

Attaching Documents to Site

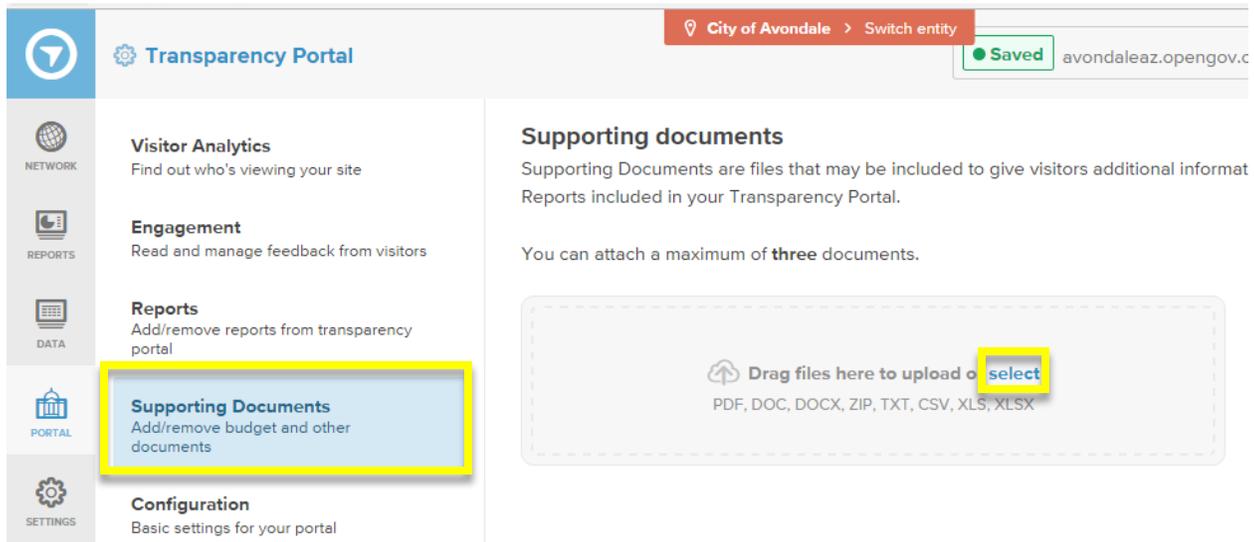
In order to add documents to your site, login to your opengov.com site:



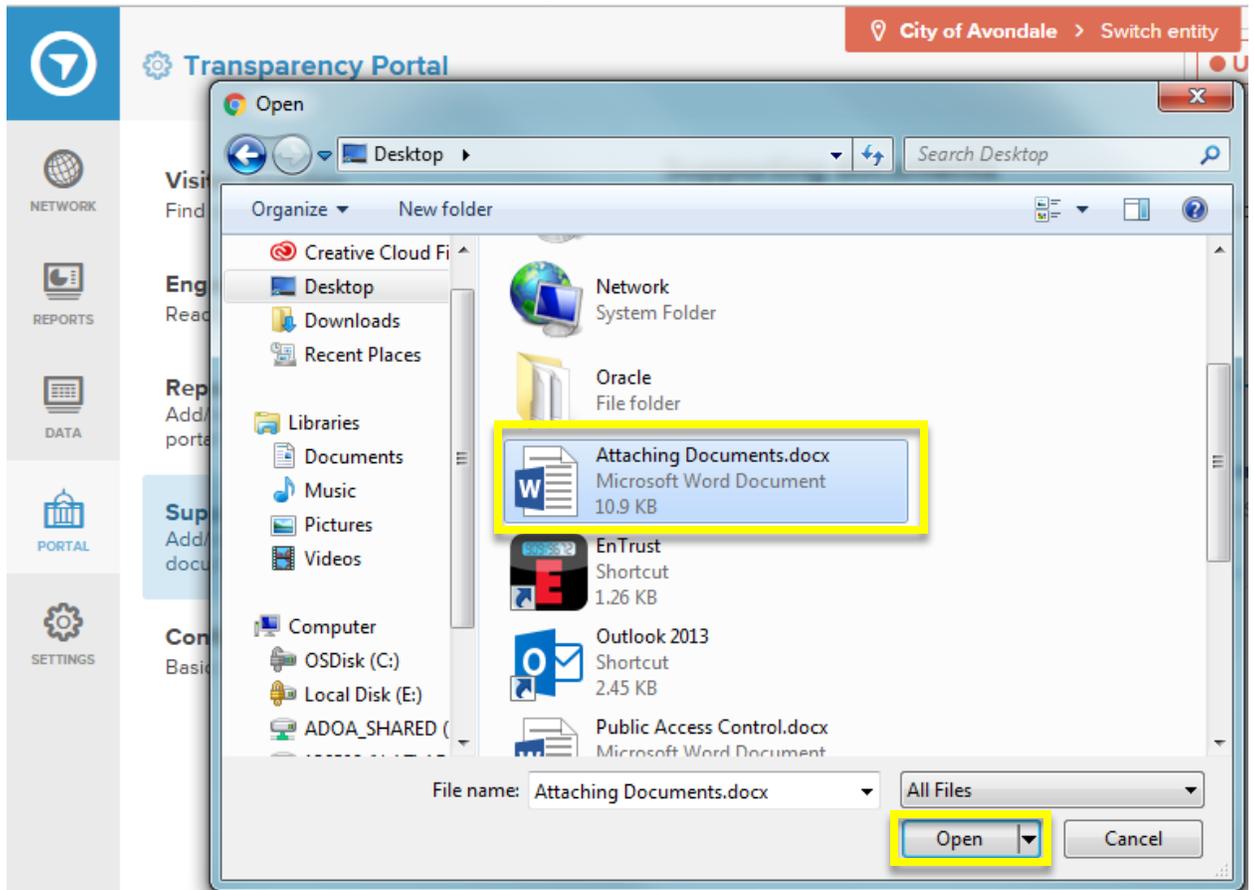
Then click on the "Portal" tab:



