

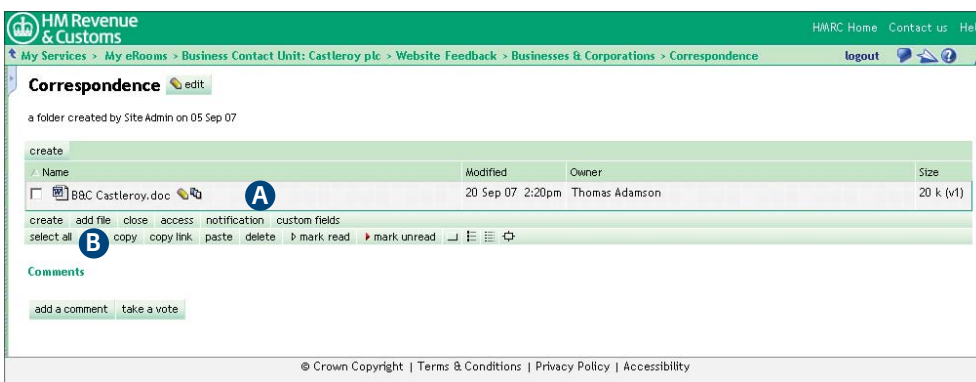
Customer Member

Adding a file

With the plug-in

If file not already created

- 1 Navigate to the **location** (A) where the file is to be added.
- 2 Select **add file** (B).



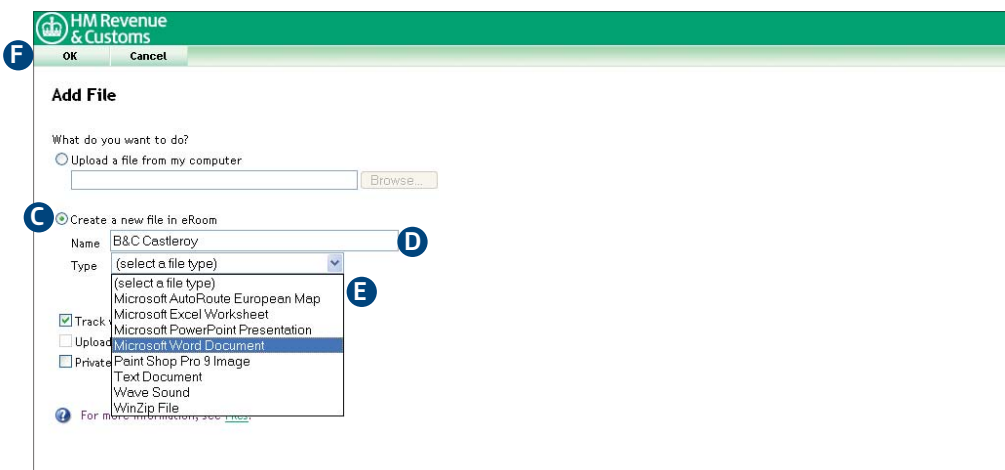
- A** Location
- B** add file button

- 3 Select **create a new file in eRoom** (C).
- 4 Name the **new file** (D).
- 5 Select the appropriate file type from the **drop down menu** (E).
- 6 Select **OK** (F).



Note

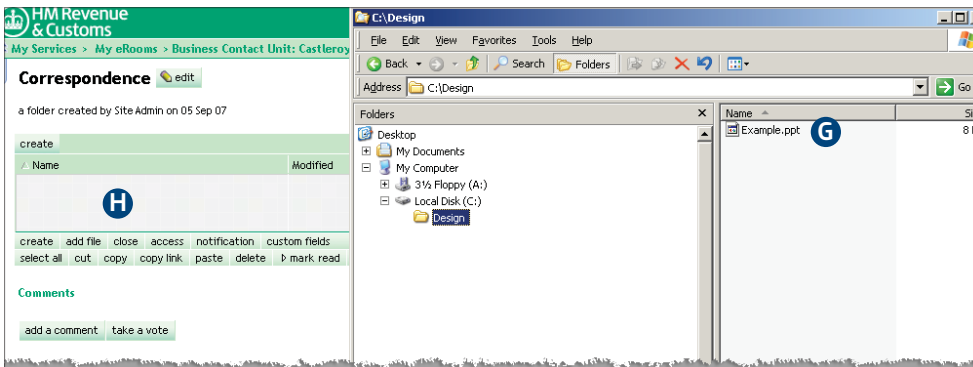
The drop down list will only include applications you have access to.



