

# Document Management

inLeague provides simple document storage and retrieval for league-related files under the **Utilities** menu. Documents may be attached to events or linked from your public web site.

## Access Control

**Player Administrators, Volunteer Administrators, Registrars, and Webmasters** have full access to the document manager and may add, edit, or delete any file.

All users may access the document manager to view (but not add, edit, or delete) publicly accessible files.

## Adding Documents

To add a new document, select **Document Manager** from the **Utilities** menu and then **Add a New Document**.

- Every document entry must have a file upload associated with it.
- You may upload an optional alternate file format (e.g. PDF and Word)
- Document access is one of **public, board, or administrators** (the same access list as above)
- Any previously added category will be available for any future documents
- You may replace the files for a document record at any time.
- The **URL** field is optional and will appear in the text on a document record; the actual URL of the document you add will be generated after upload.

## Editing and Deleting Documents

From the **Document Manager** index, select the **edit** link next to the document title. From the edit page, you may replace the file, add an alternate file format, give the document a new title, or delete it entirely.

## Accessing Documents from the Web

There are two methods of accessing files added to the document manager:

1. (Easiest) The direct link to the file in the document master list
2. (Recommended) The document retrieval URL displayed on the **Edit Document** page.

The first method is simple, but it will not verify security and anyone with the link can access the document, whether or not they are logged in. Also, the direct link will stop working if the file name changes.

The second method will verify access if the document is not public (though it will not require a login if the document is public) and it will continue to work even if the filename changes. By default, this link will always return the primary file; you may access the alternate file format by appending **&secondary=true** to the URL, e.g.

- <http://inleague-local.inleague.org/inleague/index.cfm/Documents/docNumber?num=211> will return the document with ID number 211;
- <https://myleague.org/inleague/index.cfm/Documents/docNumber?num=211&secondary=true> will return the alternate file format if one exists; otherwise, it will return the primary format.