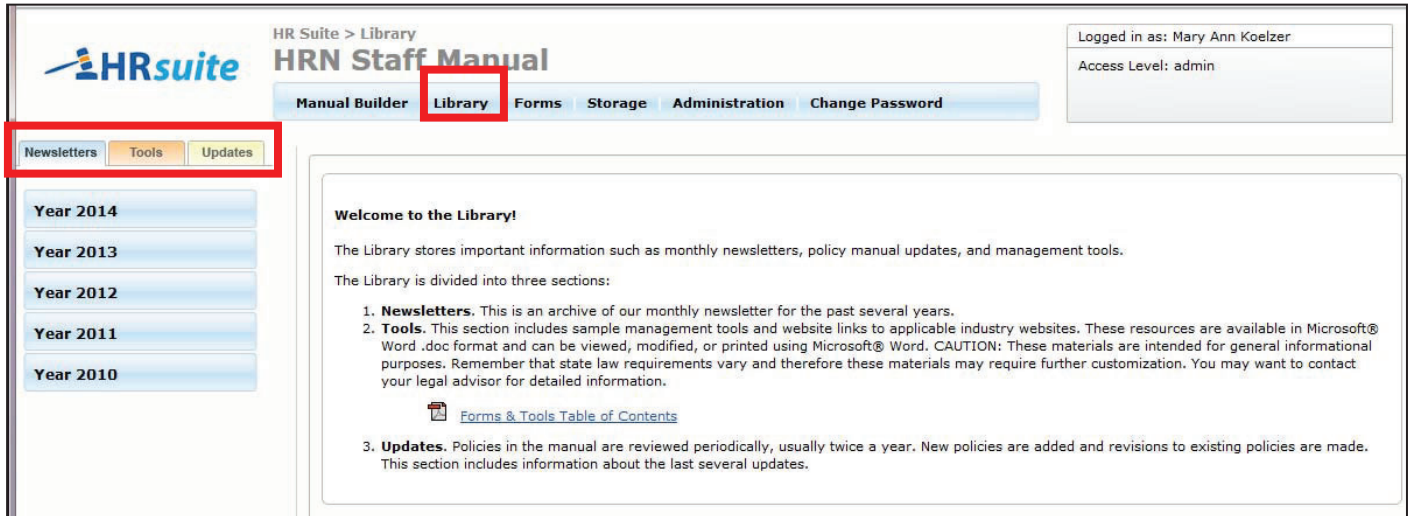


Library

Click on “Library” in the top navigation to access the HR Suite Library. This is a “read only” area where you can find archived newsletters, tools, and information on content updates.

Click on the tabs on the left side of the screen to view each area of the library.



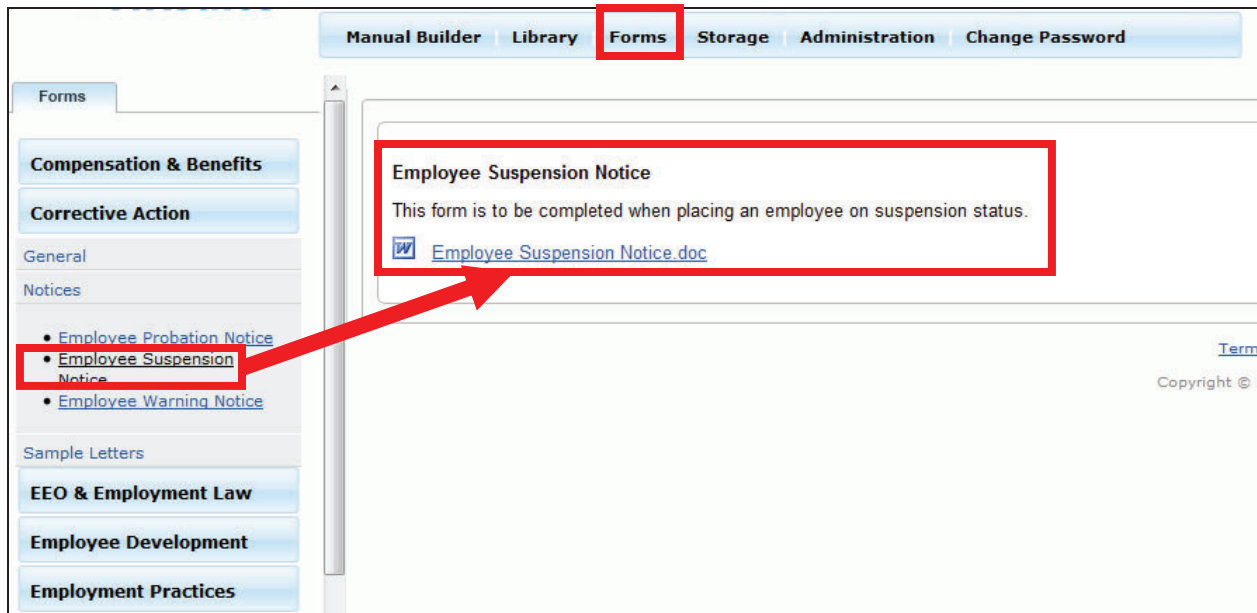
The Library is divided into three sections:

1. **Newsletters.** This contains an archive of the past several years’ worth of the monthly newsletters.
2. **Tools.** The Tools section includes sample management tools and website links to applicable industry websites.
3. **Updates.** HR Suite is updated semi-annually. New policies are added and revisions to existing text are made. Past Updates are stored in this tab for your review. Older updates are periodically purged from the Updates tab.

