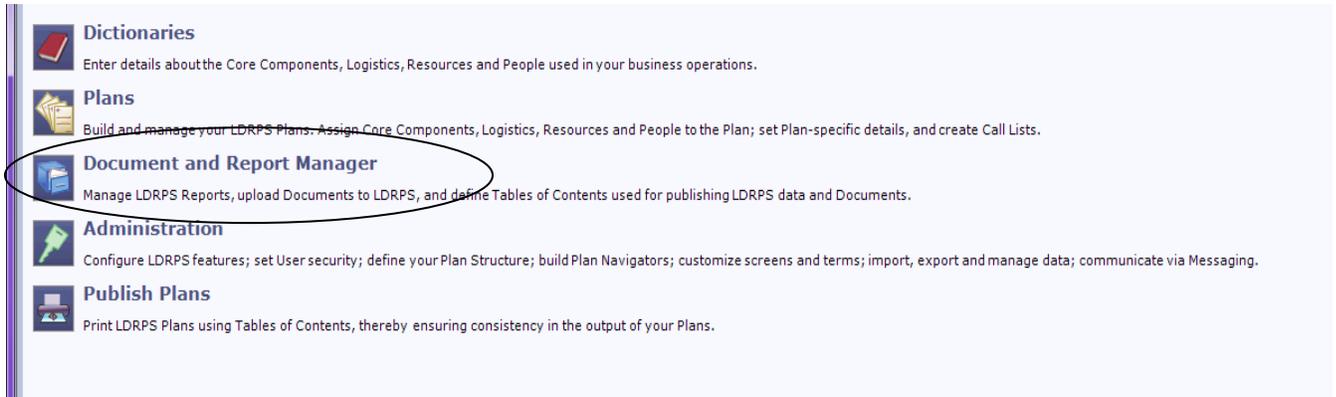


# ADDING AND UPDATING DOCUMENTS IN LDRPS

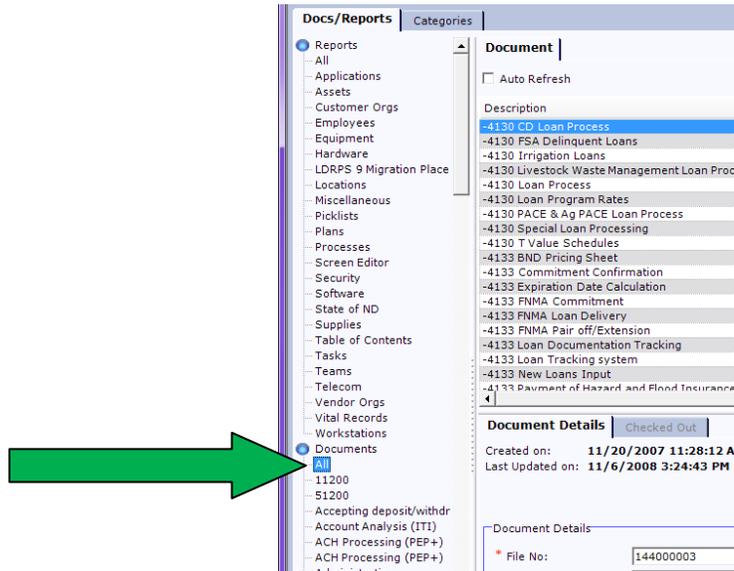
Log into LDRPS and click on the Document and Report Manager.



The screenshot shows the LDRPS main menu with the following items:

- Dictionaries**: Enter details about the Core Components, Logistics, Resources and People used in your business operations.
- Plans**: Build and manage your LDRPS Plans. Assign Core Components, Logistics, Resources and People to the Plan; set Plan-specific details, and create Call Lists.
- Document and Report Manager**: Manage LDRPS Reports, upload Documents to LDRPS, and define Tables of Contents used for publishing LDRPS data and Documents. (This item is circled in red in the original image.)
- Administration**: Configure LDRPS features; set User security; define your Plan Structure; build Plan Navigators; customize screens and terms; import, export and manage data; communicate via Messaging.
- Publish Plans**: Print LDRPS Plans using Tables of Contents, thereby ensuring consistency in the output of your Plans.

