Upload Documents

How to upload documents in Workspace?
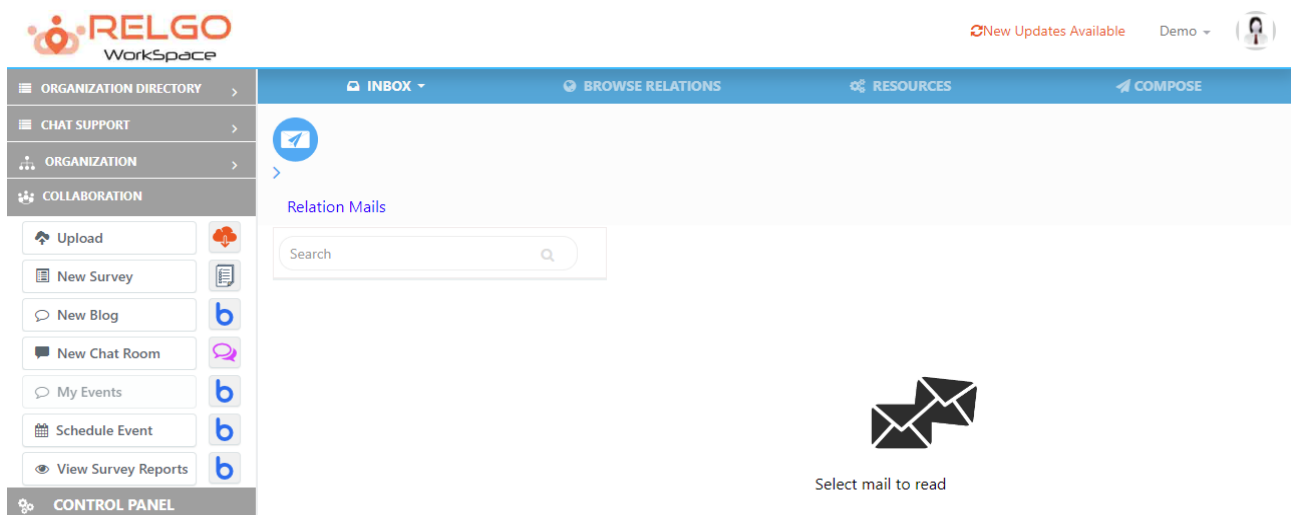
To upload the document, you can follow given below details:
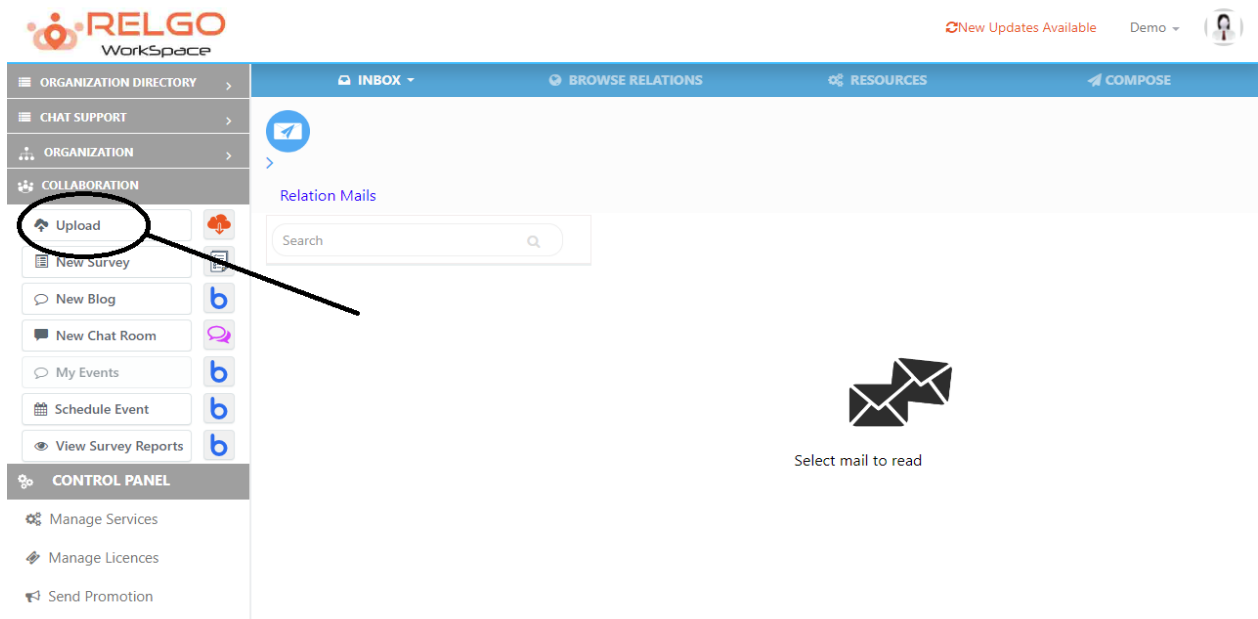
Step 1: Open **www.relgo.com** site

