Upload Files

Each site comes with a file storage area. Content can be uploaded and folders created for organization. The following content can be uploaded to the site storage area and organized into the following categories:

- Documents
- Files
- Photos
- Videos
- Online Training

Note: Additional repositories can be created to access files residing on a different service. Contact a myGateway administrator for more information.

Follow the steps below to access the site repository and add files:

1. On the site page, click on the **Content** link in the navigation menu. The repository page, labeled **Documents and Media**, will appear similar to the below example:
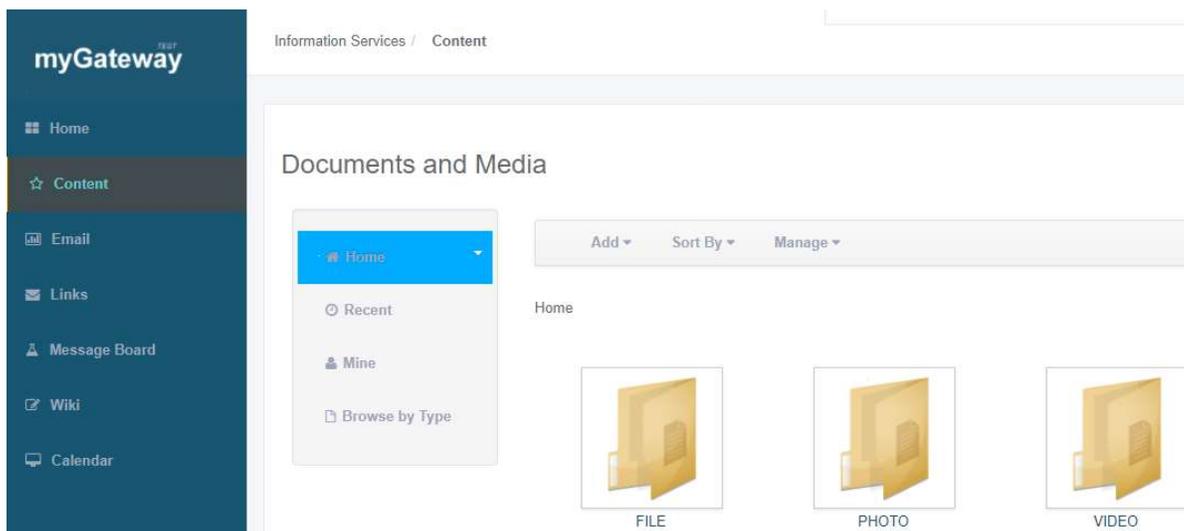
2. Click the **Add** button in the top menu bar and select the type of file to upload.
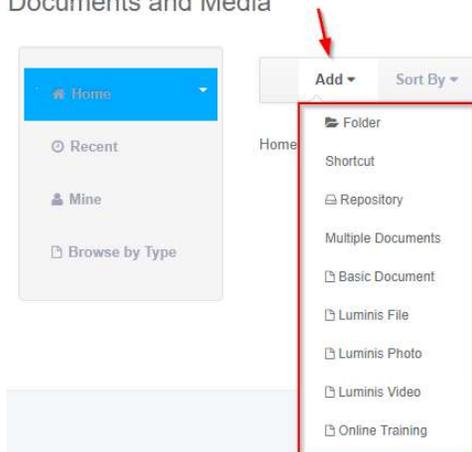
Note: Before selecting an upload type, be sure to navigate to the destination folder first. If a destination folder is not chosen, then the default home folder will be the selected.

Shortcut

Create a shortcut to any document in a myGateway site that you can access and view.

1. Click the **Select** button underneath the *Site* field.

Documents and Media

New File Shortcut

You can create a shortcut to any document that you have read access for.

Site

Select

Document

Select

Permissions

Viewable by   Site Members   ▾   More Options »

Save   Cancel

2. A page with all accessible site pages will appear. Click on the **Choose** button to the right of the site name.

Sites

Q▾ Keywords   Search

Name	Type	
Information Services	Restricted	Choose

3. Click the **Select** button underneath the *Document* field

Note: The **Select** button will be disabled until the site has been selected.

4. Navigate to the file, click on the **Choose** button to the right of the desired file

Select File

Home

Information Services /

Folder	# of Folders	# of Documents
📂 FILE	0	0
📄 PHOTO	0	1
📂 VIDEO	0	0

Documents

Document	Size	Downloads	Locked	
☐ NOCCCD Logo Current NOCCCD logo	26k	0	No	Choose

5. Select the set of users that can view the file. Click the **More Options** button to set additional permissions.
6. Click the **Save** button to generate shortcut and save in repository.

A confirmation message will display and the shortcut will appear in the repository.