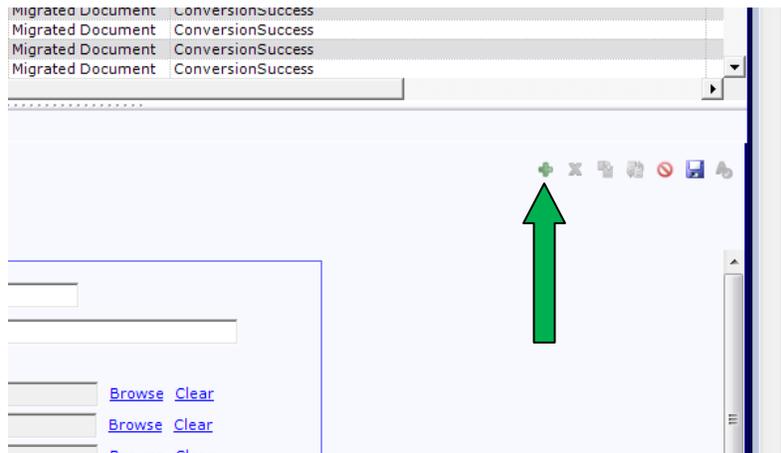
Then click the All category under Documents.



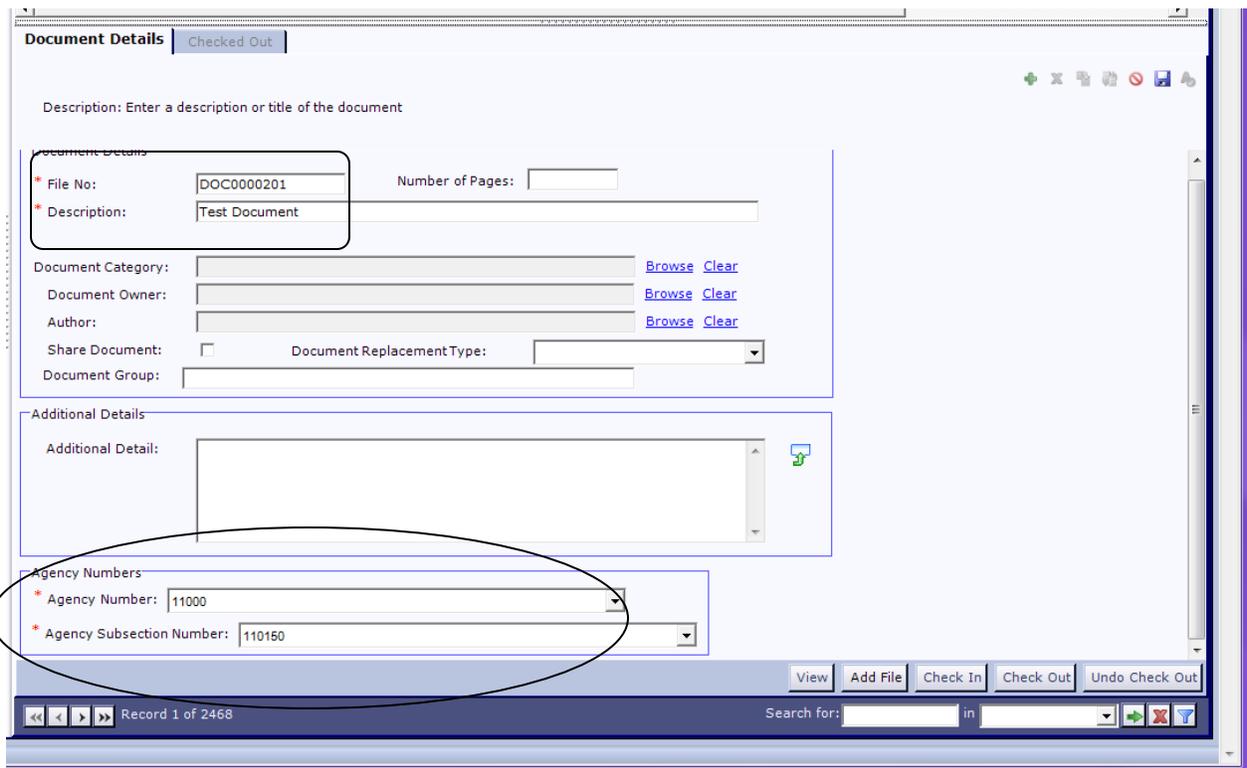
The screenshot shows the 'Docs/Reports' interface. The left sidebar lists various categories, with 'Documents' selected. A green arrow points to the 'All' category under 'Documents'. The main pane shows a list of documents, with '-4130 CD Loan Process' selected. The 'Document Details' section shows the document was created on 11/20/2007 and last updated on 11/6/2008. The file number is 14400003.

