

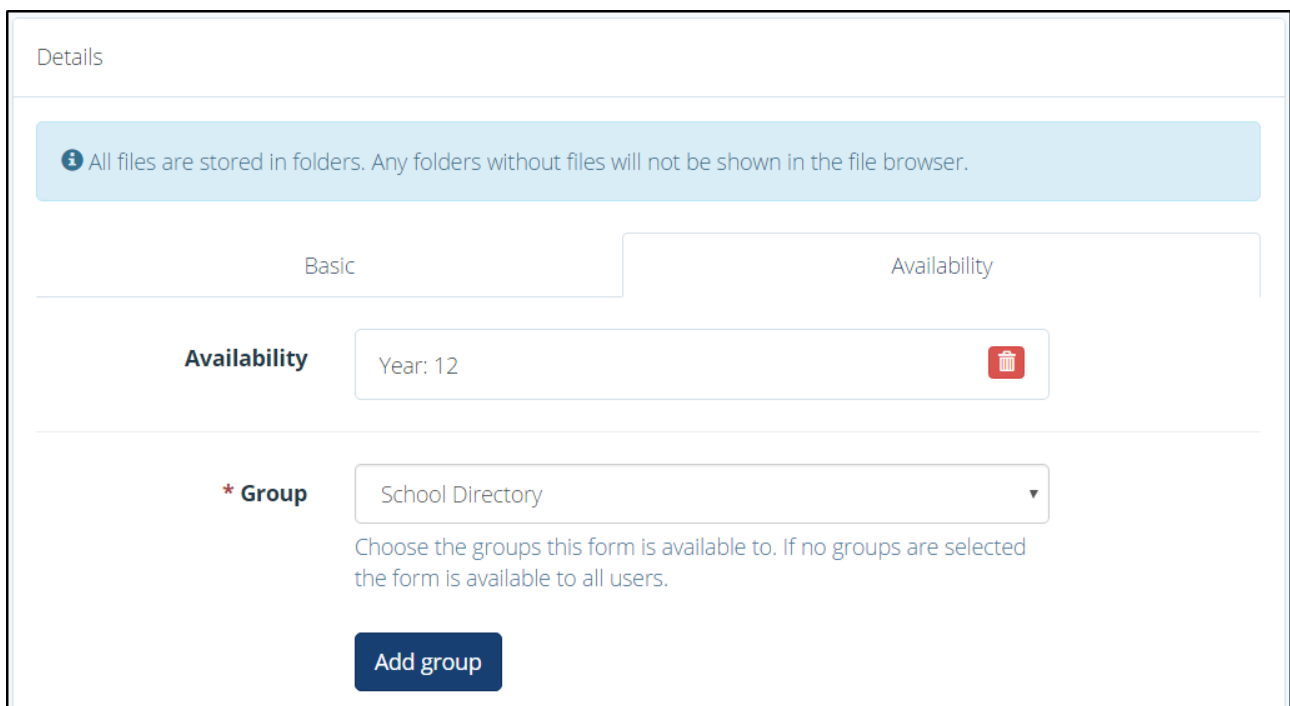
## How to upload a Document

In order to upload documents to the File Zone, a folder must be created to save the file in.

There may be circumstances where documents need to be uploaded to view in the Parent Message Centre for particular school pupil groups, e.g. GCSE information for Year 11 pupils. Assigning particular year groups to a document folder will ensure it only displays to parents of the chosen pupil group.

### How to create a Document Folder

1. Ensure you are logged into the Staff Message Centre.
2. Click the 'Document Manager' panel list item in the File Zone on the Dashboard.
3. Click 'Folders' in the left-hand menu. If your folder has already been created, click on the folder and go to Step 5.
4. Click '+New', and enter a title for the folder.
5. Click the 'Availability' tab. Select the group the documents should be available for, and click 'Add Group'. Repeat this as necessary.



