

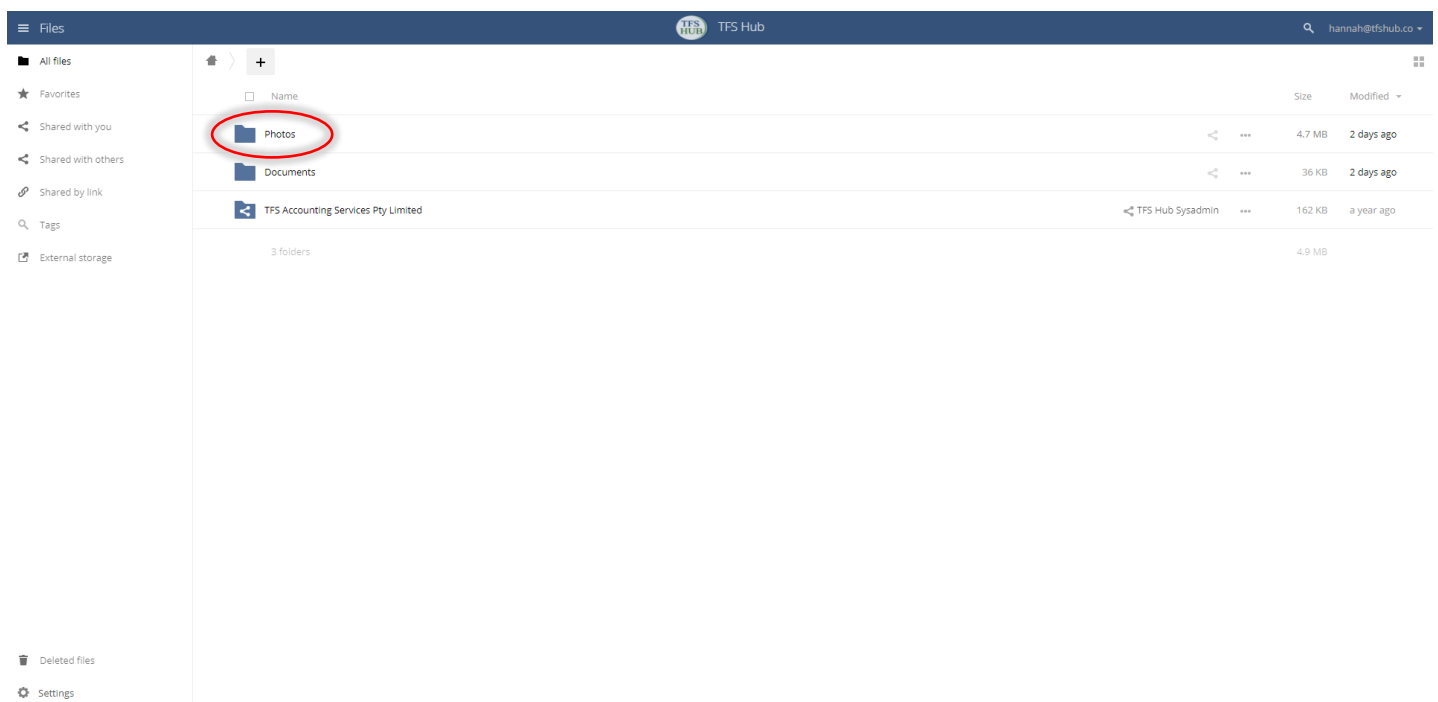


My TFS Hub User's Manual

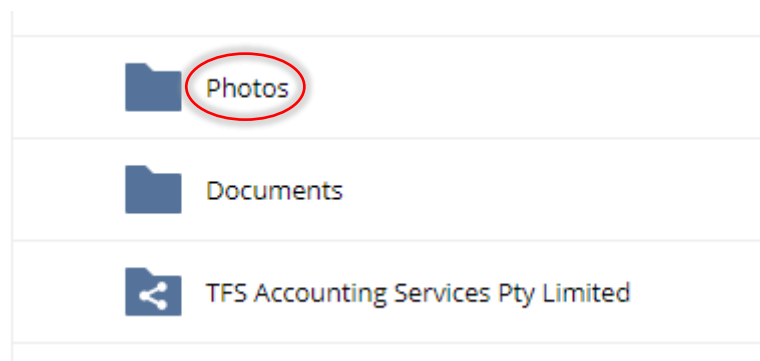
This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

