



Shareweb

Poverty Wellbeing

How to add a document in the CUG

To add a document to your CUG, simply drag and drop the file to the "Documents" box

Welcome to the **CUG (closed user group)** for the learning trayectory on

Documents

+ new document or drag files here

✓	Name	Modified
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If the file does not upload, then follow these steps:

1. Click on "+ new document" and then "upload existing file"

Word document

Excel workbook

PowerPoint presentation

OneNote notebook

New folder

UPLOAD EXISTING FILE

2. Browse to select the file that you need to upload

Add a document

Choose a file

No file selected.

Add as a new version to existing files

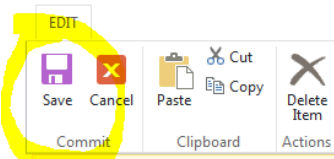
Version Comments

OK

Cancel

- Click on “save” (optional: first add further technical details of the document in the fields displayed in the form and then click “save”)

Documents - LT aims and activities.docx



The document was uploaded successfully. Use this form to update the properties the document.

Name * .docx

Title

Enterprise Keywords

- The file will be visible (it might take a few seconds depending on your internet connection)

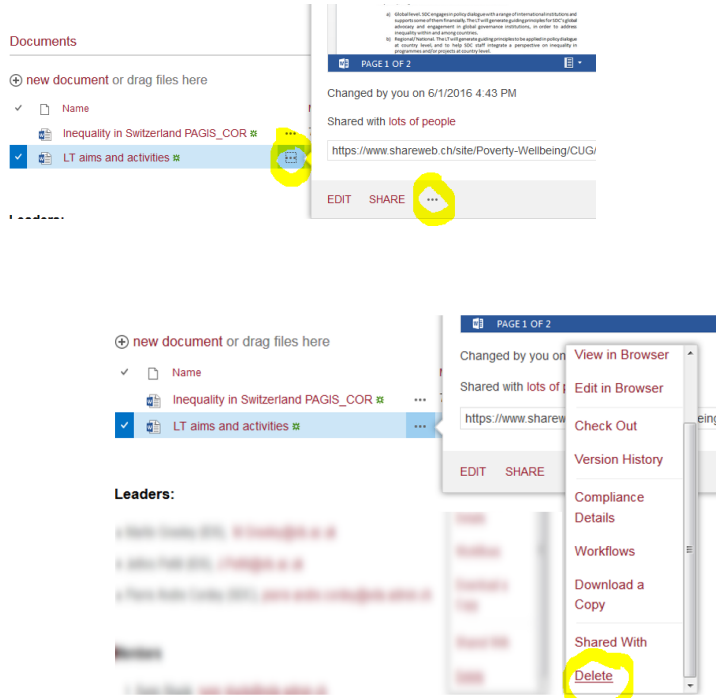
Documents

+ new document or drag files here

✓	Name	Modified	Modified By
	Inequality in Switzerland PAGIS_COR ✘	7 minutes ago	<input type="checkbox"/> Cesar Robles
	LT aims and activities ✘	About a minute ago	<input type="checkbox"/> Cesar Robles

Deleting a file

To delete a file, click on the “...” (three points in the line of the file), and then again in the “...”. A drop-down menu will appear, scroll down to find the last option “delete”. Please make sure you don’t delete another person’s document.



Documents

+ new document or drag files here

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Leaders:

- View in Browser
- Edit in Browser
- Check Out
- Version History
- Compliance Details
- Workflows
- Download a Copy
- Shared With
- Delete**

For further support, please contact Cesar Robles, poverty-wellbeing@helvetas.org

V1, 1st June 2016