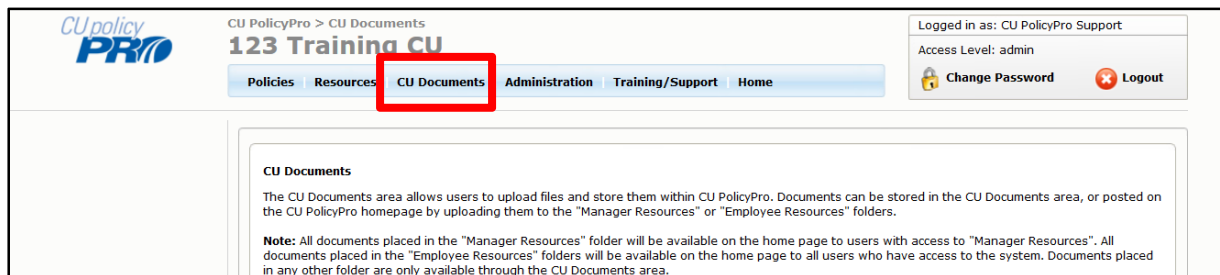


CU Documents

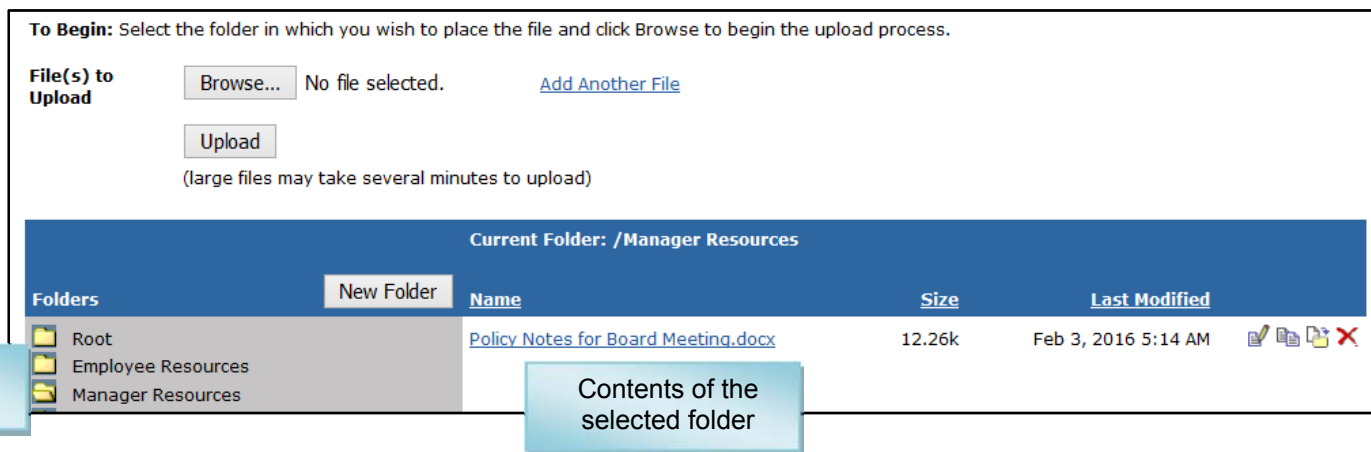
Click on “CU Documents” in the top navigation to access the CU Documents area.



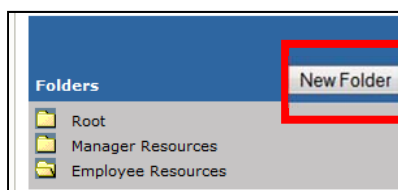
The CU Documents area allows you to upload and store documents. Once in CU Documents, documents can be posted to the Home Page, either in the “CU Documents - Manager Access” or “CU Documents - Employee Access” folder.

CU Documents File Structure

1. By default, the CU Documents area contains three folders: “Root”, “Employee Resources”, and “Manager Resources”.
2. Click on the folder name and the contents of that folder will be displayed in the center section of the screen.



3. The “Employee Resources” and “Manager Resources” folders serve a special function. Any documents placed in these folder will be posted to the corresponding folders on the Home Page.
4. Additional folders can be created by clicking the “New Folder” button next to the Folders listing. You can create subfolders to existing folders. **Note:** Subfolders and their contents are available from the CU Documents area, but will not be posted on the home page, even if the subfolders are created within the Employee Resources” or “Manager Resources” folders



Uploading Files to CU Documents

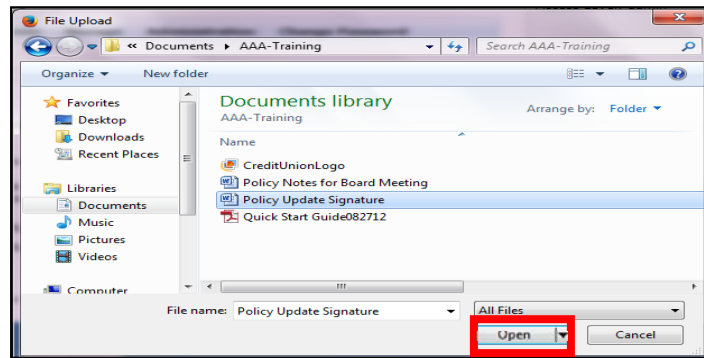
1. Click the folder to which you wish to upload your document.
2. To upload a document, click the “Browse” button next to the File Upload field. **Note:** Depending on the internet browser you are using, the “Browse” button may be named something other than “Browse.” This will allow you to browse your computer hard drive or network to choose a file. **Note:** To upload multiple documents, click the “Add Another File” link. You can add as many upload fields as you need.



