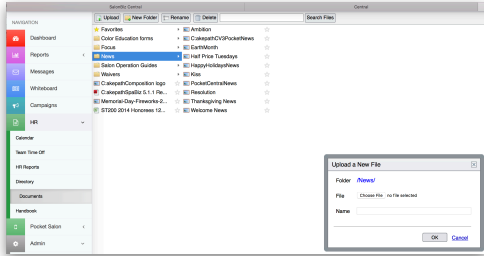


Central Documents is a storage library for your files. It is accessible to all employees within your company.

## Documents



1. From the main navigation, go to HR and click Documents.
2. To create a New Folder, click on the New Folder button.
3. Type the name and click the Return key on your keyboard.
4. Click on the parent folder (to create a sub-folder).
5. To upload a file, click on the folder and click the Upload button.
6. Click the Choose File button and locate the file you wish to upload.
7. Type the name of the file in the Name field and click the OK button.
8. To rename a folder, click on the folder and click the Rename button. Edit the name and click the Return key on your keyboard.
9. To remove items, click on the folder, or file you would like to delete and click the Delete button. Answer Yes to the message asking if you are sure you wish to remove the file.
  - If you are deleting a folder, the entire contents of the folder will also be removed.
10. Note your favorite files by clicking the star next to the file name. Files noted with a yellow star are also located in your Favorites section.