

# Civica CMS Training - First File Bank PDF

May 31, 2013



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## THE CITY OF SANTA BARBARA

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City Offices: **OPEN** today, Friday, May 31, 2013.

## Instructions

- 1) Save a copy of this PDF on your desktop, renaming the PDF to your name and division. For example:  
**Scott Nelson - Information Systems.pdf**
- 2) Upload this file as instructed to the Civica CMS File Bank into the **Training** folder.
- 3) View the File Bank Training Page at this link:  
[http://sbb-web.civicasoft.com/training/instructor/filebank\\_display\\_page.asp](http://sbb-web.civicasoft.com/training/instructor/filebank_display_page.asp)
- 4) Click on your PDF to see the results.