Multiple Documents

Uploading multiple files or documents to the site is easy. Follow the instructions below to do this:

1. Drag and drop files from your computer or other attached storage device into the upload area indicated on the setup screen (see Figure 1). Alternatively, you can click on **Select Files** link, use the file manager to select the files, and click the **Open** button to move files over to the upload area. (See Figure 2).
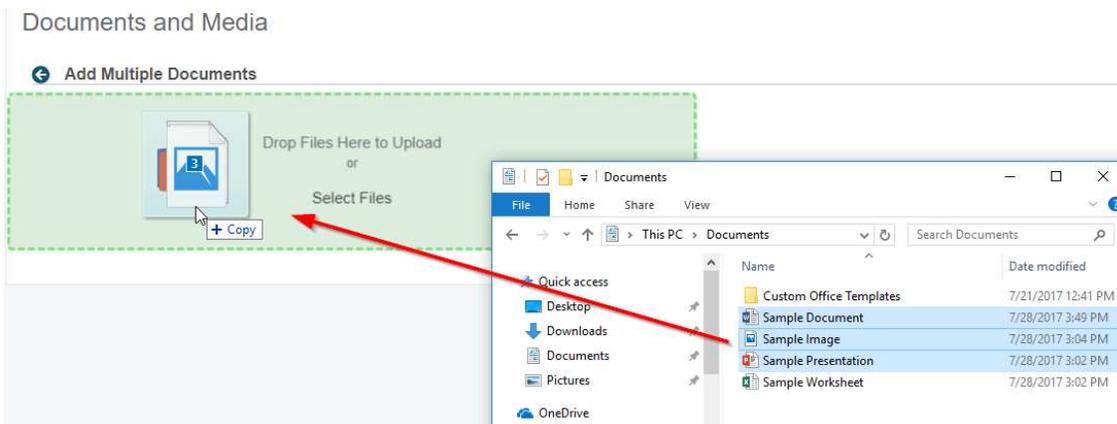
Figure 1: Drag and Drop
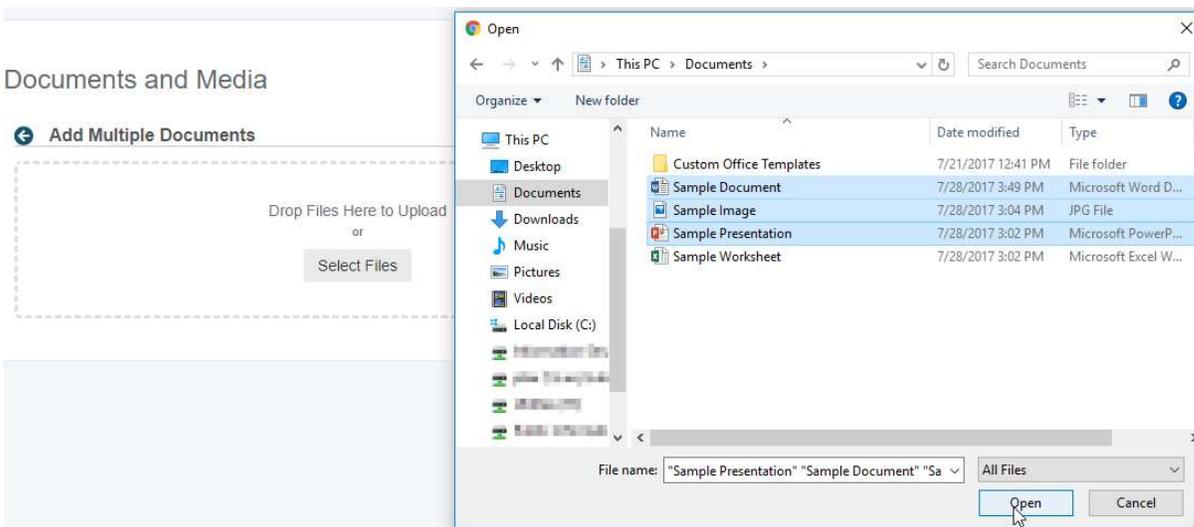
Figure 2: Select using the file manager on your computer (Windows screenshot shown)