To access any of the items in the Library, simply click on the tab you wish you access (Newsletters, Tools or Updates) and a new left navigation menu will appear. Click on the navigation button for the content category, then click on the content item you wish to view. **Note:** Some of the content items also have sub-category buttons. When you click on the link to a document, it will open in a new window.

Forms

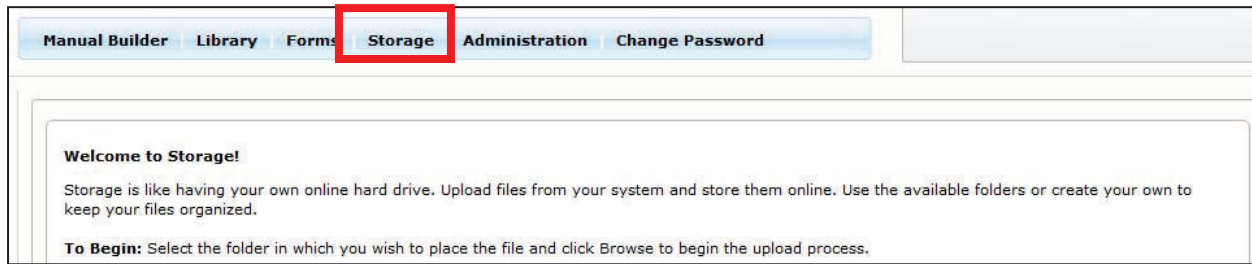
Click on “Forms” in the top navigation to access the HR Suite Forms. This is a “read only” area where you can find sample forms covering a variety of HR topics. These are in Word and can be saved locally and customized to your organization’s needs.



To access any of the Forms, click on the navigation button for the content category, then click on the content item you wish to view. **Note:** Some of the content items also have sub-category buttons. When you click on the navigation to select a document, a link to the document will open on the right side of the screen along with additional information about the Form. Click the link to open the Form.

Storage

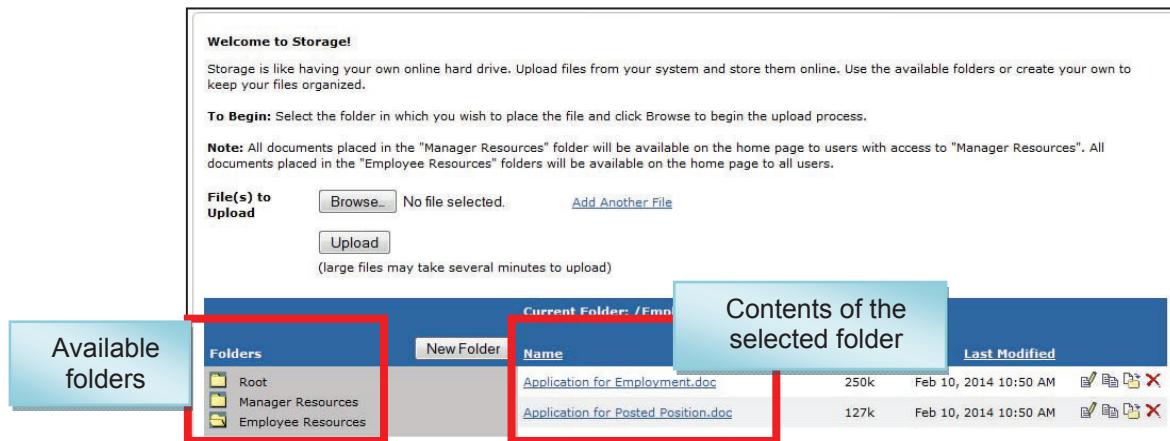
Click on “Storage” in the top navigation to access the HR Suite Storage area.



The Storage area allows you to upload and store documents. Once in storage, documents 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 Folder” button next to the Folders 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 the folder to which you wish to upload your document.
2. To upload a document, click the “Browse” button next to the File Upload field. **Note:** Depending on the internet browser you are using, the “Browse” button may be named something other than “Browse.” 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.

The screenshot shows the 'Welcome to Storage!' page. It includes instructions on how to upload files and a 'File(s) to Upload' section. Two 'Browse...' buttons are highlighted with red boxes. A callout box on the left says: "Browse" to choose your file. This screen shot shows two available file upload fields. A callout box on the right says: Click "Add Another File" to open an additional upload field. Click the minus sign to remove additional upload fields. The 'Add Another File' link is also highlighted with a red box.

