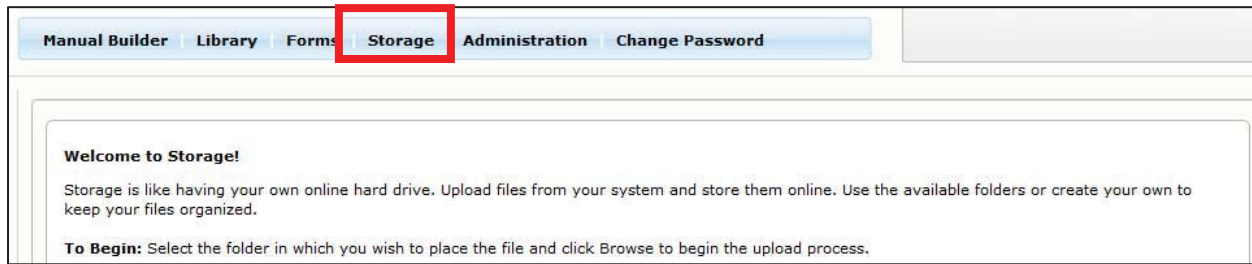


# Storage

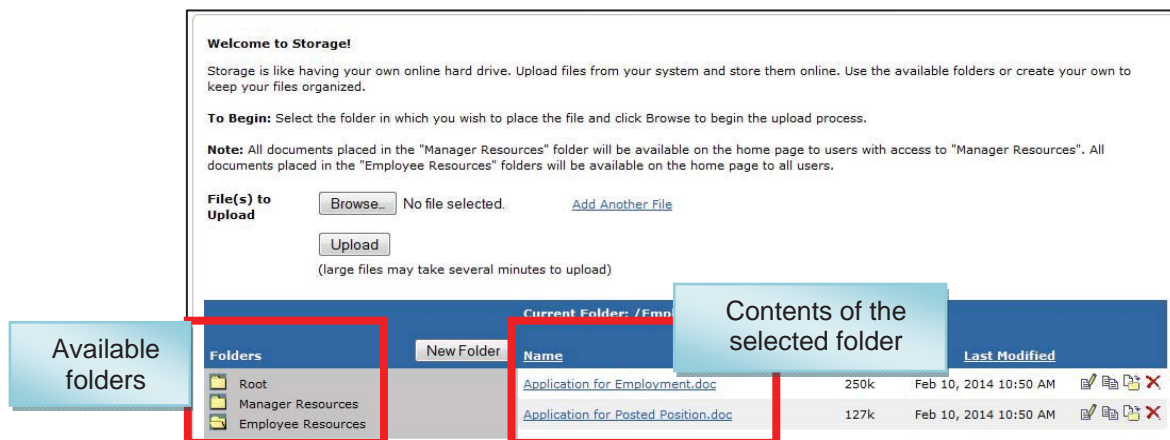
Click on “Storage” in the in the top navigation to access the HR Suite Storage area.



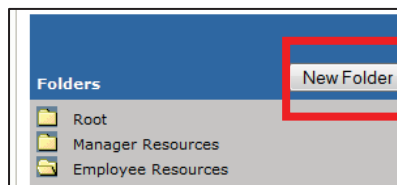
The Storage area allows you to upload and store documents. Once in storage, document can be posted to the Home Page, either in the “Manager Resources” or “Employee Resources” folder.

## Storage File Structure

1. By default, the Storage area contains three folders: “Root”, “Employee Resources”, and “Manager Resources”.
2. Click on the folder name and the contents of that folder will be displayed in the center section of the screen.

