PGLE Document Library – General Guidance

In the series of online meetings held by the Province it was agreed that a central document library would be made available for lodges to use to view, download, and store documents relating to the route from lockdown to normality.

The main directory is available at the following link: http://www.pgle.org/docs

This link may be shared freely with members of your lodge, and the documents may be viewed without logging in.

There are two directories: one for individual Lodge documents, and the other for Provincial documents, and templates.

Lodge Document Uploads

Each lodge has a designated individual (typically the Secretary) who has previously been provided with a login. (If you have forgotten your password or username, details are given below to assist in retrieving these.)

The designated user can login from this Document Directory page using the login box at the lower left. Click on the 'Lodges' link, then click on the folder for your own lodge.

There are a series of icons above the directory listing:
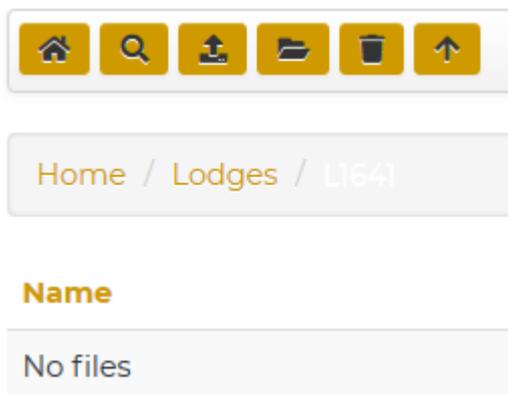
These allow you to:

🏠	Return to the Main directory
🔍	Search for a file
⬆	Upload a file
📂	Create a new directory
🗑	Delete a file
↑	Go up a directory level

When signed in to your own lodge directory you can create new sub-directories and upload documents, and delete your own documents. You cannot edit documents in any directory other than the one for your own lodge.

There are several icons which appear beside a filename:

Name

📁 Lodges (0 files)	🗑
📁 PGL (1 files)	🗑
📄 PGLE Document Library - General Guidelines.pdf	⬇ 🔍 🗑

Which allow you to download, preview -and if you own the document – delete it.

Retrieving your login details

If you cannot remember your login details, click on either the 'Forgot your username?' or 'Forgot your password?' links below the Login box fill in your email address in the form which is presented and your details will be emailed.

LOGIN

Username

Password

☐ REMEMBER ME

Log in

Forgot your username?

Forgot your password?

If you cannot remember the associated email address, send a request to the Provincial Grand Secretary, or Assistant, who will reset your password to allow you to log in.