

# Upload Documents

## How to upload documents in Workspace?

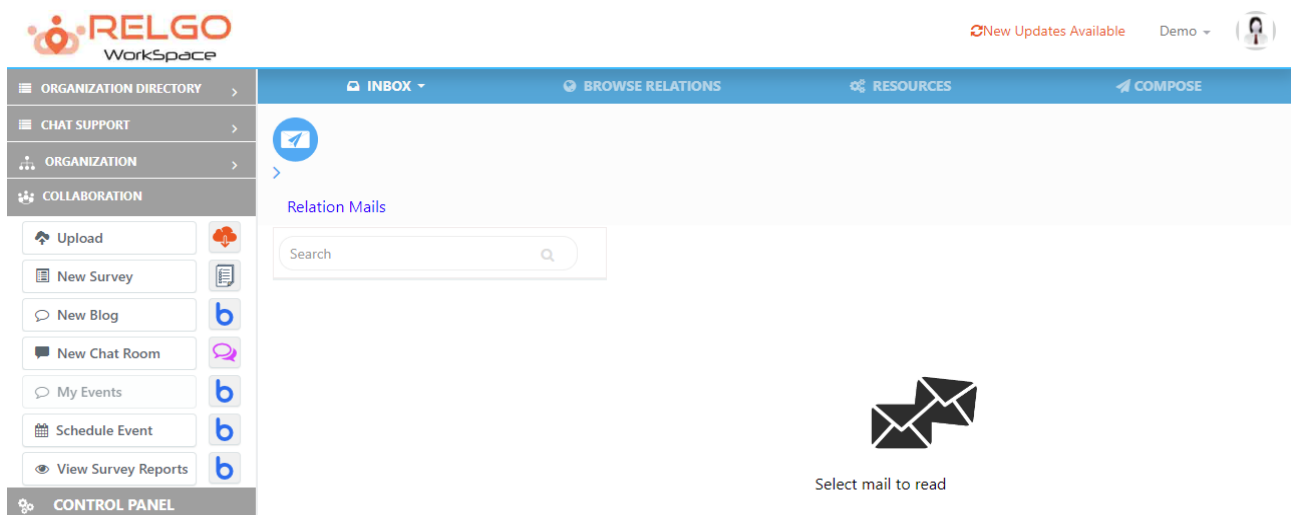
To upload the document, you can follow given below details:

