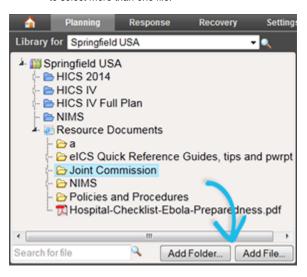# Add a File to eICS

During planning, you can add files, up to 50 MB in size, to plans in your organization's **Resource Documents** folder. However, you cannot upload web page files (with the extension **.htm** or **.html**) to your library.

> *Tip*: Some browsers allow you to upload multiple files simultaneously. If you choose to upload several files at once, these files must reside in the same location. Use the **Shift** or **Control** key to select more than one file.

To add a file

1. Point to **Planning** and click **Library**. The *Library* page opens.
2. Select the appropriate domain or facility from **Library for**.
3. On the left, navigate to the location where you want to add the file.
4. Click **Add File**. The *Add File* window opens.
5. Click **Browse**. The *Choose File to Upload* window opens.
6. Navigate to the file, select it, and click **Open**. The window closes. The file you selected appears in the **File to upload** field.
7. If appropriate, enter comments about the file.
8. Click **OK**.

Helpful Links

- Juvare.com
- Juvare Training Center
- Announcements
- Community Resources