Category	Description
All	-4130 CD Loan Process
Applications	-4130 FSA Delinquent Loans
Assets	-4130 Irrigation Loans
Customer Orgs	-4130 Livestock Waste Management Loan Process
Employees	-4130 Loan Process
Equipment	-4130 Loan Program Rates
Hardware	-4130 PACE & Ag PACE Loan Process
LDRPS 9 Migration Place	-4130 Special Loan Processing
Locations	-4130 T Value Schedules
Miscellaneous	-4133 BND Pricing Sheet
Picklists	-4133 Commitment Confirmation
Plans	-4133 Expiration Date Calculation
Processes	-4133 FNMA Commitment
Screen Editor	-4133 FNMA Loan Delivery
Security	-4133 FNMA Pair off/Extension
Software	-4133 Loan Documentation Tracking
State of ND	-4133 Loan Tracking system
Supplies	-4133 New Loans Input
Table of Contents	-4133 Payment of Hazard and Flood Insurance
Tasks	
Teams	
Telecom	
Vendor Orgs	
Vital Records	
Workstations	
Documents	
11200	
51200	
Accepting deposit/withdr	
Account Analysis (ITI)	
ACH Processing (PEP+)	
ACH Processing (PEP+)	
Administration	

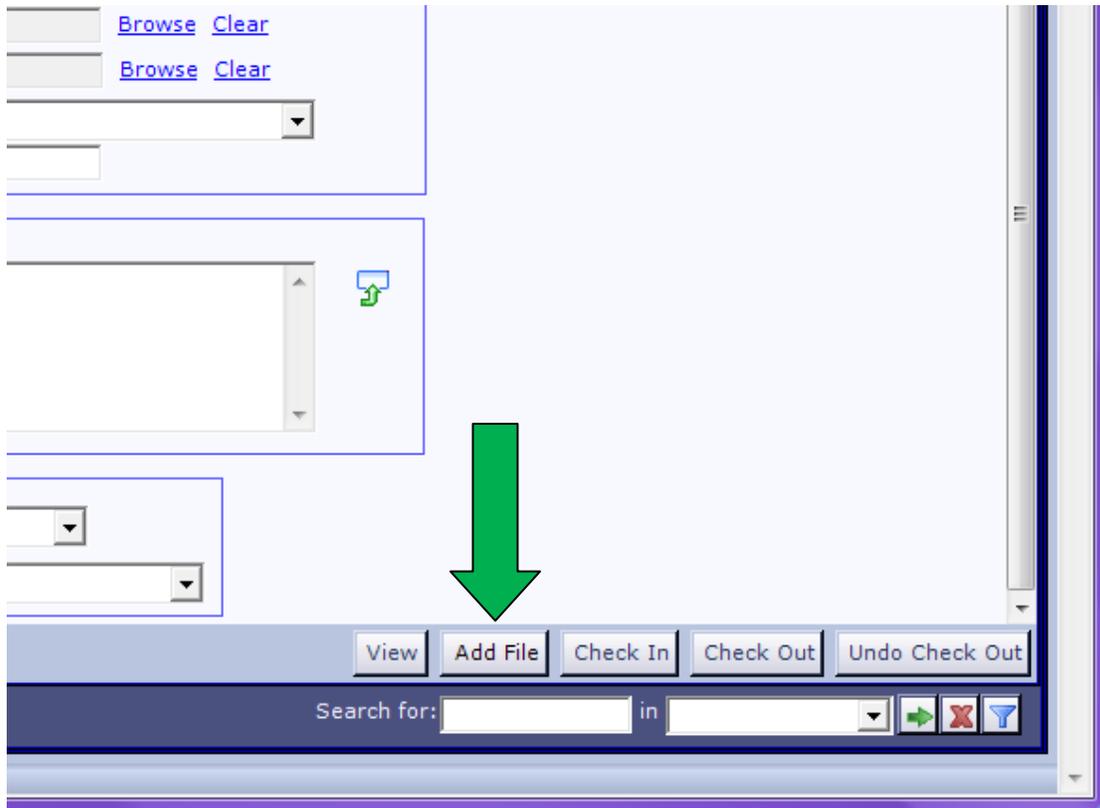
Then click the plus sign, for a new document.



