

Help Articles > Administrator Help > Community Groups > Adding Group Documents

## Adding Group Documents

Mickey D. - 2023-02-08 - Community Groups

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 <u>create the group</u>.
- 3. Click the **Documents** tab.
- 4. There are several options on this page:
  - o 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.