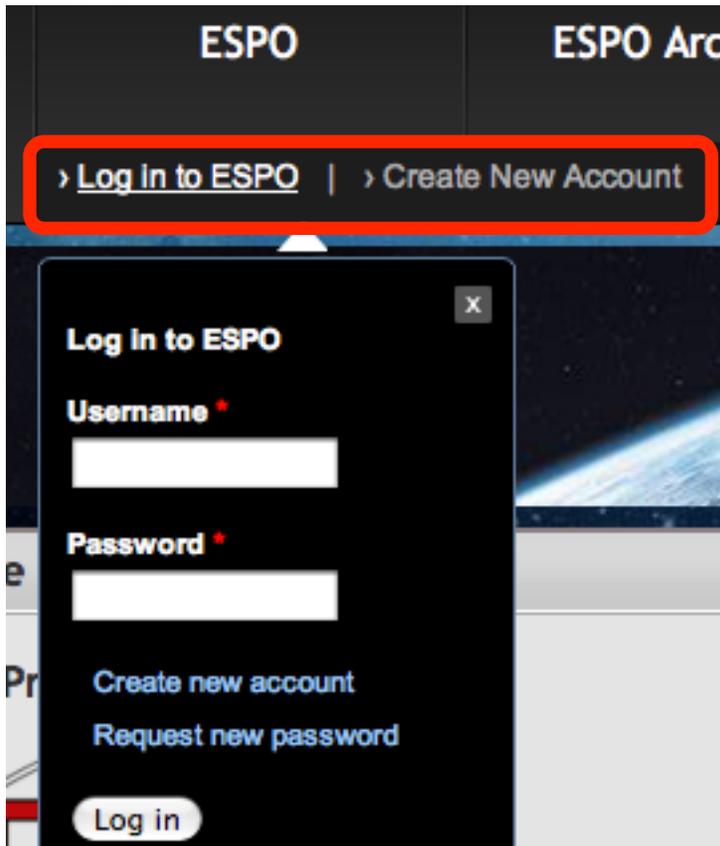


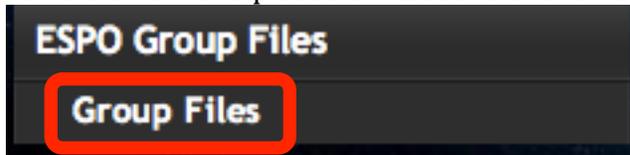
# Uploading Files to the ESPO Group Files

## Access the File Repository

1. Log in at <http://espo.nasa.gov/home> If you don't have an account please **Create New Account**.



2. In the left hand column click on **Group Files** in the ESPO Group Files menu. If you do not see this menu please contact one of the ESPO team members.