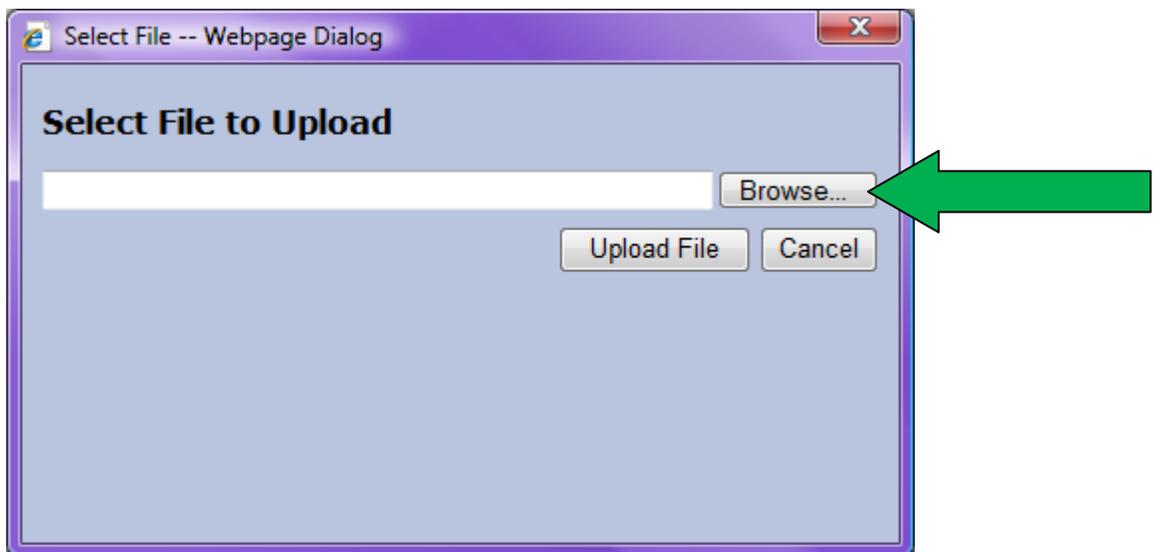
Fill in the information you wish. The File No., Description, Agency Number, and Agency Subsection Number are required fields. The File No., Agency Number, and Agency Subsection Number *should* automatically populate for you. Unless you have some numbering that you are positive no one else uses then I would recommend you don't change the File No.



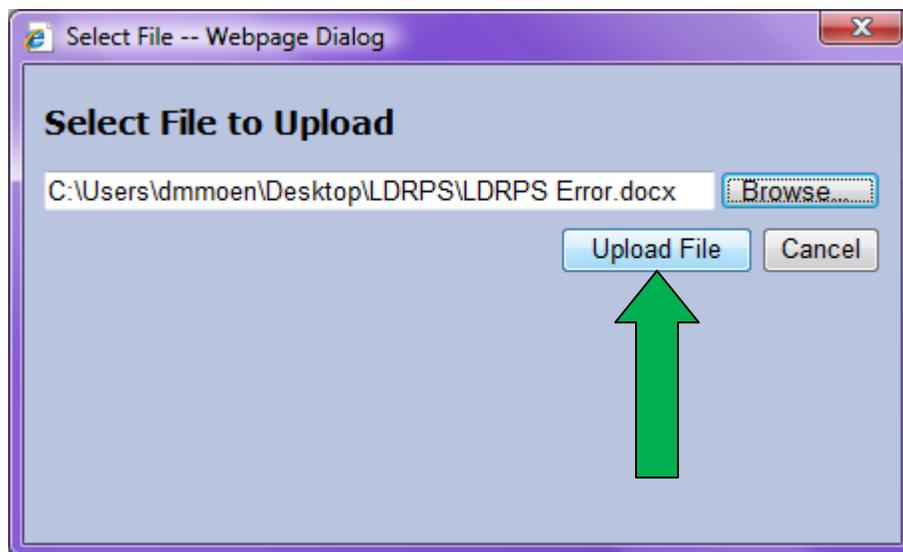
After you have completed the information, then select Add File.