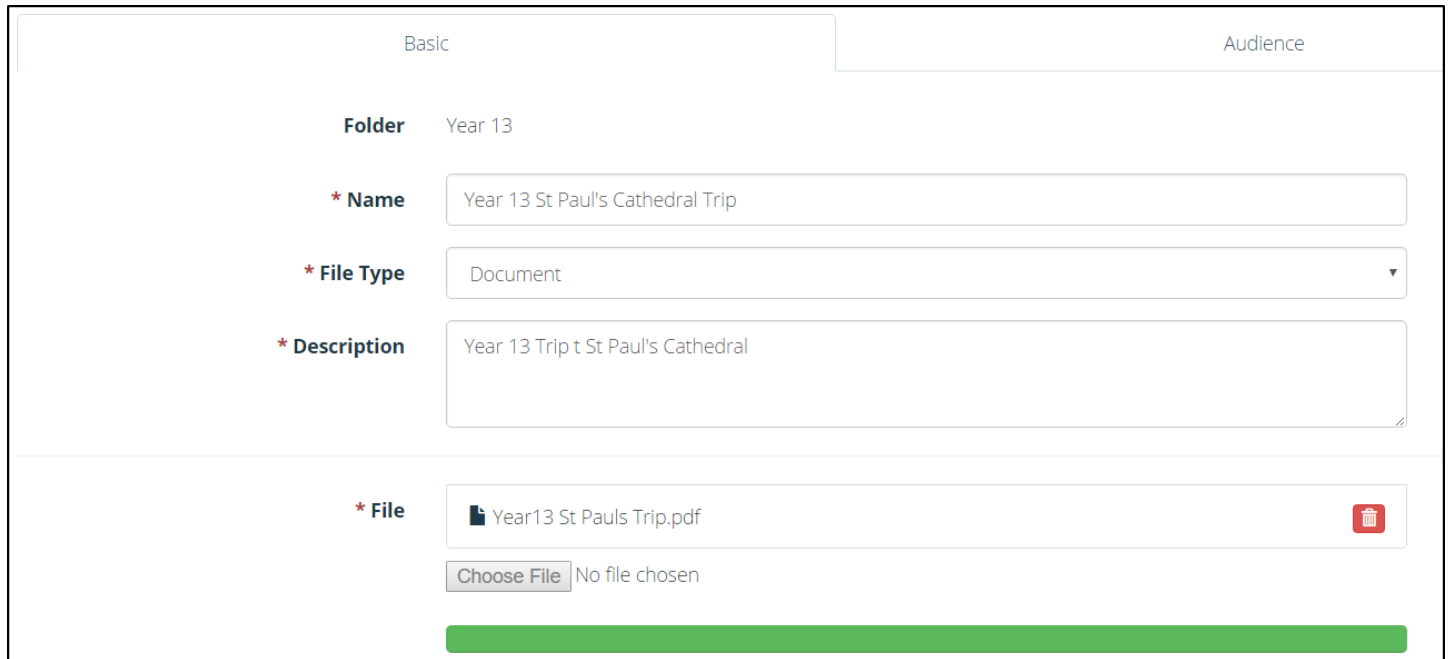
The screenshot shows the 'Details' page for a document folder. At the top, there is a light blue information banner that reads: "All files are stored in folders. Any folders without files will not be shown in the file browser." Below this, there are two tabs: 'Basic' and 'Availability'. The 'Availability' tab is currently selected. Under the 'Availability' tab, there is a section labeled 'Availability' with a text input field containing 'Year: 12' and a red trash icon to its right. Below this, there is a section labeled '\* Group' with a dropdown menu showing 'School Directory'. A note below the dropdown reads: "Choose the groups this form is available to. If no groups are selected the form is available to all users." At the bottom of the form, there is a blue button labeled 'Add group'.

#### The Document Folder Availability option

6. Click 'Save & New' when your changes have been made.

## How to upload a Document

1. Click 'Files' in the left-hand menu.
2. Select the folder you wish to upload your document to from the 'Folders' list.
3. Click '+New'.
4. In the 'Basic' tab, enter the document's title in the 'Name' field, select the file type and add a description of the document.

A screenshot of a web interface for uploading a document. The interface has two tabs: "Basic" (selected) and "Audience". Under the "Basic" tab, there are four main sections: "Folder" with the value "Year 13"; "\* Name" with a text input field containing "Year 13 St Paul's Cathedral Trip"; "\* File Type" with a dropdown menu set to "Document"; and "\* Description" with a text area containing "Year 13 Trip t St Paul's Cathedral". Below these is the "\* File" section, which shows a file named "Year13 St Pauls Trip.pdf" with a trash icon to its right. Below the file name is a "Choose File" button and the text "No file chosen". At the bottom of the form, there is a solid green horizontal bar.

### The upload file 'Basic' tab

5. Use the choose file option to select the document for upload. A green bar will appear when the document has been successfully loaded.
6. Click the 'Audience' tab and select if the document can appear in the private space, public space, or both (full). Choose which message centre(s) the document can appear.
7. Click 'Submit' when all details have been completed to save your document.