

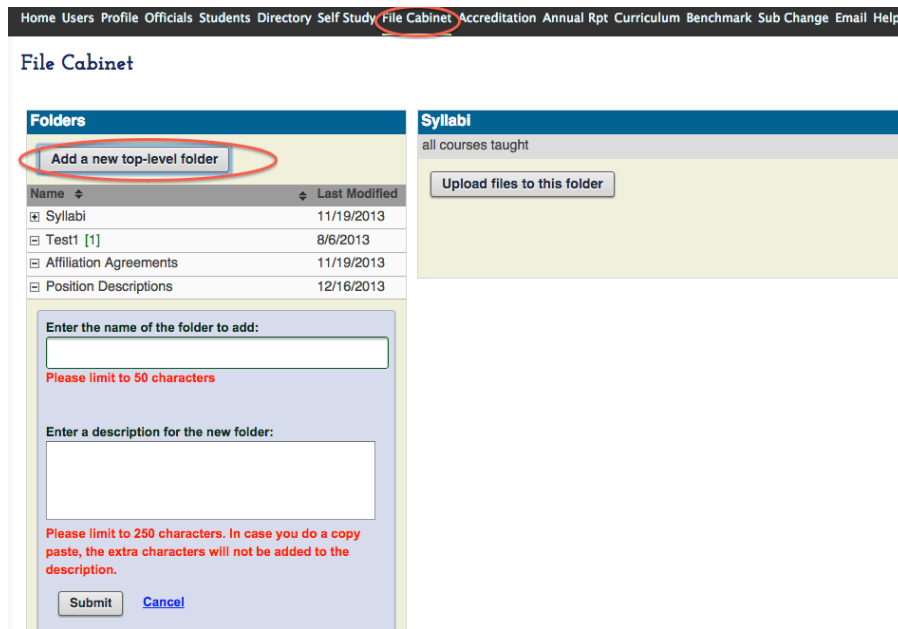
File Cabinet

The file cabinet is a convenient place to store program documents. This module provides you with the ability to create folders and subfolders and then upload documents to those folders. The files in the file cabinet can be uploaded to the self-study (if applicable).

Please note: The site visit team and self-study reviewers DO NOT have access to your file cabinet, so any documents they need to see must be uploaded to the appropriate standard(s).

Create a Folder/Subfolder

- Click 'create a new folder/subfolder' button (a dialogue box will open at the bottom of the folder list)
- Complete **Name and Description** (both are required)



The screenshot shows the 'File Cabinet' interface. At the top, there is a navigation bar with links: Home, Users, Profile, Officials, Students, Directory, Self Study, File Cabinet (highlighted with a red circle), Accreditation, Annual Rpt, Curriculum, Benchmark, Sub Change, Email, Help. Below the navigation bar, the 'File Cabinet' page is displayed. On the left, under the 'Folders' tab, there is a button 'Add a new top-level folder' (circled in red) and a table listing existing folders:

Name	Last Modified
Syllabi	11/19/2013
Test1 [1]	8/6/2013
Affiliation Agreements	11/19/2013
Position Descriptions	12/16/2013