3. Once you’ve found the file, to upload, click on the file name, then click the “Open” button on the dialogue box. **Note:** Again, depending on your browser, your screen may appear slightly different than the screen shot below.

The screenshot shows a 'File Upload' dialog box open over the 'Welcome to Storage!' page. The dialog box displays the 'Documents library' for 'AAA-Training'. The file 'Policy Update Signature' is selected. The 'Open' button is highlighted with a red 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.

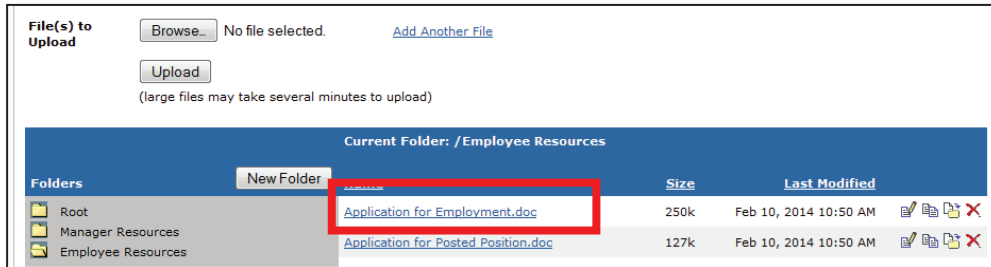
The screenshot shows the 'File(s) to Upload' section of the 'Welcome to Storage!' page. The 'Browse...' button is highlighted with a red box, and the file name 'Policy Update Signature.docx' is displayed next to it. The 'Upload' button is also highlighted with a red box. A callout box on the right says: The name of the selected file shows next to the Browse button in the Upload File Field.

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 program the file was originally created.

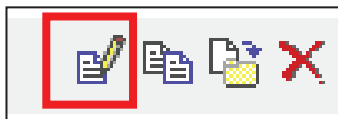


Making Changes to Files in Storage

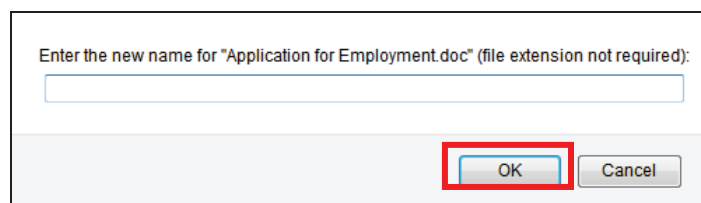
1. If any changes are made to the file after it is uploaded, the file must first be saved locally, then the updated document re-uploaded to Storage. It is recommended that you remove the old file before uploading the updated file.
2. Files within the Storage area can be renamed, copied, moved to a different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



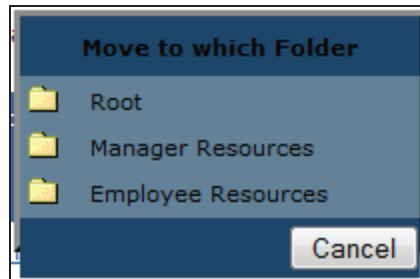
2. This will create a copy of the file, named “Copy of (file name)”. You can then rename or move this file, if desired.

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

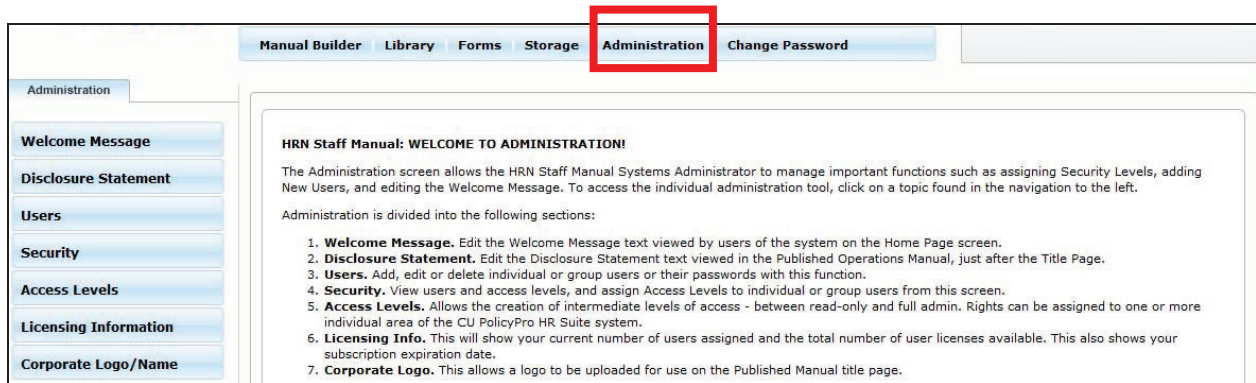
1. To delete a document from the Storage area, click the “Delete” icon to the far right of the file name.



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.