**Step 1:** Open [www.relgo.com](http://www.relgo.com) site

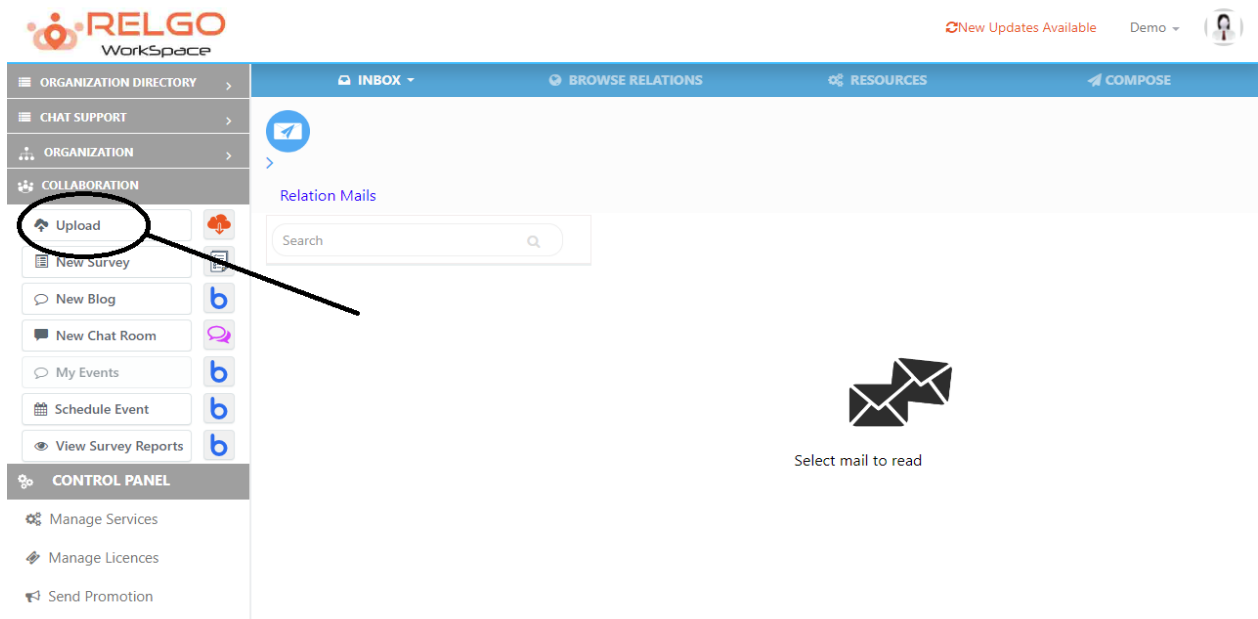


**Step 2:** Login with your credentials to Workspace site

Login to Workspace, using the valid credentials.

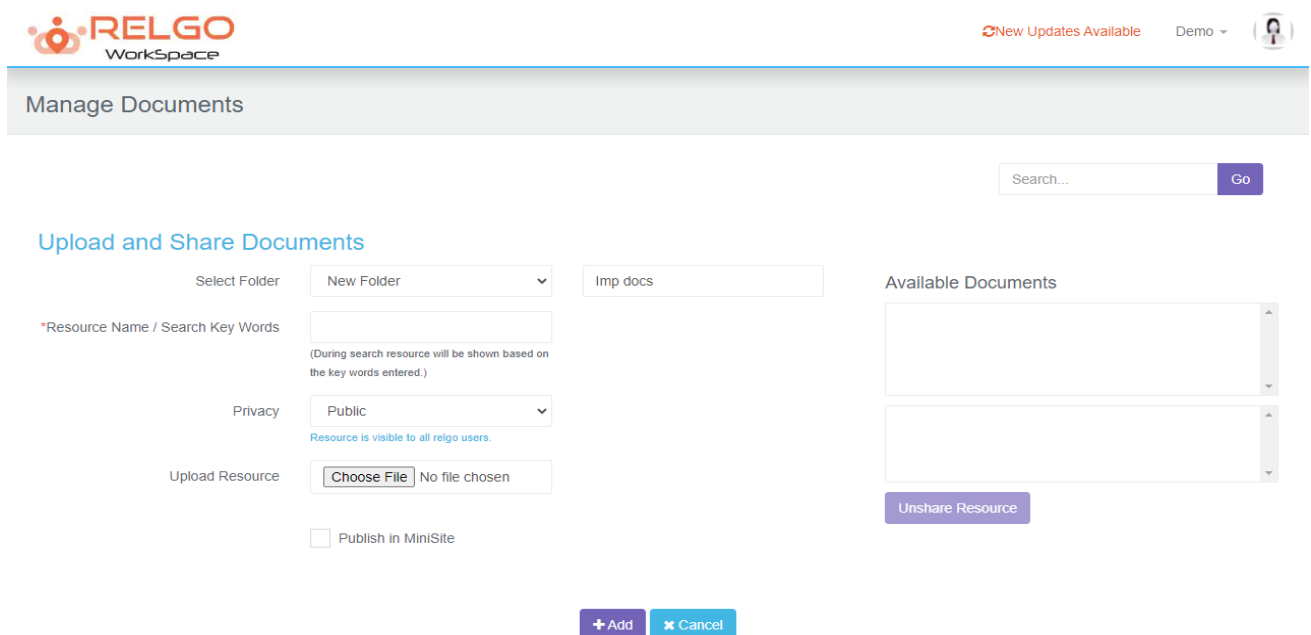


### Step 3: Click on Upload Button



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.

