Adding Group Documents

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Members can store documents or files inside the Groups section.

Adding Documents

1. Click **Groups** or the **People** icon on the left menu.
2. Click the **View** button on the group you would like to add the document or file to. If the group does not exist you can create the group.
3. Click the **Documents** tab.
4. There are several options on this page:
    - **Add** button - Allows you to add one document at a time.
        - **Title** - The title of the document.
        - **Permalink** - How the databases stores the document name internally (spaces are replaced with a hyphen).
        - **Description** - A short description of the document.
        - **Access Level** - Who can access the document.
            - **Public** - Anyone can view the document.
            - **Requires Login** - Only people who are able to login can view the document.
        - **File** - Select the file from your device to upload it. The file size must be under 15 MB.
    - **Add Multiple** button - Allows you to add more than one document at a time.
        - **Access Level** - Who can access the document.
            - **Public** - Anyone can view the document.
            - **Requires Login** - Only people who are able to login can view the document.
        - **Drag files here** - This is a 'drop zone' where you can drag & drop files from your device into the system.
        - **Add Files** - Manually choose files to add from your device.

        - **Start Upload** - Once you've selected files for upload, click this button to upload them.

    - **Add Folder** button - Creates a folder to store the documents.

        - **Name** - The name of the folder.

        - **Permalink** - How the databases stores the folder's name internally (spaces are replaced with a hyphen).

        - **Description** - A short description of this folder.

        - **Subfolder of** - You can insert or 'nest' folders into subfolders. In other words folders can contain both documents as well as other folders.

    - **Download All** button - If there are existing documents, you will be able to download them all. This will compress the entire document contents, including folders, into a single **Zip file** that you can save on to your device.

5. For any existing documents, you can click the **Down arrow** button to reveal the properties of an individual document

    - **Edit Settings** - Change the document's settings (e.g., Title, Description, etc.).

    - **Get Link** - Obtain the URL of the document.

    - **Delete** - Deletes the document. Once it is deleted it cannot be undone.

Note

Any document you upload must be **15 MB** or less. Here are the file extensions we support:

png, gif, bmp, jpg, jpeg, doc, docx, xls, xlsx, pdf, txt, rtf, ppt, pptx, msg, ai, eps, psd, mp3, pdf

If your file does not have this extension, you will not be able to upload it.