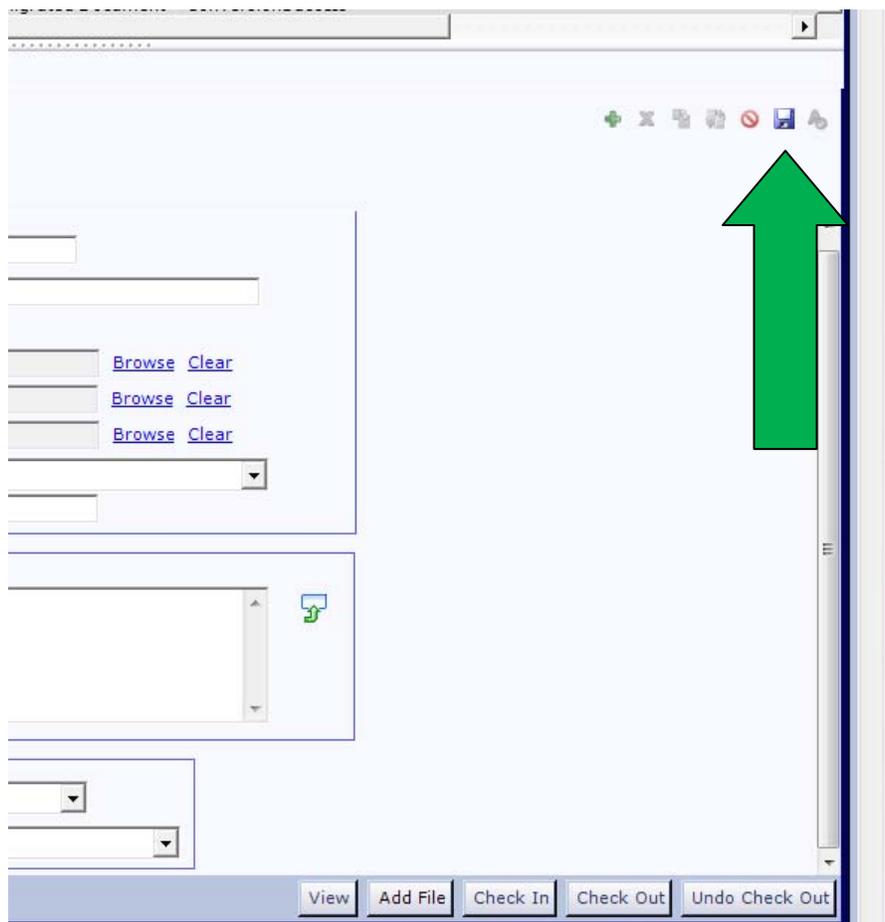
The following window will pop up click Browse and it will take you to your local drives and then select the document you wish to upload to LDRPS.



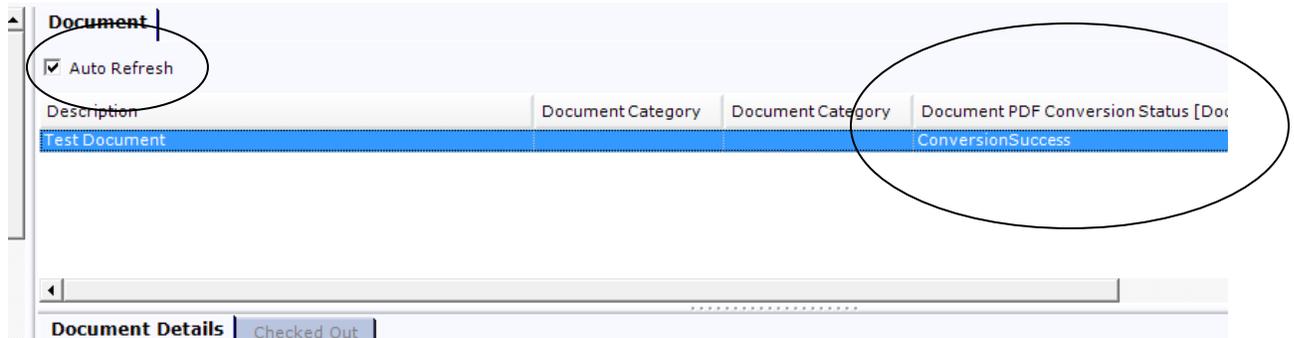
After the file has been selected then click Upload File.