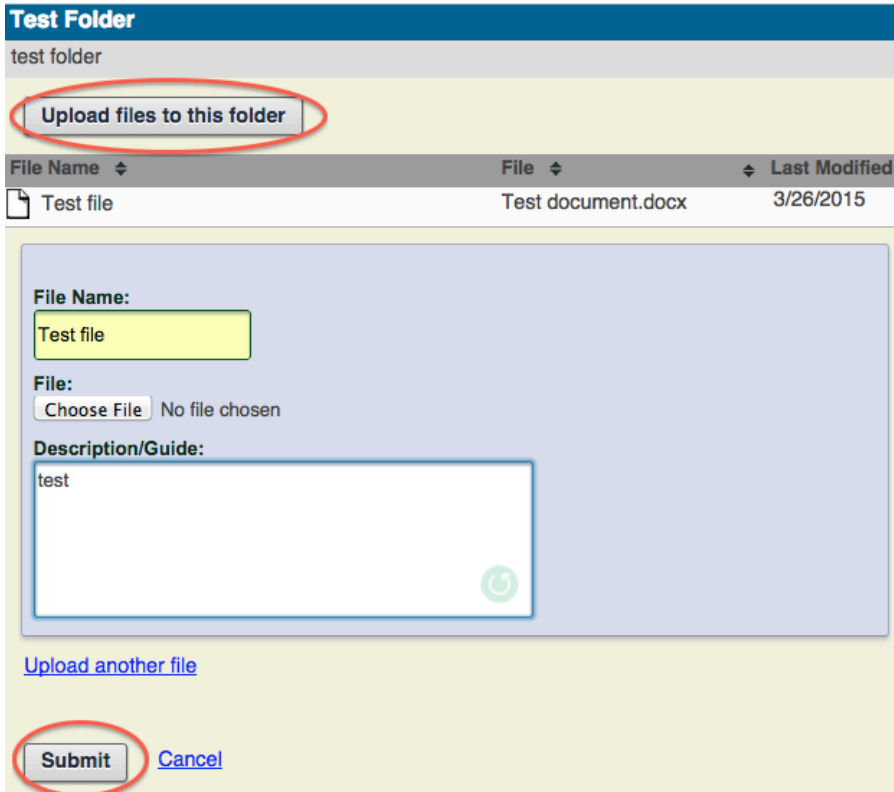
Below the table is a dialog box for creating a new folder. It contains two text input fields: 'Enter the name of the folder to add:' and 'Enter a description for the new folder:'. The name field has a red warning: 'Please limit to 50 characters'. The description field has a red warning: 'Please limit to 250 characters. In case you do a copy paste, the extra characters will not be added to the description.' At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

On the right, under the 'Syllabi' tab, there is a button 'Upload files to this folder'.

- Click '**Submit**' (the folder/subfolder will appear on the list and the description will appear when you move your mouse over the new folder)

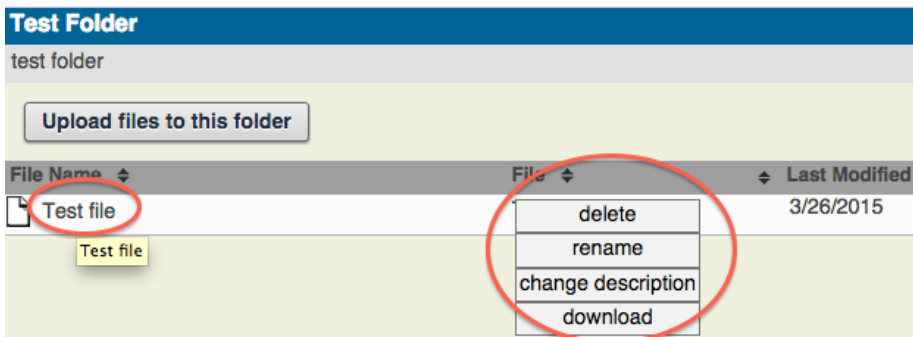
Upload Files

- Click the folder to which you want to upload the file to
- Click '**Upload files to this folder**'
- Complete file name and description
- Click '**Submit**' (the new file will be listed under 'Files in this folder')



Rename, edit, or delete folders/files

- Click on the file you wish to change
- Select an action (rename, change description, or delete)
- Click **'Submit'**



- Please Note: An application user cannot delete a folder/subfolder or documents uploaded by another user.

View Folders

- Folders have a show/hide feature
- Click **+** or **-** symbol to expand and collapse the folders

Folders	
<input type="button" value="Add a new top-level folder"/>	
Name ↕	Last Modified
<input checked="" type="checkbox"/> Syllabi	11/19/2013
<input type="checkbox"/> Test1 [1]	8/6/2013
<input type="checkbox"/> Affiliation Agreements	11/19/2013
<input type="checkbox"/> Position Descriptions	12/16/2013
<input type="checkbox"/> Test Folder [1]	3/26/2015

View Folder Contents

- Click the 'Folder' box
- You will see the folder name, description and contents

Helpful Hints

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