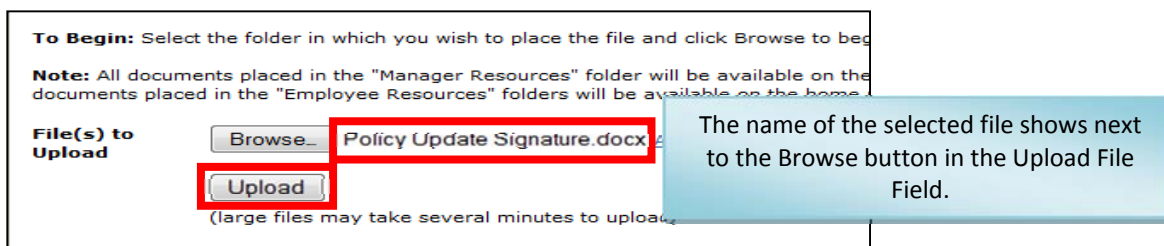
“Browse” to choose your file. This screen shot shows two available file upload fields.

Click “Add Another File” to open an additional upload field. Click the minus sign to remove additional upload fields.

Once you’ve found the file, to upload, click on the file name, then click the “Open” button on the dialogue box. **Note:** Again, depending on your browser, your screen may appear slightly different than the screen shot below.



4. The name of the file will now appear in the file upload field. Click the “Upload” button, and the file will be uploaded.

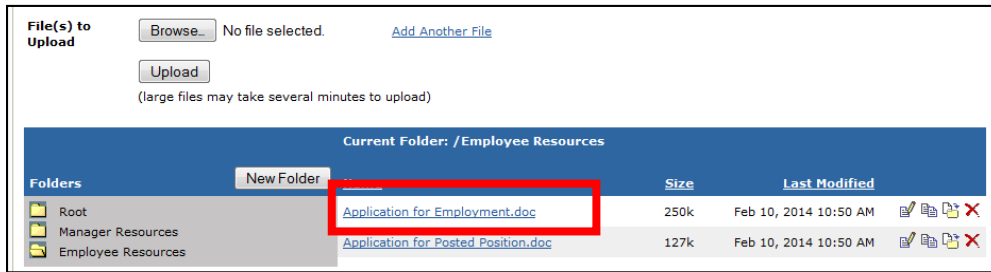


Note: The CU Documents area supports the upload of multiple file types, such as Microsoft Office, Text, PDF, etc. However, when opening files, the computer you are working on must have that program available in order to access the file. This can sometimes be an issue when opening the file from a remote location.

Note: File size is limited to 2MB. Files over this size cannot be uploaded.

Opening Files in CU Documents

1. Once a file is in the *CU Documents* area, it can be opened by clicking on the file name. This will open the file in the program the file was originally created.



Making Changes to Files in CU Documents

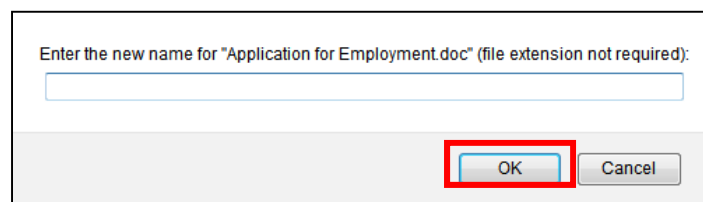
1. If any changes are made to the file after it is uploaded, the file must first be saved locally, then the updated document re-uploaded to CU Documents area. It is recommended that you remove the old file before uploading the updated file.
2. Files within the CU Documents area can be renamed, copied, moved to a different folder or deleted.

Renaming Files in CU Documents

1. To rename a file, click on the “rename” icon to the far right of the file name.



2. A dialogue box will open to allow you to rename the file. Enter the new name and click “OK”.



Copying Files in CU Documents

1. To create a copy of a document, click the “Copy” icon to the far right of the file name.



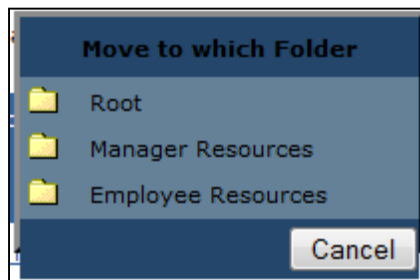
2. This will create a copy of the file, named “Copy of (file name)”. You can then rename or move this file, if desired.

Moving Files between Folders in CU Documents

1. To move a document to a different folder in the the CU Documents area, click the “Move” icon to the far right of the file name.



2. A dialogue box will open showing all available folders. Click the name of the folder where you want the document to move. This will move the document to that folder. Remember, any documents placed in the “Employee Resources” or the “Manager Resources” folders will be available on the Home Page.



Deleting files in CU Documents

1. To delete a document from the CU Documents area, click the “Delete” icon to the far right of the file name.



2. This will permanently delete the document from the CU Documents area. If this document is deleted from the “Employee Resources” or the “Manager Resources” folders, it will no longer appear on the Home Page.