Next click the Save icon.

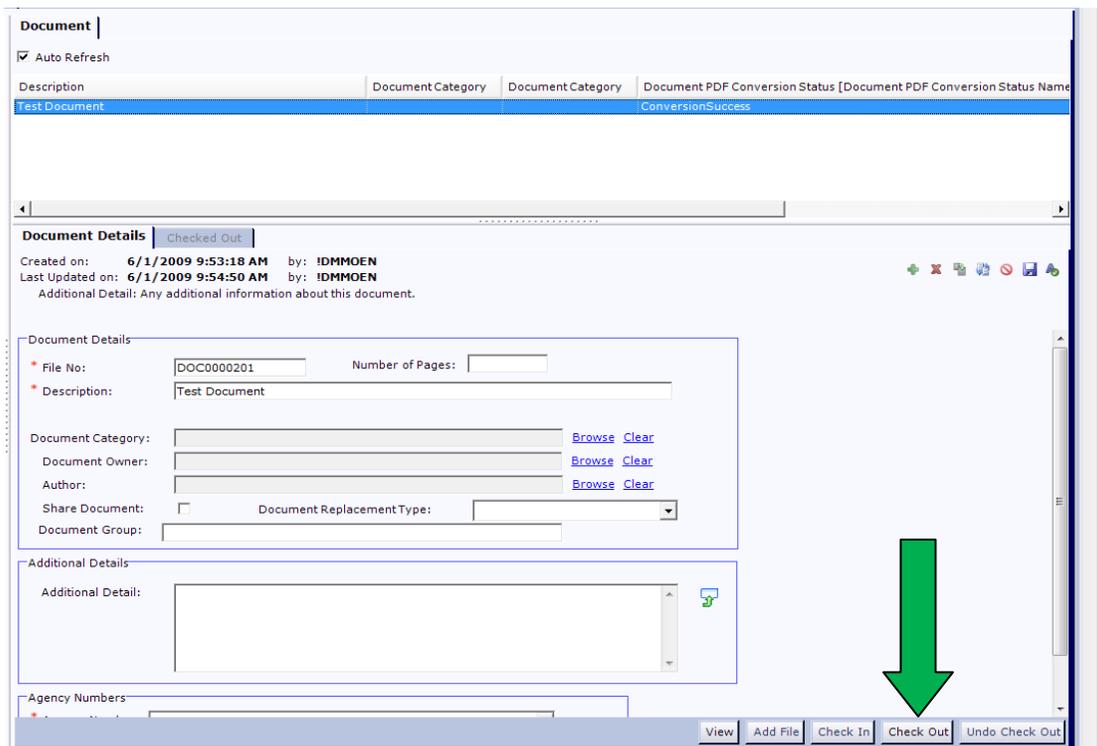


Put a check mark next to the Auto Refresh, after the program has attempted to convert your document to a PDF, it will indicate a status. Either it will indicate Conversion Success or Conversion Failed.

