HOW TO UPLOAD FILES

You must have Flash installed on your computer: http://get.adobe.com/flashplayer/

Dashboard	Projec	Approvals	Files	Assets	QuickProof	Reports	Admin					
😯 New Project												
Search		0	-	BRR Files	Sharing							
🕢 Add Field 👻		Q Sea		FILESHARIN								
1 result				Add File(s)	5							
BRR FileSharing	3			Assignment &	Activity			File				Details
	<u> </u>											
				A Pag	e	1 of	1	2				-4
				Project D	etail Componen	t List Status	s & Tasks	[INFOPROS] Component List	Teams	Milestones	Approvals	

- 1. Click Projects.
- 2. Click Search.
- 3. Click on the name of the project you would like to upload files to.
- 4. Click FileSharing.
- 5. Click Add File(s).

Please note: Uploading entire folders is not currently supported, but you can zip the folder and upload the .zip file instead of uploading individual files. For more info on .zip files, visit http://www.winzip.com/aboutzip.htm

After uploading your files, they will appear in the FileSharing window:

F	BRR FileSharing		Project - Related Projects -
į.	FILESHARING		Export
Ł	O Add File(s)		1
Ł	Assignment & Activity	File	Details
		2012-02-18 10-14-34 spproj (128KB) Download Edit/View	Uploaded: 02/18/2012 10:18am Expires: May 18, 2012 Reference #: Notes:
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- 5. Click Edit/View for each uploaded file.
- Double-click on
 Group: PB Team (for file notification) in the list on the left so that it appears in the Selected list.
- Click Save & Send. This will notify the BRR team of your upload.

Dashboard	Projects	Approvals	Files	Assets	QuickProof	Reports	Admin			BIG RED ROOS privat
My Uploads N	ly Download	is Expired Fil	es Uplo	ad Files						
Edit File Detail	s									
File:	2012-02-18	3_10-14-34.snagp	roj (128KB)	1	Show:		All Users My	Address Book	6	
Uploaded:	Sat, 18 Fel	2012 10:18:54 -0	0500		Availa	bility:	Available		U	selected
Expires:	05/18/201	2	3				Group: Lead User: ., Card	er SKU Upload		Group: PB Team (for file notification)
Reference #:			1				User: Acosta	i, Jose		
Notes:			_				User: Acquis User: Adams	tapace, Christina , Jim		
							User: Adams			
							User: Ahearr User: Alimud		→	
							User: Alvare User: Anders		+	
							User: Ang, J			
Reference Files:	There are	no reference files					User: Aranha User: Arfo, K			
Send Notification:	Yes		~				User: Astorin		Ŧ	
Reply-To:			~				Enter a filter			Ilear 🥩 Clear
							This file will be	e made available to	any users	or groups placed in the right-hand box.
Add Reference	File Save &	Send								
Note: System	will only no	tify users if Se	nd Notific	ation = Yes						