Section 4: Uploading New Items

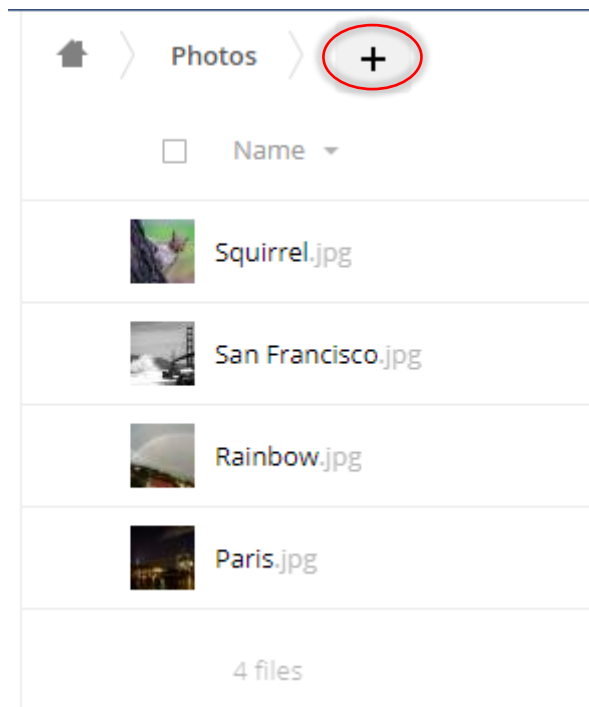
From the homepage, go into the folder you wish to upload your new item into, or stay in the home screen for the item to be upload directly to it.



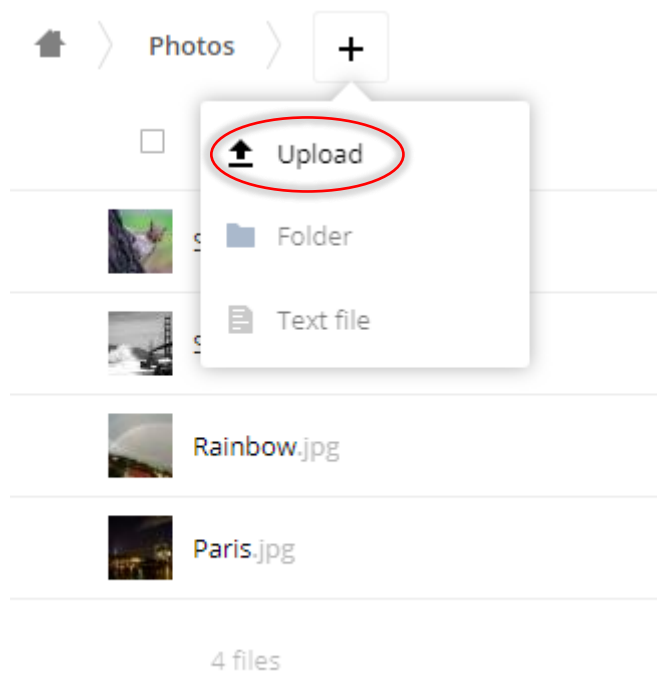
To enter your folder, click on the title.



In your folder, click on the plus symbol above the list of items that are already in the folder.



When the plus sign has been clicked on, it will give a list of options. To upload an item, click 'Upload'.



After clicking this, it will bring up your computer's files. Double-click on the item you wish to upload to TFS Hub. When an item has been selected, TFS Hub will take a few moments to process them, then they will be uploaded.