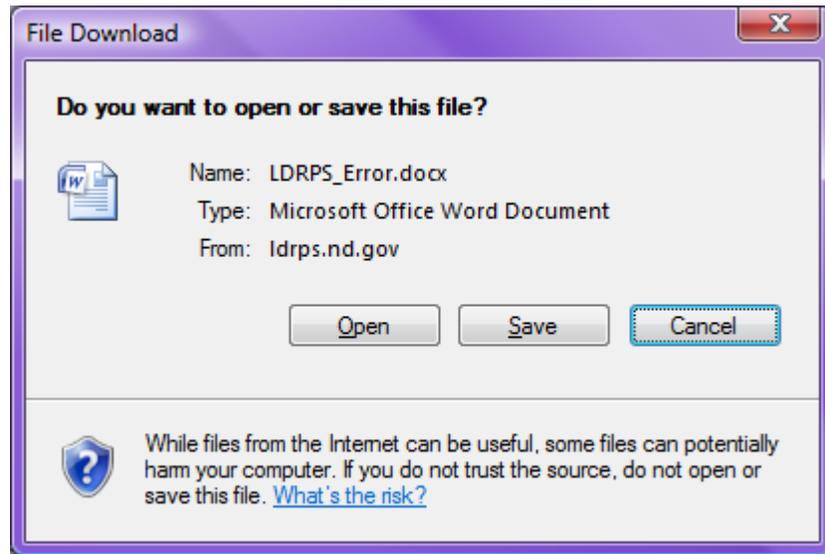


## UPDATING DOCUMENTS IN LDRPS

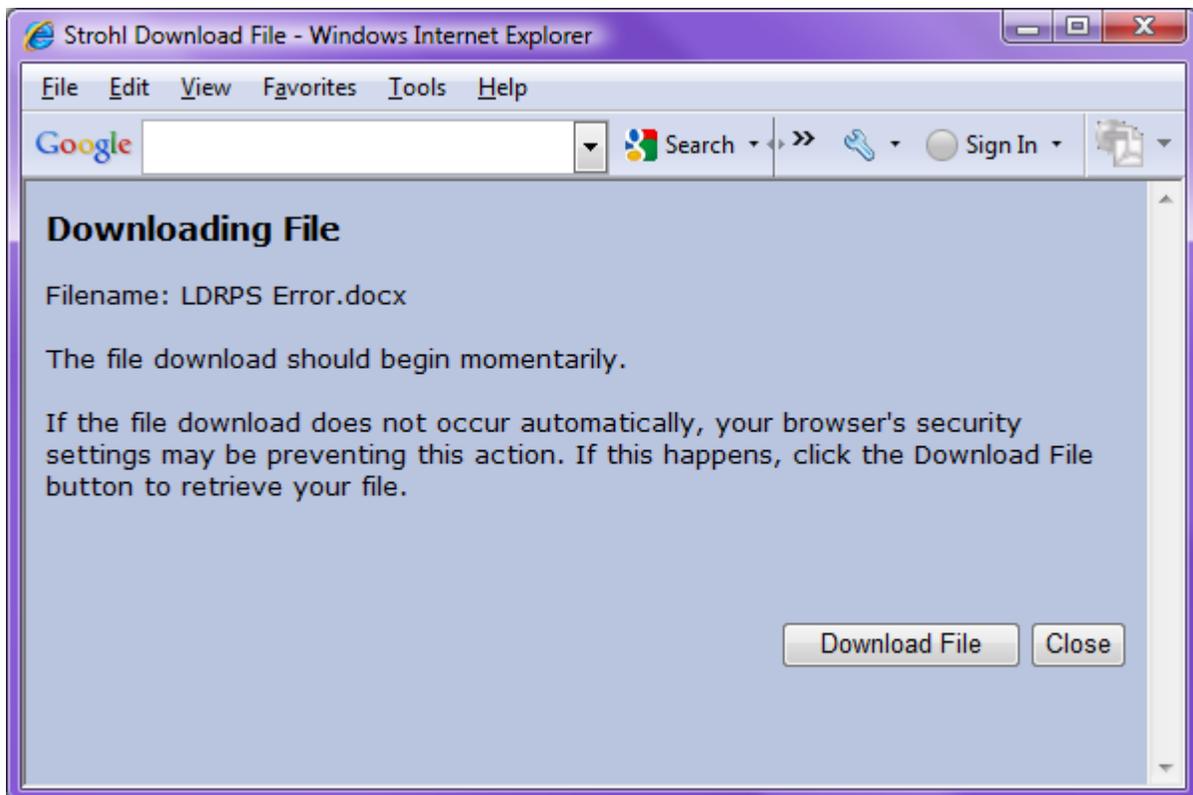
Now you have a document in LDRPS that you would like to replace with an updated version. First, log into LDRPS and click on the Document and Report Manager. Then under the Document click on the All category. Then find the document you would like to update and click on it once so it is highlight it. Next click the Check Out button.



