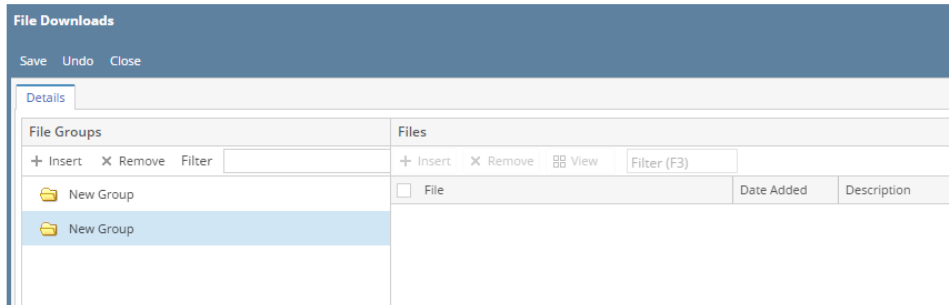


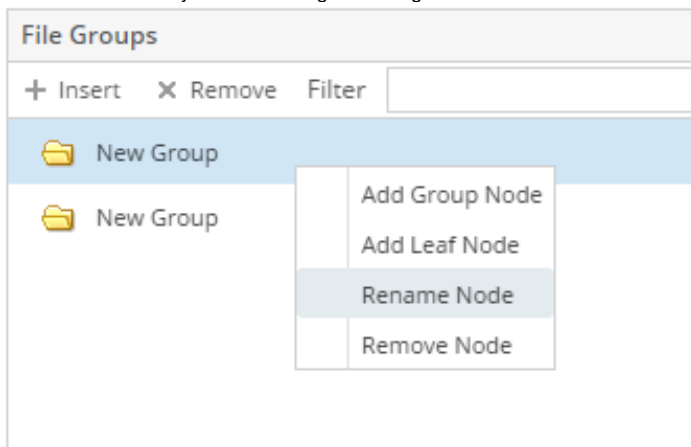
How to Create Folders and Upload Files

How to Add the Group Folders and Leaf Node:

1. Log in as **Admin** user
2. On user's menu panel, go to **System Manager** folder then click **Utilities** folder
3. Select and open **File Downloads** menu
4. In the **File Groups** panel click the Insert button to create a new folder

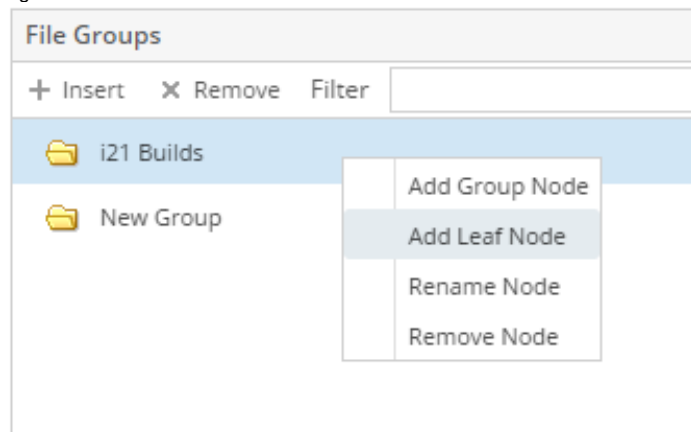


5. Rename the folder by double clicking on it or right click the Rename Node

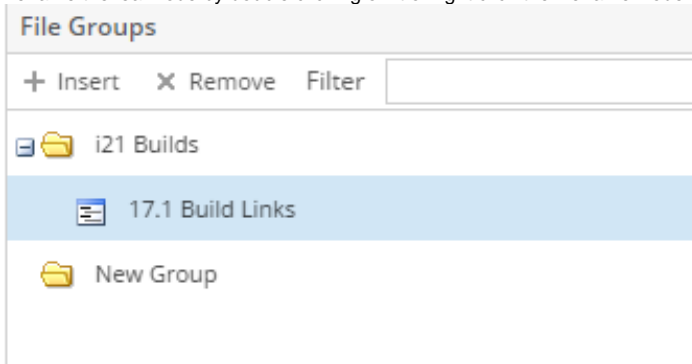


Note: You cannot add files in a group folder yet, a Leaf node must first be created

6. Right click on a folder then click **Add Leaf Node**



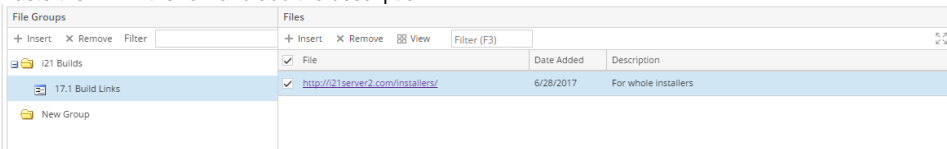
7. Rename the leaf node by double clicking on it or right click the Rename Node



8. Adding Group Folders and Leaf Nodes are automatically saved

How to Upload Files/Links:

1. Select the Leaf Node, on the **Files** panel click the **Insert** button
2. Paste the link in the row and add the description



3. Click the Save button when done