3. You will then see a list of the ESPO file groups you belong to. **Click on the group** you'd like to access.



# Uploading Files to the ESPO Group Files

## Add a New File

1. To add a new file choose **+ Add File** at the top of the list.

**+ Add File**

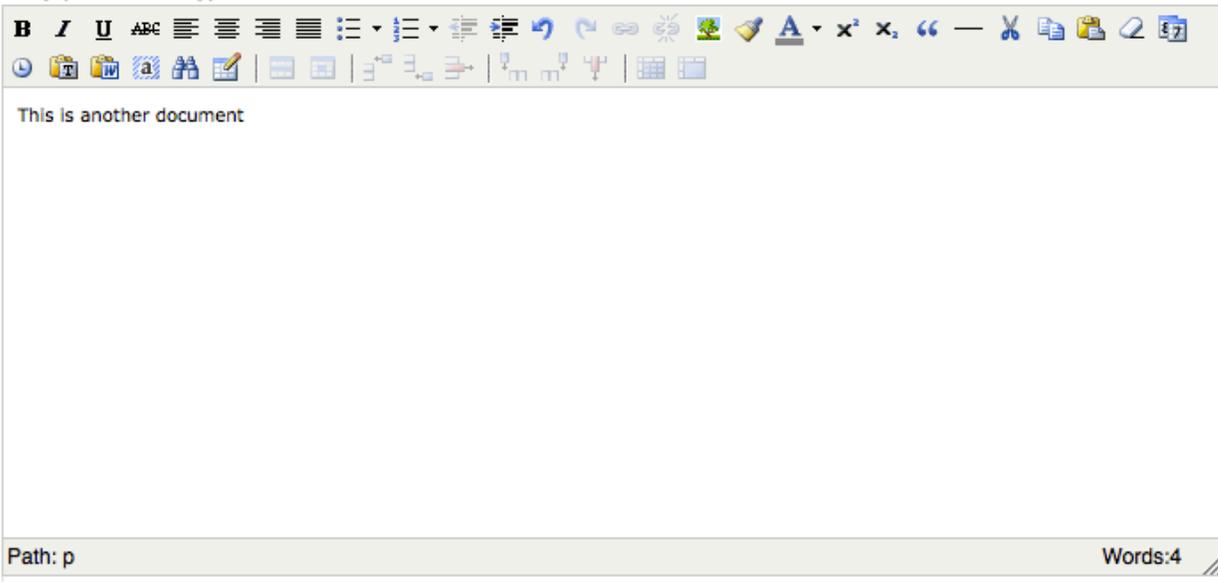
2. **Enter the Title** of the file to be listed. This does not need to be the filename, but should be a brief descriptive title.

**Title \***

Sample Test 2

3. **Fill in a description** of the file and/or instructions for the contents of the file.

**Body (Edit summary)**



This is another document

Path: p Words:4

4. In the file section select **Browse** (Firefox/IE) or **Choose File** (Safari/Chrome) to find the file on your computer. If you wish to upload more than one document push **Upload** and then Browse for an additional file. Repeat as needed.

**File**

**Add a new file**

/Users/ Desktop/tes 2 **Browse...** Upload

Files must be less than 200 MB.

Allowed file types: pdf doc docx ppt pptx xls xlsx.

## Uploading Files to the ESPO Group Files

5. If you are part of more than one ESPO file group **verify** that the file is going to the **correct group**. If you are part of just one ESPO file group then you won't see this option.

### Groups audience

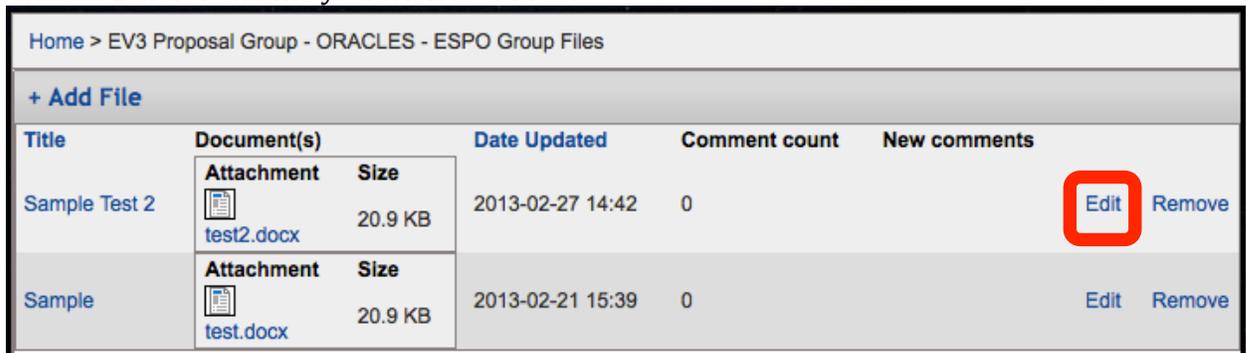
- EV3 Proposal Group - ORACLES
- EV3 Proposal Group - ESPO

Select the user groups associated with this content.

6. Select **Save**

### Adding to an Existing File

1. Choose Edit for the file you wish to add to.

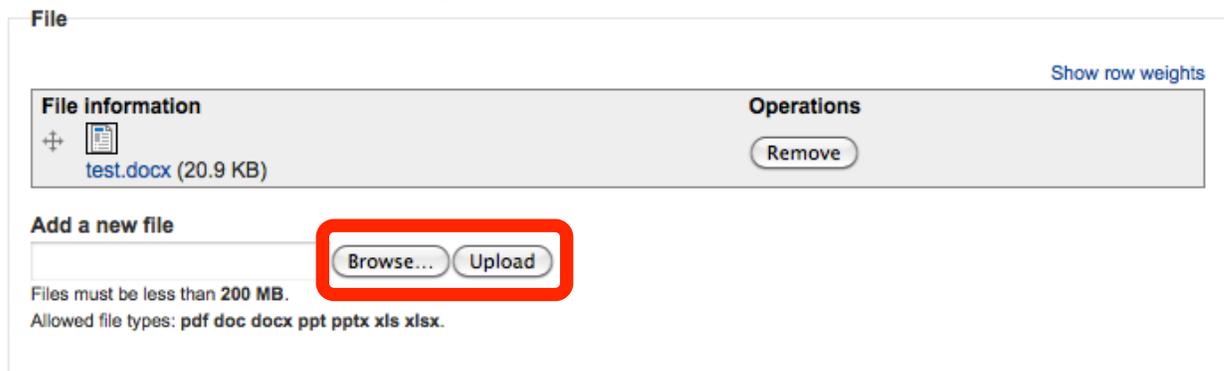


Home > EV3 Proposal Group - ORACLES - ESPO Group Files

+ Add File

Title	Document(s)	Date Updated	Comment count	New comments				
Sample Test 2	<table border="1"><thead><tr><th>Attachment</th><th>Size</th></tr></thead><tbody><tr><td> test2.docx</td><td>20.9 KB</td></tr></tbody></table>	Attachment	Size	test2.docx	20.9 KB	2013-02-27 14:42	0	<input checked="" type="button" value="Edit"/> <input type="button" value="Remove"/>
Attachment	Size							
test2.docx	20.9 KB							
Sample	<table border="1"><thead><tr><th>Attachment</th><th>Size</th></tr></thead><tbody><tr><td> test.docx</td><td>20.9 KB</td></tr></tbody></table>	Attachment	Size	test.docx	20.9 KB	2013-02-21 15:39	0	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
Attachment	Size							
test.docx	20.9 KB							

2. Click **Browse** (Firefox/IE) or **Choose File** (Safari/Chrome) to find the file on your computer. If you wish to upload more than one document push **Upload** and then browse for an additional file. Repeat as needed.



File

Show row weights

File information	Operations		
<table border="1"><thead><tr><th>File information</th></tr></thead><tbody><tr><td> test.docx (20.9 KB)</td></tr></tbody></table>	File information	test.docx (20.9 KB)	<input type="button" value="Remove"/>
File information			
test.docx (20.9 KB)			

Add a new file

Files must be less than 200 MB.  
Allowed file types: pdf doc docx ppt pptx xls xlsx.

3. Select **Save** to finalize the changes.

# Uploading Files to the ESPO Group Files

## Commenting on a File

1. Click on the **Title** of the file.

Home > EV3 Proposal Group - ORACLES - ESPO Group Files

+ Add File

Title	Document(s)	Date Updated	Comment count	New comments				
Sample Test 2	<table border="1"><thead><tr><th>Attachment</th><th>Size</th></tr></thead><tbody><tr><td> test2.docx</td><td>20.9 KB</td></tr></tbody></table>	Attachment	Size	 test2.docx	20.9 KB	2013-02-27 14:42	0	<a href="#">Edit</a> <a href="#">Remove</a>
Attachment	Size							
 test2.docx	20.9 KB							
Sample	<table border="1"><thead><tr><th>Attachment</th><th>Size</th></tr></thead><tbody><tr><td> test.docx</td><td>20.9 KB</td></tr></tbody></table>	Attachment	Size	 test.docx	20.9 KB	2013-02-21 15:39	0	<a href="#">Edit</a> <a href="#">Remove</a>
Attachment	Size							
 test.docx	20.9 KB							

2. Enter a **subject**

**Subject**

Sample Subject

3. Enter your **comment**

Comment \*

**B** *I* U ABC              

Some text about the file attached

Path: p Words:5

4. Select **Save**

Save