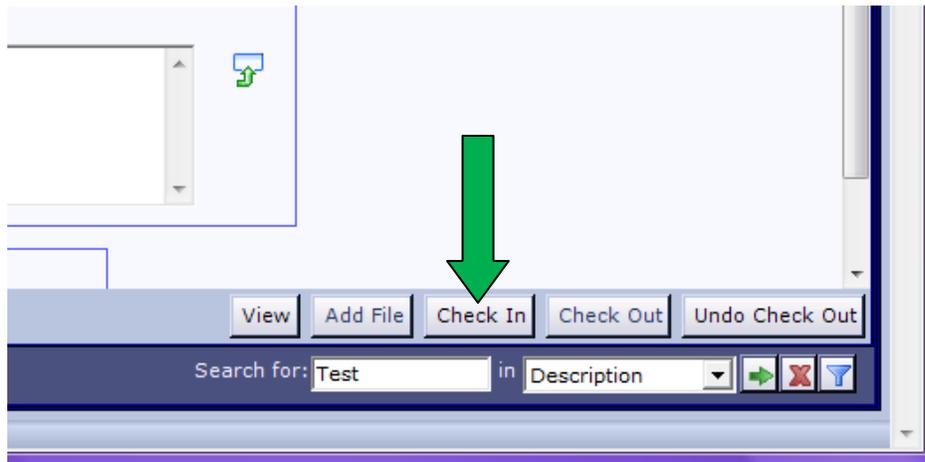
Then this screen will pop up. Click Cancel.



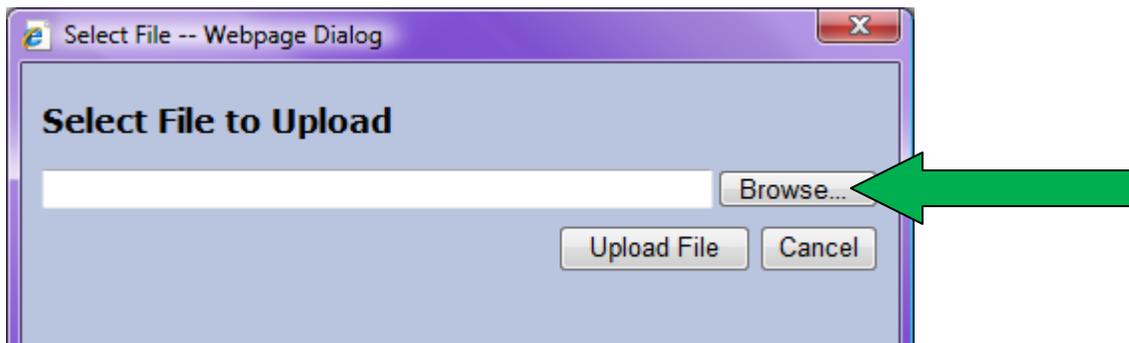
This screen will also pop up. Click Close.



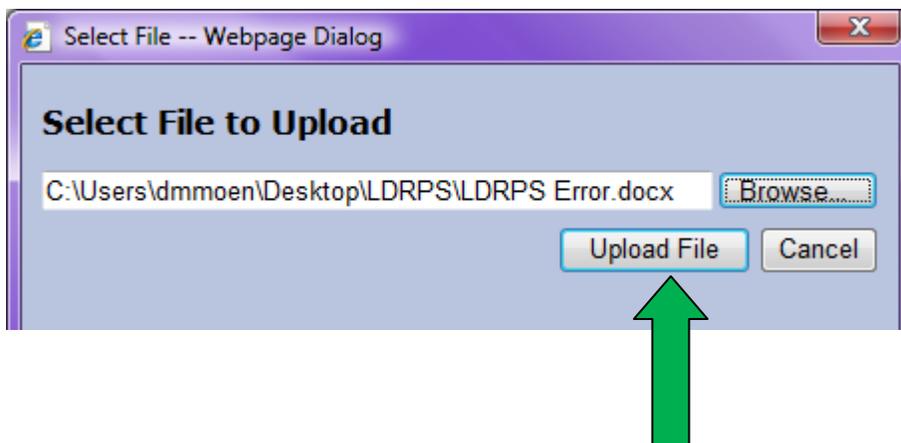
Click Check In.



Click Browse.



After you have selected the file click Upload File.



Click the Save icon.

Auto Refresh

Description	Document Category	Document Category	Document PDF Conversion Status [Document PDF Conversion Status Name]
Test Document			

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**Document Details** | Checked Out

Created on: **6/1/2009 9:53:18 AM** by: **IDMMOEN**  
Last Updated on: **6/1/2009 10:07:43 AM** by: **IDMMOEN**  
Additional Detail: Any additional information about this document.

Document Details

\* File No:  Number of Pages:

\* Description:

