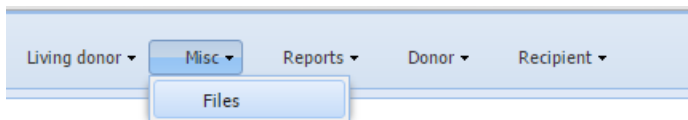# User manual
File upload and sharing

1. Enter the file menu

File upload and sharing is done from the menu, Misc (miscellaneous), which is accessible if authorized to the current login. If you do not have access, please contact the office.
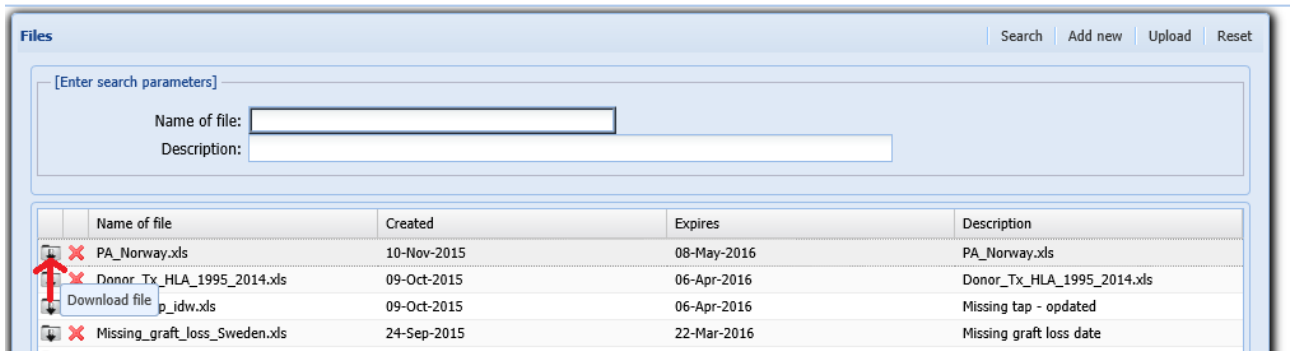
1. Choose the menu Misc

2. Choose the menu, Files

A list of existing files (already uploaded) are shown; e.g. the file, *PA_Norway.xls*, which was uploaded 10th of November 2015.

2. Download

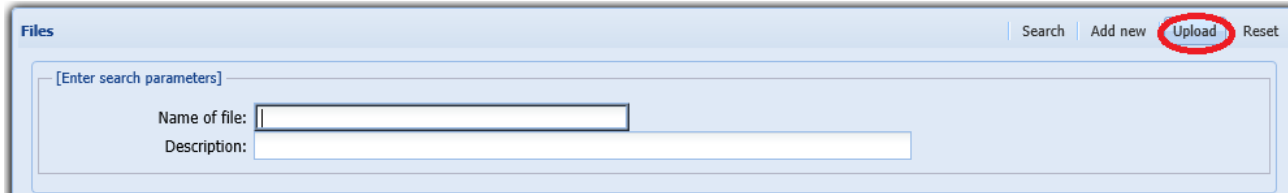If you wish to download/open a file on the list click on the 'download file' icon to the left.

3. Upload

1. To upload a new file click on 'Upload', in order to access the upload-functionality.
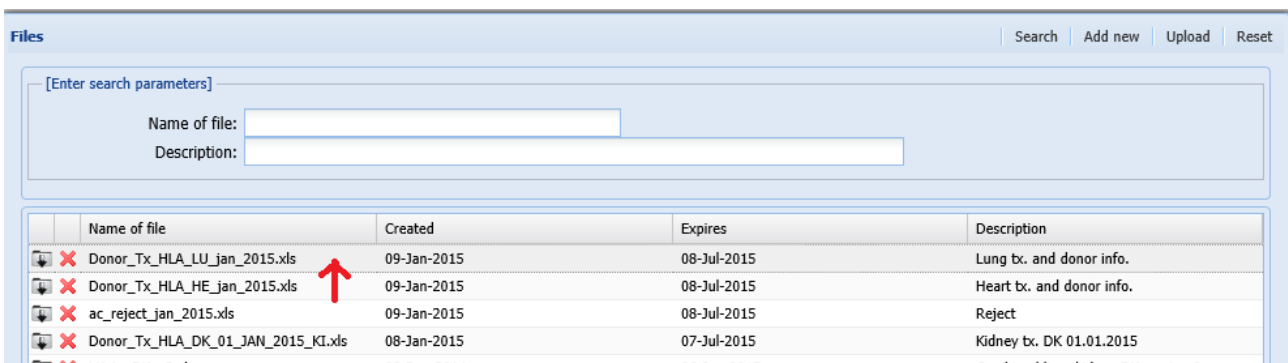
2. If you wish to add an extra description to the file, you can enter it into the 'Title' field

3. Leave the 'Process' field empty

4. Click on the Find-button, to select the specific file on your computer that you wish to upload (share).

5. The file is uploaded by clicking the Send-button.

4. Share

To share a file you need to upload the file first. When you have uploaded the file you wish to share, click on the line with the name of the file.

A new window will appear (number 1 below) if you click on the line below 'User' a search window will appear (number 2).

Enter the name on the user to whom you wish to share the file with and press search. Click on the user and it will be transferred to the 'Shared with' list.

When you have selected the person(s) you wish to share the file with, click on the 'save' button.