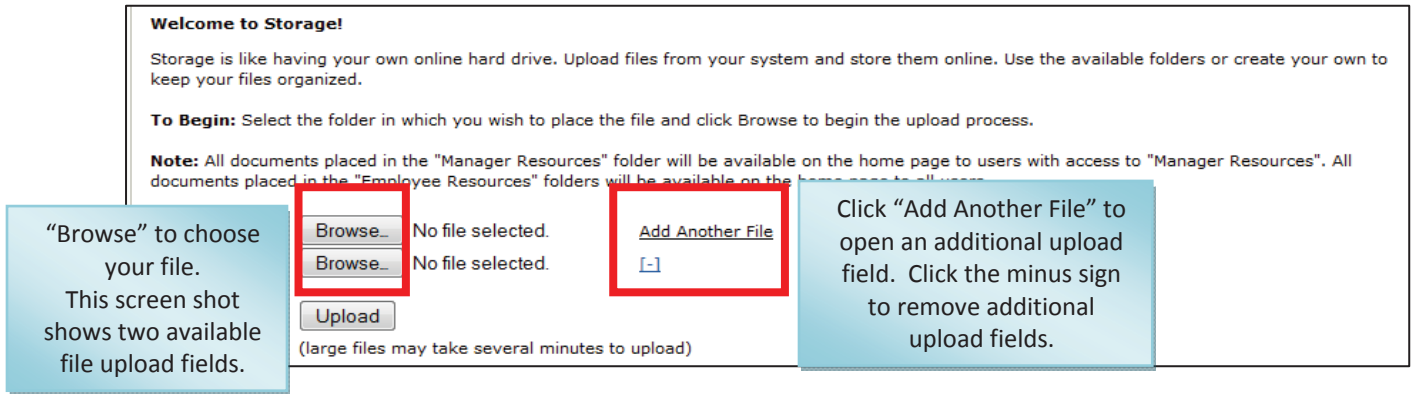


3. The “Employee Resources” and “Manager Resources” folders serve a special function. Any documents placed in these folder will be posted to the corresponding folders on the *Home* page.
4. Additional folders can be created by clicking the “New” button next to the Folder listing. You can create subfolders to existing folders. **Note:** Subfolders and their contents are available from the Storage area, but will not be posted on the home page, even if the subfolders are created within the Employee Resources” or “Manager Resources” folders

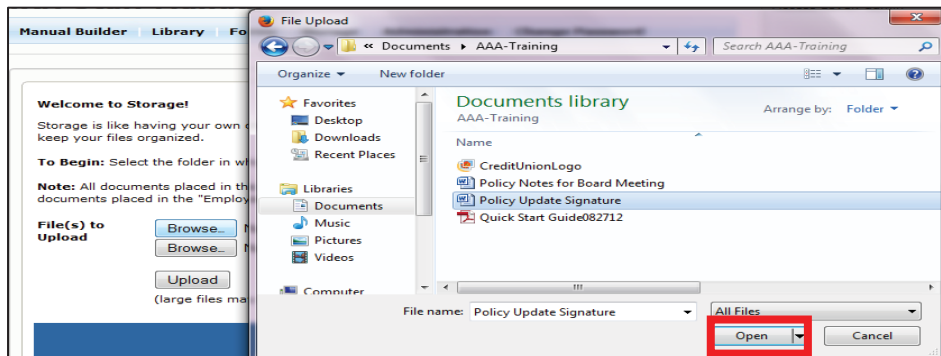


# Uploading Files to Storage

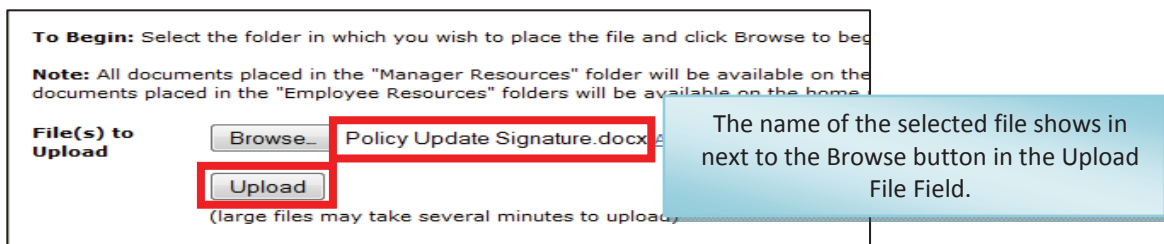
1. Click into the folder to which you want to upload your document.
2. To upload a document, click the “Browse” button next to the File Upload field. This will allow you to browse your computer hard drive or network to choose a file. Note: To upload multiple documents, click the “Add Another File” link. You can add as many upload fields as you need.



3. Once you’ve found the file, to upload, click on the file name, then click the “Open” button on the dialogue box.



4. The name of the file will now appear in the file upload field. Click the “Upload” button, and the file will be uploaded.

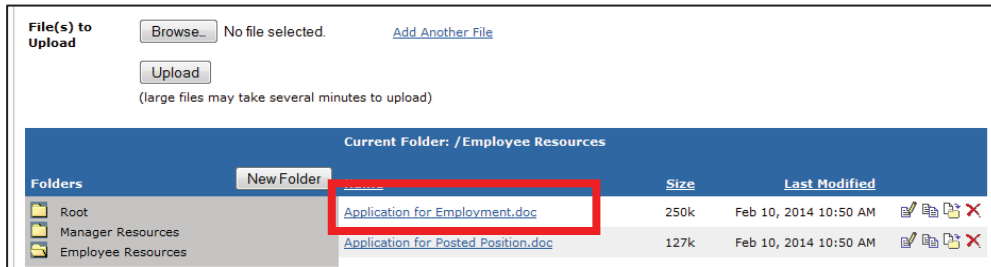


**Note:** The Storage area supports the upload of multiple file types, such as Microsoft Office, Text, PDF, etc. However, when opening files, the computer you are working on must have that program available in order to access the file. This can sometimes be an issue when opening the file from a remote location.

