Add a File

The File Library plugin allows WebEOC users to upload and share documents and files with other users via WebEOC. The file shared could be a standard operating procedure, a situation report, a PDF, an image, or any other file type. Depending on the permissions granted, users can view, add, and/or delete files from the library.

Helpful Links
Juvare.com
Juvare Training Center
Announcements
Community Resources

If you are unable to access the File Library or need to have edit and/or delete permissions, contact your WebEOC administrator.

To add a file in the File Library

1. In the *Plugins* section of the control panel menu, click **File Library**.

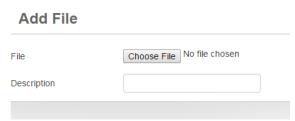2. From the *Master Folder List* section, click the folder name.
   Note: A Folder List contains a list of files/documents. If no folder names appear, you have not been granted permission by your administrator to access the folders.
3. On the *File List* page, click **Create File**.
   Note: If your administrator has not configured read/write permissions to the folder in the File Library, the **Create File** button does not appear.
   Tip: Before adding a file, check with your administrator to find out whether there are any size limitations to uploading a file.
4. In the *Edit File* window, click the **Browse** or **Choose File** button.

5. Follow browser prompts to select the file you want to add.
6. If appropriate, enter a description for the file.
7. Click **Save**. On the *File List* page, the most recently added file appears at the top of the list.