

Uploading Documents

SharePoint Committee Training


The process for adding documents to a SharePoint committee site is the same as adding documents to any SharePoint site. The instructions are as follows:

Locate the appropriate location



Once your document set has been created, you will be able to add documents to it for others to view.

1. Navigate to the link Agenda & Minutes (current year) or Agenda & Minutes (past years)
2. Locate the document set within which you need to add documents
3. Click on the document set name






Meeting Documents

 new document or drag files here

All Documents **Agenda & Minutes (current year)** Agenda & Minutes (past years)

✓		Name	
		BET 1st Quarter 2018	...

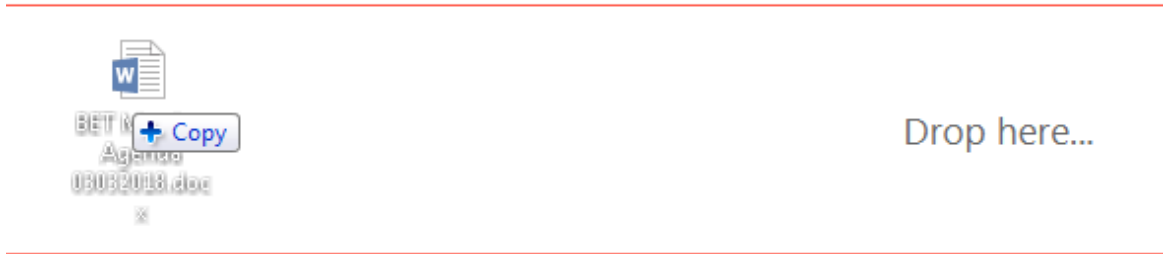
Once inside the document set, you will see three folders

Find a file			
✓		Name	
		Agenda	...
		Agenda Attachments	...
		Minutes	...

Adding Documents by Drag and Drop

1. Click on the folder within which you need to add documents
2. Locate the document in the shared network drive or personal computer location.

3. Click on the document and drag it to the selected committee folder until the screen changes to show a Drop here... box and release the document



The document is now stored within the folder and can be viewed by others.
The same action can be taken for all folders in the committee site.

Adding documents using + new document

1. Click on the folder within which you need to add documents
2. Click on the + new document button

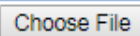
+ new document or drag files here

Find a file 

3. Click Choose File

Add a document ✕


Choose a file

 No file chosen

Overwrite existing files

Destination Folder

/BET 1st Quarter 2018/Agenda/













This will open a network drive navigator for you to select the document you wish to upload.


4. Once you have selected a document, Click OK

5. Click Save on the form that appears.

Meeting Documents - BET Meeting Agenda 03032018.docx ✕

EDIT

 Save <small>Commit</small>	 Cancel	 Paste <small>Clipboard</small>	 Cut  Copy  Delete Item <small>Actions</small>
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 The document was uploaded successfully. Use this form to update the properties of the document.


Content Type: Agenda Document ▾
Committee Agenda Document Template


Name * BET Meeting Agenda 03032018 .docx

Title

Meeting Number 1

Year 2018 

Month March 

Date 3/03/2018 

Created at 7/02/2018 11:36 AM by Jessica Bravo
Last modified at 7/02/2018 11:36 AM by Jessica Bravo

Save Cancel

The document is now stored within the folder and can be viewed by others.

The same action can be taken for all folders in the committee site.

Prepared by: Jessica Bravo
Last modified: 7/2/2018