Step 2: Login with your credentials to Workspace site
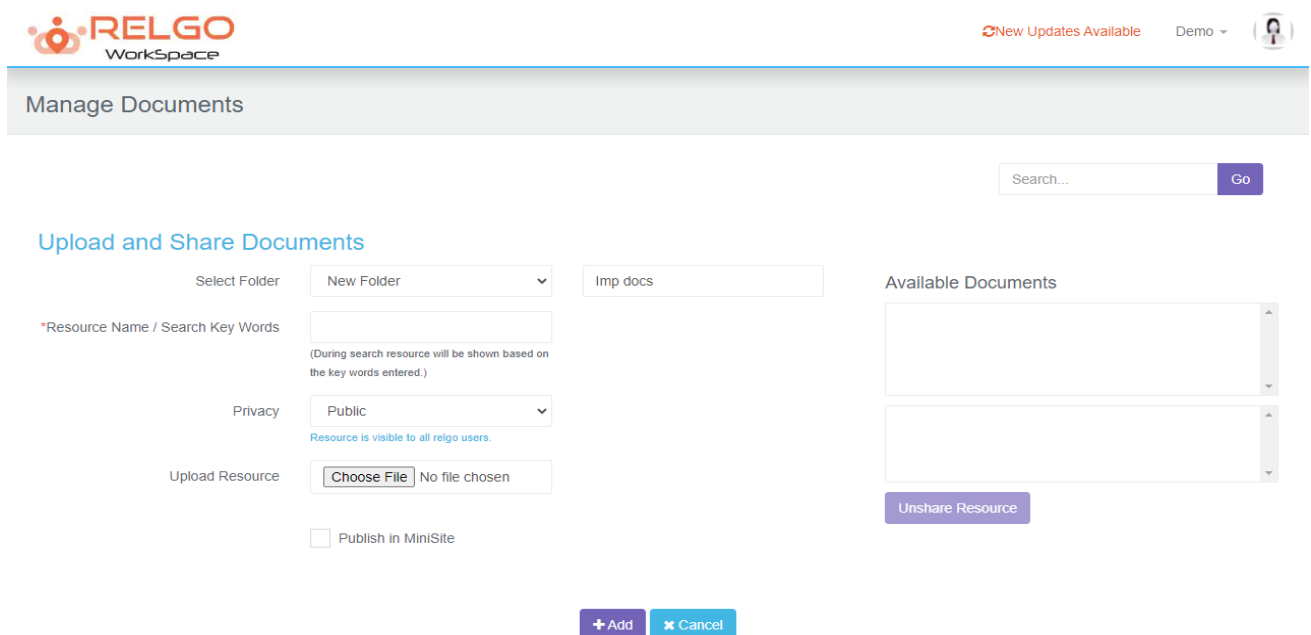
Login to Workspace, using the valid credentials.

Step 3: Click on Upload Button

After clicking on upload button, then the below screen is displayed.

To create a new folder & upload the documents:

In select folder, the list of folders which are created will be displayed. One can create a new folder by selecting the new folder option in Select folder field.

If another document needs to be uploaded to the existing folders, then user can select the folder to which the document needs to be uploaded.

