





# Upload Folder

## Upload Folder:

When creating or updating an existing folder, there is an option to make the folder an Upload Folder. This gives tenants or other non-Document Library Admin users the ability to upload files into the specified folder.

**Document Library**

**Folder Management**

**Attributes**

Attributes

Folder Name \*   
(Maximum character length is 100)

☒ Upload Folder

Permission Settings \*

**User Groups** **Users** **Buildings** **Tenants**

Property Manager  
Tenants

[available items] [selected items]

\* Required Information

Create Cancel

Once the "Upload Folder" checkbox is selected, all users granted permission to the folder (See [Permissions](#) page for more information) will be able to upload files to that folder via the My Workspace page.

**My Documents**

Search

[View All Documents](#)

[Top](#) [One Corporate Tower](#)

Name	Size
Exhibit A	1 KB
Parent	1 KB
Subfolder	1 KB
Upload Folder	1 KB
Upload Folder Example	1 KB
150NRiverside.png	225 KB
FitnessCenterWaiverUpload.docx	461 KB

Click "Upload" next to the folder name. The File Upload screen will appear. Select the desired file by clicking "Browse" then click "Upload" at the bottom.

**File Upload**

One Corporate Tower Upload Folder

New File  Browse...

Upload