- C** Create a new file in eRoom radio button
- D** file Name field
- E** file Type drop down menu
- F** OK button

If file already created

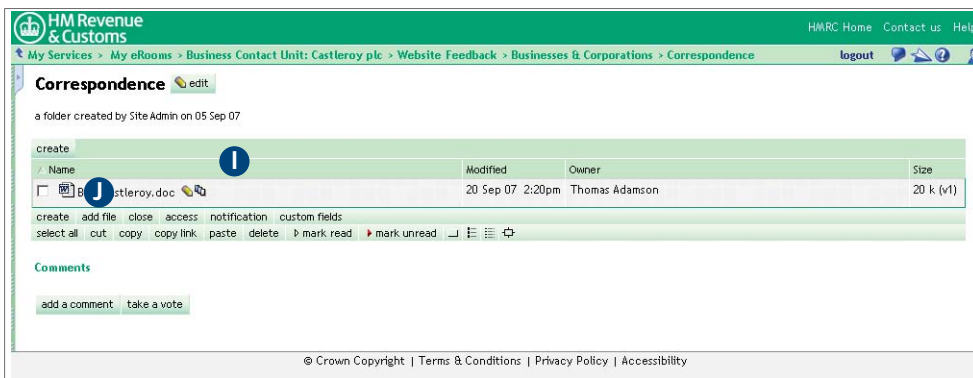
- 1 Open Windows Explorer and **locate the file** to be added (G).
- 2 With Windows Explorer and Shared Workspace open at the same time, drag the file from **Windows Explorer** to the Shared Workspace **location** (H).



- G** file in Windows explorer
- H** Shared Workspace location

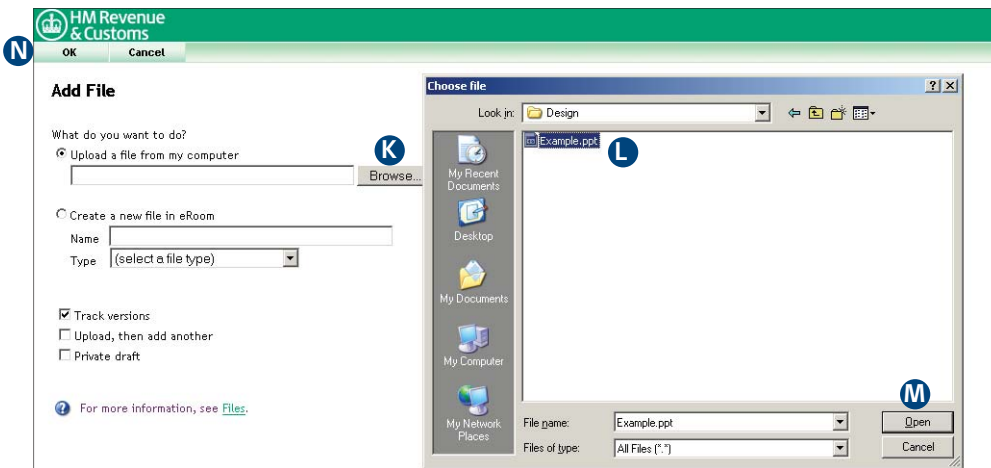
Without the plug-in

- 1 Navigate to the **location** (I) where the file is to be added.
- 2 Select **add file** (J).



- I** Location
- J** add file button

- 3 Select **browse** (K).
- 4 Find the **file** (L) you wish to add.
- 5 Select **open** (M).
- 6 Select **OK** (N).



- (K) Browse button
- (L) File to be added
- (M) Open button
- (N) OK button