Click on "Supporting Documents" on the left, then "select" on the right:



Choose the file you want to attach and click open:



City of Benson > Switch entity

Unsaved | bensonaz.opengov.com | Preview in Transparency | Save

Transparency Portal

- Visitor Analytics**
Find out who's viewing your site
- Engagement**
Read and manage feedback from visitors
- Reports**
Add/remove reports from transparency portal
- Supporting Documents**
Add/remove budget and other documents

Supporting documents
Supporting Documents are files that may be included to give visitors additional information. These files will be available on all Reports included in your Transparency Portal.

You can attach a maximum of **three** documents.

Attaching Documents.docx
Attaching Documents.docx
Click Save to upload file | Remove

DOCUMENTS
Attaching Documents.docx

Click Save

When you view your site you will find the document has been attached:



OpenBooks

Filters | **Views**

FILTERED BY: All >

- Filters: 1 >
- Columns: >
- Aggregates: >

Visualizations X

TOTAL FOR ALL YEARS
\$24,703,150.17

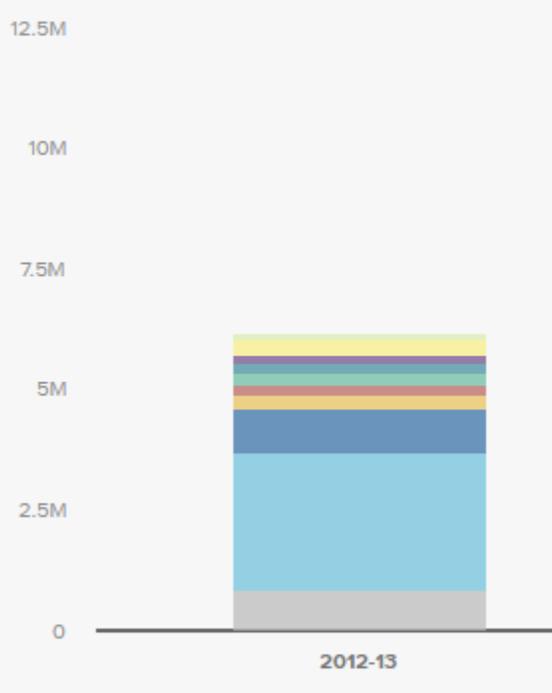
DOCUMENTS

Attaching_Document

← Back | ↺ Reset | 🔍 Search in table

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Broken down by ORGANIZATION LEVEL 1 ▾



RECORD NUMB ▾	VENDOR ID CODE ▾
3159	SOUTHWEST DISPOSAL
3158	SOUTHWEST DISPOSAL

If you no longer want the document attached, follow the above steps but this time click the remove button then the

save button:

The screenshot shows the 'Transparency Portal' interface for the 'City of Benson'. The left sidebar contains navigation options: 'Visitor Analytics', 'Engagement', 'Reports', and 'Supporting Documents' (which is highlighted). The main content area is titled 'Supporting documents' and includes instructions on how to attach documents. A document named 'Attaching_Documents.docx' is listed with 'View' and 'Remove' options. The 'Remove' button is highlighted with a yellow box. In the top right corner, there is a 'Save' button, also highlighted with a yellow box. The top navigation bar shows 'City of Benson', 'Switch entity', 'Saved', 'benzonaz.opengov.com', 'Preview in Transparency', and another 'Save' button.