The available documents in the selected folder will be shown to the right side under Available Documents section as shown below
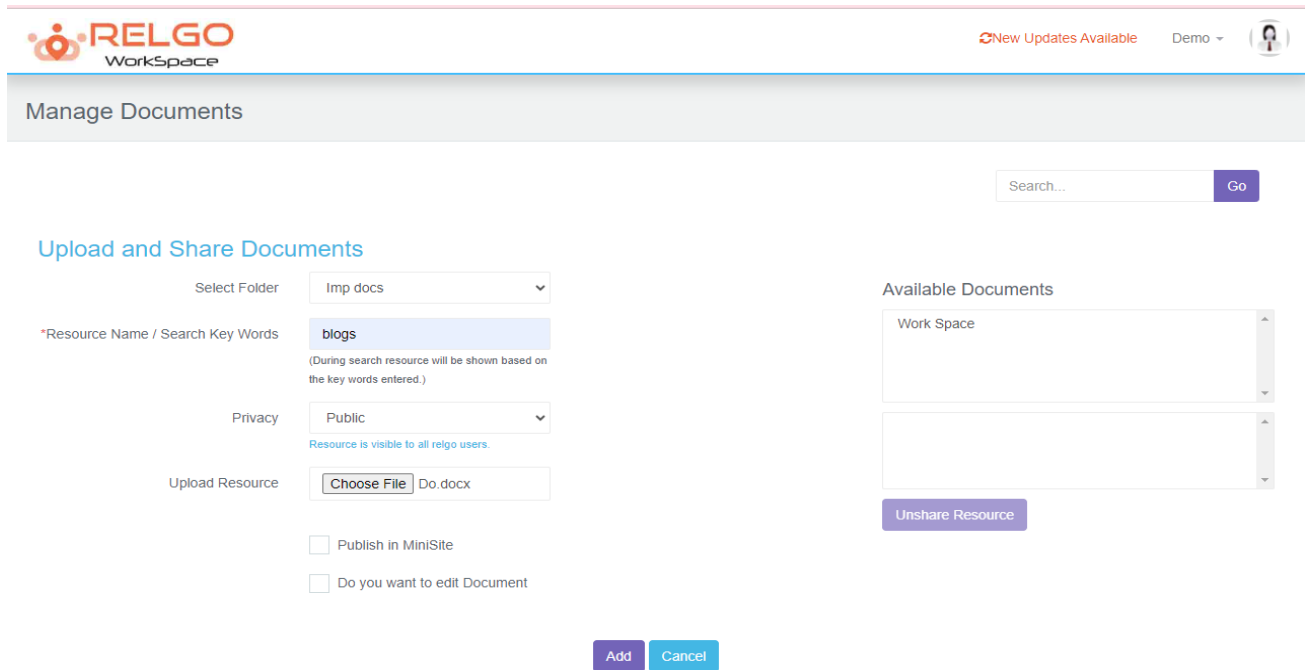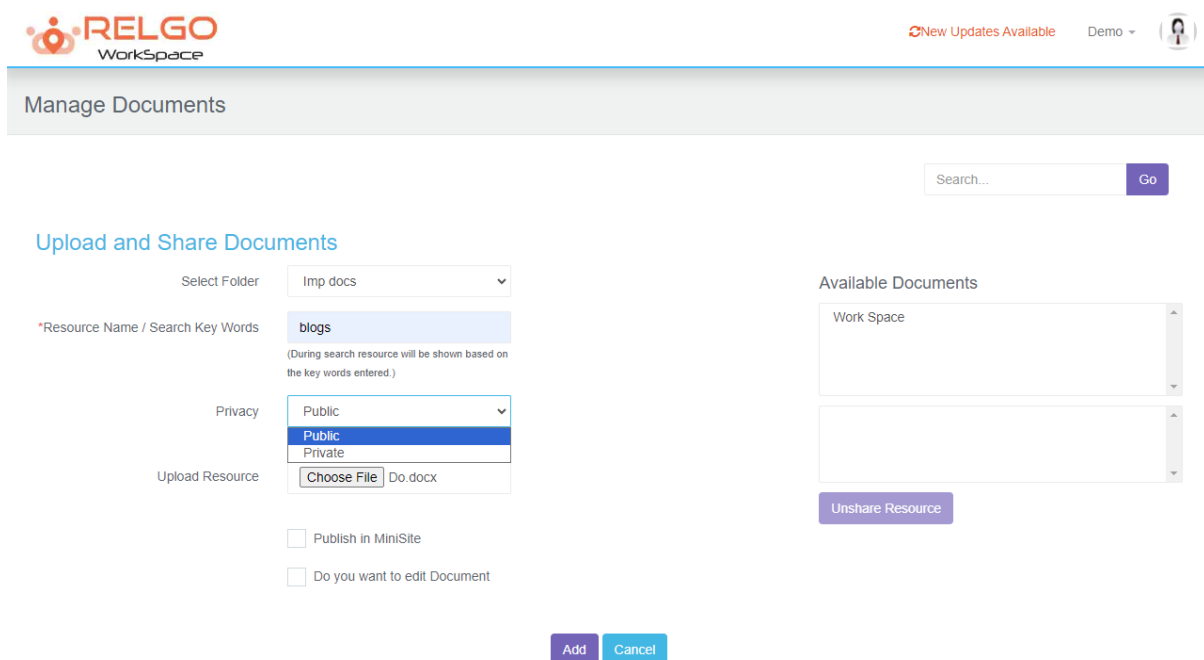
Step 4: Select all fields in Manage Documents Page

For creating a new folder, provide the Folder name & also provide Resource name.

Select privacy settings either public or private based on user choice, if user chooses public, your uploaded documents will be seen by all the people and if user chooses private, your documents would be up to you only.

Select Choose file option to upload the Document/Image which needs to be added to the Folder and click on add button.

Step 5: Click Add button to add your file