2. Once selected, the selected files will appear in the status list underneath the file upload area. From here you can add more documents/files or select to bring up the next page to add descriptions.
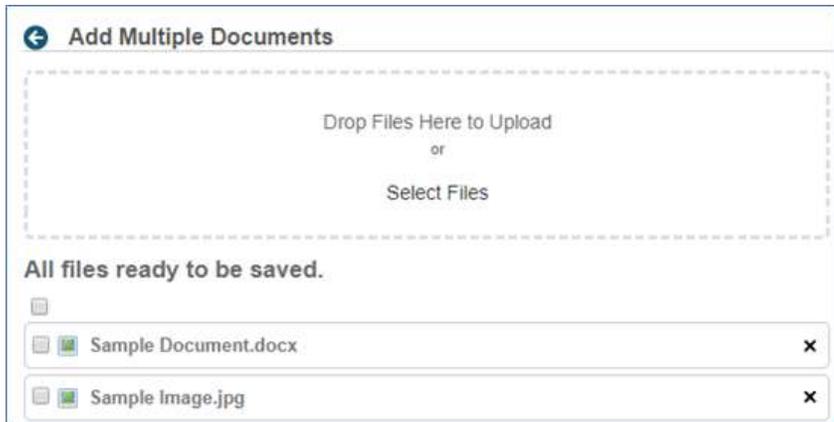
3. When the desired files are ready for upload, select a file and add additional information as necessary on the setup area that appears (Figure 3). As each file is saved with additional description items, the list of files to upload will be updated (Figure 4).
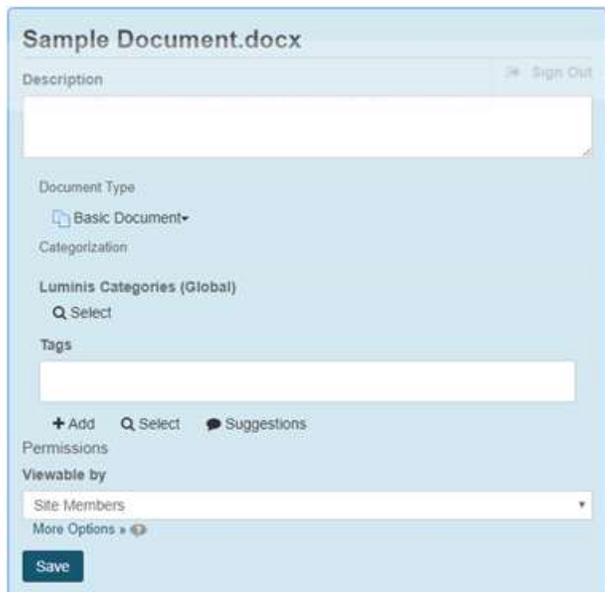
Figure 3: Additional file information setup page

Note: An uploaded file does not appear in the destination folder until it is saved.
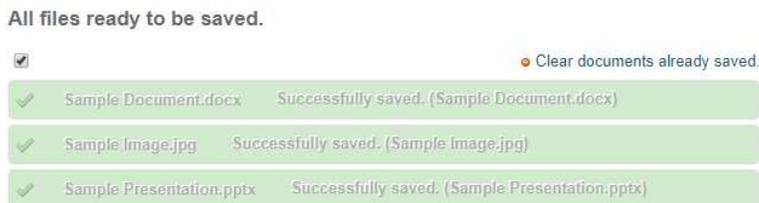
Figure 4: Updated file upload status list

Basic Document

This feature allows you to upload documents from your computer or other external storage device. To start, click **Add New** link and select the **Basic Document** option.

1. To set the destination folder for the uploaded file, click the **Select** button and choose from the list that appears.

2. Click the **Choose file** button to bring up the file manager. Navigate to the desired file and click the **Open** button
3. Type in a descriptive title for the uploaded file in the *Title (Required)* field
4. Add a description of the file in the *Description* field
5. Click the **Document Type** drop-down box and select the appropriate type of file that is being uploaded

6. Click on the **Select** button and choose the appropriate category associated with the file upload

7. To make searches for the file more efficient, click the **Add** link in the Tags area and type in relevant search terms for the message. To review and/or select previously used tags, click the **Select** link. Suggested terms based on the thread may also be available using the **Suggestions** link.

8. If there are any related files or other site content associated with the uploaded file, click the **Select** button underneath the *Related Assets* heading and set. Click the **Save** button to confirm and create the bookmark.

9. Set the permissions on which users can access the file by selecting an option in the **Viewable by** drop-down box. The available options are *Site Members* (default), *Anyone/Guest*, or *Owner*. If necessary, click the **More Options** link for additional permission settings.

10. Click the **Publish** button to upload the file to the destination folder and add any other information provided in this setup page.

Other File Upload

There are also several file type categories in which the file can be uploaded and associated. This comes in handy when searching for a specific type of file on the site later.

- Photo
- Video
- Online Training
- File (Other)

Each has the same upload setup page as shown below:

New Luminis File

Upload documents no larger than 102400k.

Folder

Home

[Select] [Remove]

File

[Choose File] No file chosen

Title (Required)

Description

Optional property

Categorization

Luminis Categories (Global)

[🔍 Select]

Tags

[➕ Add] [🔍 Select] [💬 Suggestions]

Related Assets

[▼🔍 Select]

Permissions

Viewable by

Site Members ▼   More Options » ❓

[Publish] [Cancel]