HOW TO UPLOAD FILES

You must have Flash installed on your computer: **http://get.adobe.com/flashplayer/**
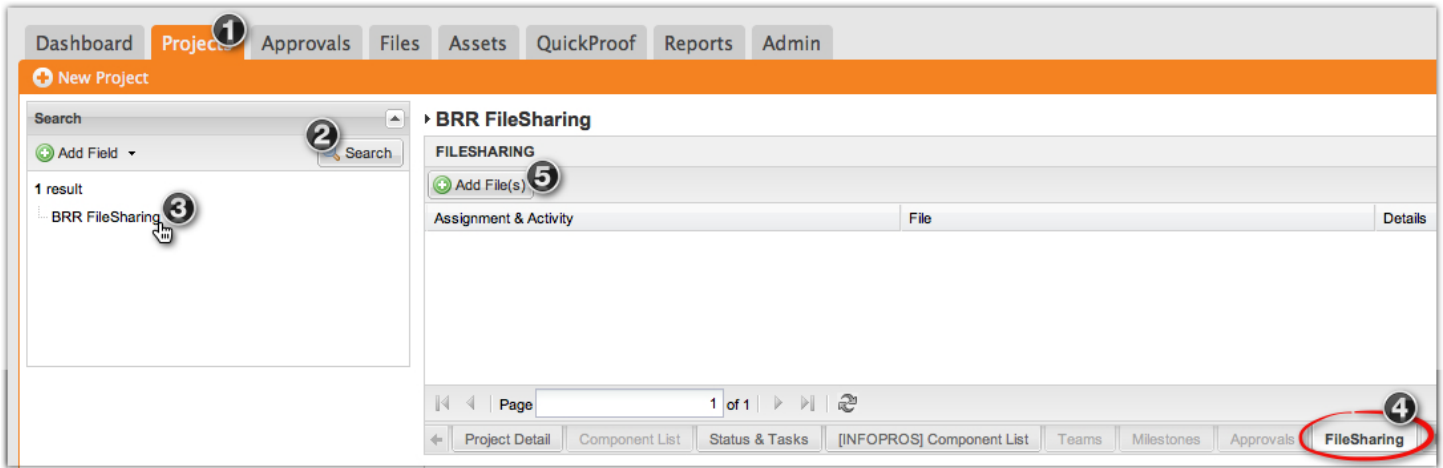
1. Click **Projects**.
2. Click **Search**.
3. Click on the name of the project you would like to upload files to.
4. Click **FileSharing**.
5. Click **Add File(s)**.

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:
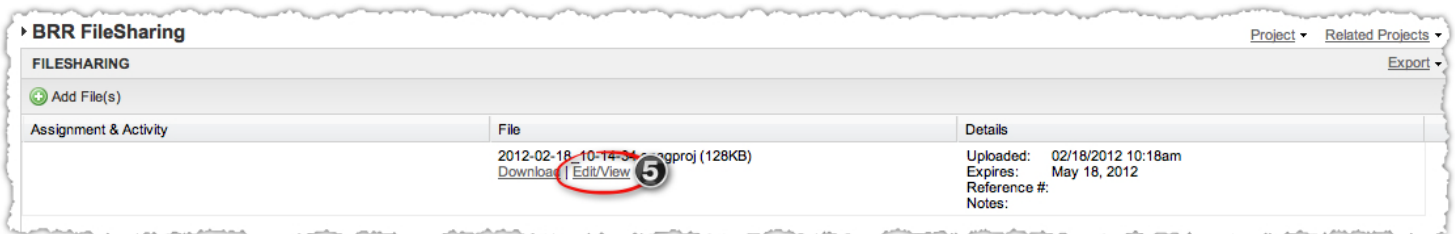
5. Click **Edit/View** for each uploaded file.

6. Double-click on
   Group: PB Team (for file notification)
   in the list on the left so that it
   appears in the Selected list.

7. Click **Save & Send**.
   This will notify the BRR team of
   your upload.