

Access sites

K-Net maintenance site: <https://knet.nwkidney.org/admin>

To edit your content, use your current K-Net maintenance login.

Update an existing document

1. Select Site Map.
2. Find the document and select Edit beside it.
3. Edit details as needed. Browse your computer for an updated document file if need be.
4. Click Save and the change is automatically made on the live site.

Add a new sub menu

1. Find the parent menu and select Add Sub Menu.



New Staff	09/23/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Medical Staff	03/06/2007	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Staff	06/08/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Medical Staff List Report	03/06/2007	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Kidney Research Institute staff	12/21/2012	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Organization Charts	03/06/2007	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Board of Trustees	06/08/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Management	06/08/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Policy Manager		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Employee Benefits		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Open Enrollment	11/25/2013	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Summary of Benefits	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Medical/Vision Benefits	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Dental Benefits	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> 401(k) Retirement Plan	01/23/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Life Insurance	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Accidental Death & Dismemberment, Long Term Disability	05/12/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Flex Plan	02/26/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Additional Benefits	05/12/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Change Tax Withholding (W-4 form)	06/17/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Change Family Status	06/17/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> About Us		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Annual Accomplishments	02/10/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Committee Minutes	12/08/2011	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Strategic Plan - fiscal year 2014	07/10/2013	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Internal Newsletters	09/23/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
<input checked="" type="checkbox"/> Employee survey results	05/12/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Time Card		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Open Shifts		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete

2. Add a title, select online status and tick "Menu folder – Container." Select an order. Manual will list documents as they are added, Title will order documents alphabetically and Issue Date will list newer documents first. Click Save and the new sub menu will go live.

Rearrange order of documents

1. Find the parent menu and click **Sort Sub Menu**.

Organization Charts	03/06/2007	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Policy Manager		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Employee Benefits		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Open Enrollment	11/25/2013	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Summary of Benefits	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Medical/Vision Benefits	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Dental Benefits	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
401(k) Retirement Plan	01/23/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Life Insurance	05/24/2005	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Accidental Death & Dismemberment, Long Term Disability	05/12/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Flex Plan	02/26/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Additional Benefits	05/12/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Change Tax Withholding (W-4 form)	06/17/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Change Family Status	06/17/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
About Us		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Annual Accomplishments	02/10/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Committee Minutes	12/08/2011	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Strategic Plan - fiscal year 2014	07/10/2013	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Internal Newsletters	09/23/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Employee survey results	05/12/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Time Card		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Open Shifts		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Jobs		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
See Job Openings	02/04/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Read Job Descriptions	01/22/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Transfer/Resign	09/23/2003	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Clinical		Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
Care Plan Conference Schedule	05/08/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete
PACLAB Follow Up Request	04/07/2014	Online	Edit	Add Sub Menu	Sort Sub Menu	Delete

2. Drag documents up and down until they are in the correct order.

Add a new document

1. Find the parent menu and select Add Sub Menu.
2. Add a title, select online status, don't tick "Menu folder – Container." Select Content type. Select File for a document, then Browse to select the document saved on your computer. Select Link to Other Menu if the document exists elsewhere on the K-Net, then select it in the dropdown menu.
3. Click Save and the new document will go live.

Set up a shortcut or link to a document already on the K-Net

1. Find the parent menu where you'd like to add the link and select Add Sub Menu.
2. Add a title, select online status, untick "Menu folder - Container" box.
3. Select Link under Content Type, then use the drop down menu to find the document you are looking for.
4. Select the document and click Save.