RELGO Workspace

New Updates Available Demo

### Manage Documents

Search... Go

#### Upload and Share Documents

Select Folder: Imp docs

\*Resource Name / Search Key Words: (During search resource will be shown based on the key words entered.)

Privacy: Public (Resource is visible to all relgo users.)

Upload Resource: Choose File No file chosen

AttendanceManagement\_1.0.docx (URL)

☐ Publish in MiniSite

☐ Do you want to edit Document

Update Delete Cancel

#### Available Documents

Work Space

Unshare Resource

The available documents in the selected folder will be shown to the right side under Available Documents section as shown below

RELGO Workspace

New Updates Available Demo

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Privacy: Public (Resource is visible to all relgo users.)

Upload Resource: Choose File No file chosen

☐ Publish in MiniSite

☐ Do you want to edit Document

#### Available Documents

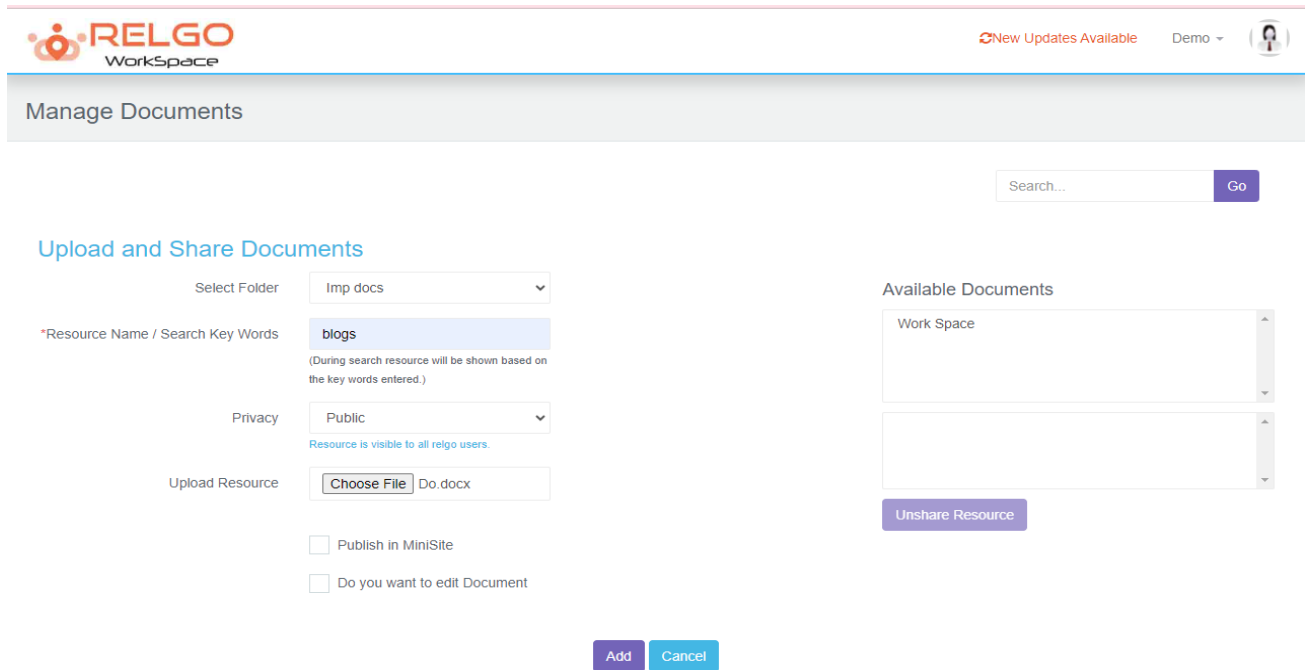
Work Space

Unshare Resource

Add Cancel

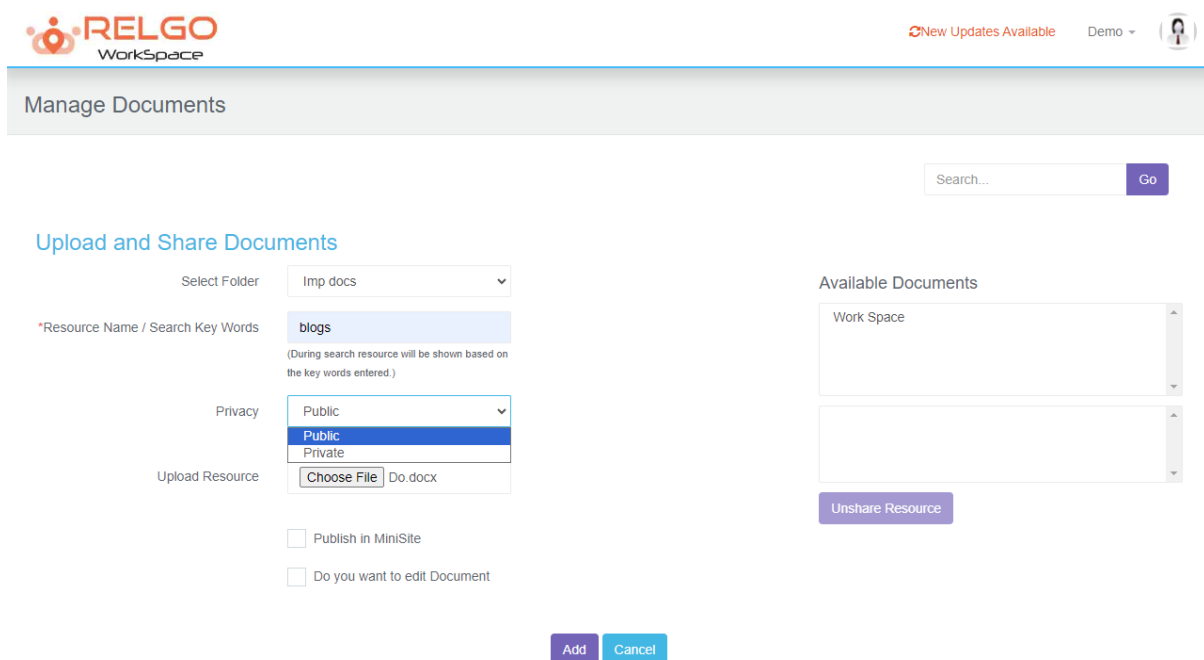
## Step 4: Select all fields in Manage Documents Page

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



The screenshot shows the 'Manage Documents' page in the RELGO Workspace. The page has a header with the RELGO logo, 'New Updates Available' notification, 'Demo' dropdown, and a user profile icon. Below the header is a 'Manage Documents' title bar. A search bar with 'Search...' and a 'Go' button is located on the right. The main content area is titled 'Upload and Share Documents'. It contains a 'Select Folder' dropdown set to 'Imp docs'. Below it is a text input for '\*Resource Name / Search Key Words' with the value 'blogs'. A note states: '(During search resource will be shown based on the key words entered.)'. The 'Privacy' dropdown is set to 'Public', with a note: 'Resource is visible to all relgo users.'. The 'Upload Resource' section has a 'Choose File' button and a 'Do.docx' file. There are two checkboxes: 'Publish in MiniSite' and 'Do you want to edit Document', both unchecked. On the right, the 'Available Documents' section shows a list with 'Work Space' and an 'Unshare Resource' button. At the bottom are 'Add' and 'Cancel' buttons.

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.



This screenshot is similar to the previous one, but the 'Privacy' dropdown menu is expanded, showing 'Public' (selected), 'Public', and 'Private' options. The rest of the form, including the search bar, 'Available Documents' list, and 'Add/Cancel' buttons, remains the same.

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

