Storage

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

Manual Builder	Library For	ms Storage	Administration	Change Password		
Welcome to S	torage!					
Storage is like l keep your files		nline hard drive. U	pload files from yo	ur system and store them o	nline. Use the available fold	ers or create your own to
To Begin: Sele	et the folder in whi	ch you wish to pla	ce the file and click	Browse to begin the uploa	d process	

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.

	Welcome to Storage! Storage is like having your o keep your files organized.	wn online hard drive	. Upload files from your sys	stem and store th	em online. Use the availa	able folders or create y	our own to
	To Begin: Select the folder i Note: All documents placed documents placed in the "Em File(s) to Upload Browse.	n the "Manager Reso ployee Resources" fo	ources" folder will be availa	ble on the home p he home page to	bage to users with access	s to ["] Manager Resourc	es". All
	Upload (large files] may take several m	inutes to upload)	Cont	tents of the	-	
Available	Folders	New Folder	<u>Name</u>	sele	cted folder	Last Modified	
folders	 Root Manager Resources Employee Resources 		Application for Employm Application for Posted Po			b 10, 2014 10:50 AM b 10, 2014 10:50 AM	

- 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.

Manual Builder Library Fo	File Upload	×
	Cover	٩
	Organize ▼ New folder இ≣ ▼ 🛄 (0
Welcome to Storage! Storage is like having your own o	★ Favorites Documents library Arrange by: Folder ▼	
keep your files organized.	Downloads Name	
To Begin: Select the folder in w	Recent Places E CreditUnionLogo	
Note: All documents placed in th	🔁 Libraries 🔲 Policy Notes for Board Meeting	
documents placed in the "Employ	Documents Policy Update Signature	
File(s) to Upload Browse_ 1 Upload	Music Music Za Quick Start Guide082712 Pictures Videos	
	🛀 Computer 👻 🖌 III	•
(large files ma	File name: Policy Update Signature All Files Open Cancel	

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

To Begin: Sele	ct the folder in which you wish to place the file an	d click Browse to bec
	nents placed in the "Manager Resources" folder w ed in the "Employee Resources" folders will be av	
File(s) to Upload	Browse_ Policy Update Signature.docx	The name of the selected file shows in next to the Browse button in the Upload File Field.
	(large mes may take several minutes to uploat	,

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 orginally created.

File(s) to Upload	Browse_ No file selected. Upload (large files may take several m	Add Another File			
		Current Folder: /Employee Resource	25		
Folders	New Folder		<u>Size</u>	Last Modified	
C Root		Application for Employment.doc	250k	Feb 10, 2014 10:50 AM	🖌 🖻 🔓 🗙
Manager F	Resources Resources	Application for Posted Position.doc	127k	Feb 10, 2014 10:50 AM	e/ Pa Pa 🗙 🗙

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.

	Manual Builder Library Forms Storage Administration Change Password		
Administration			
Welcome Message	HRN Staff Manual: WELCOME TO ADMINISTRATION!		
Disclosure Statement	The Administration screen allows the HRN Staff Manual Systems Administrator to manage important functions such as assigning Security Levels, adding New Users, and editing the Welcome Message. To access the individual administration tool, click on a topic found in the navigation to the left.		
Users	Administration is divided into the following sections:		
Security	 Welcome Message. Edit the Welcome Message text viewed by users of the system on the Home Page screen. Disclosure Statement. Edit the Disclosure Statement text viewed in the Published Operations Manual, just after the Title Page. Users. Add, edit or delete individual or group users or their passwords with this function. 		
Access Levels	4. Security. View users and access levels, and assign Access Levels to individual or group users from this screen.		
Licensing Information	 5. Access Levels. Allows the creation of intermediate levels of access - between read-only and full admin. Rights can be assigned to one or more individual area of the CU PolicyPro HR Suite system. 6. Licensing Info. This will show your current number of users assigned and the total number of user licenses available. This also shows your 		
Corporate Logo/Name	subscription expiration date. 7. Corporate Logo. This allows a logo to be uploaded for use on the Published Manual title page.		

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.