**Note:** File size is limited to 2MB. Files over this size cannot be uploaded.

## Opening files in Storage

1. Once a file is in the *Storage* area, it can be opened by clicking on the file name. This will open the file in the whatever program the file was originally created.

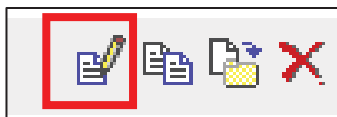


## Making Changes to Files in Storage

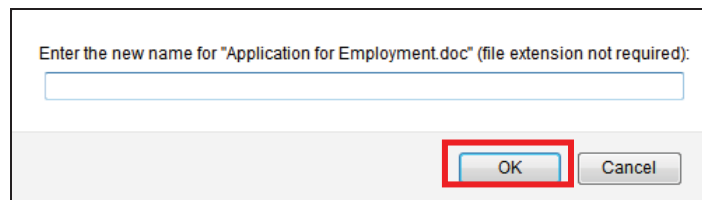
1. If any changes are made to the file after it is uploaded, the file must first be saved locally, then the updated document re-uploaded to *Storage*. It is recommended to remove the old file before uploading the updated file.
2. Files within the Storage area can be renamed, copied, moved to a different folder or deleted.

## Renaming Files in Storage

1. To rename a file, click on the "rename" icon to the far right of the file name.



2. A dialogue box will open to allow you to rename the file. Enter the new name and click "OK".



## Copying files in Storage

1. To create a copy of a document, click the “Copy” icon to the far right of the file name.



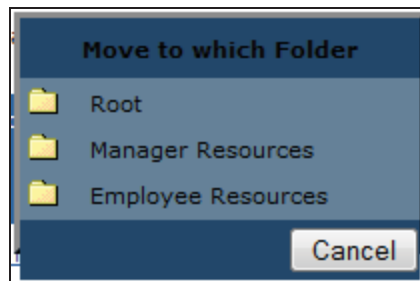
2. This will create a copy of the file, named “Copy of (file name)”. You can then rename or move this file, if desired.

## Moving files between folders in Storage

1. To move a document to a different folder in the the Storage area, click the “Move” icon to the far right of the file name.



2. A dialogue box will open showing all available folders. Click the name of the folder where you want the document to move. This will move the document to that folder. Remember, any documents placed in the “Employee Resources” or the “Manager Resources” folders will be available on the Home Page.



## Deleting files in Storage

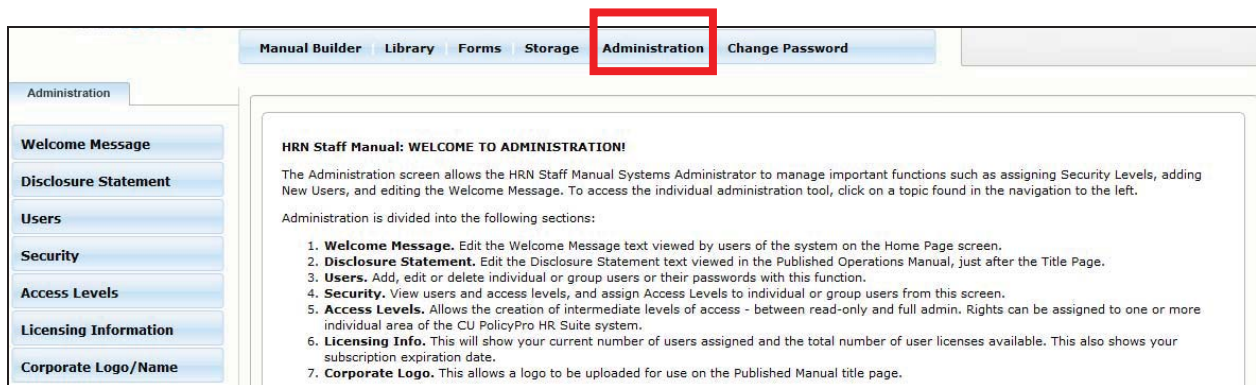
1. To delete a document from the Storage area, click the “Delete” icon to the far right of the file name.



2. This will permanently delete the document from the Storage area. If this document is deleted from the “Employee Resources” or the “Manager Resources” folders, it will no longer appear on the home page.

## Administration

Click on “Administration” in the top navigation.



The *Administration* Area allows you to manage several functions, including the managing users, adding a Welcome Message to the *Home* Page, adding a disclosure to your published manual, uploading your logo, and viewing your license and subscription information.