

# File Organization

## How do I add a file?

To add a file, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Files under the Organization Management heading.
3. Click on the green Add File button. Supported file types include .csv, .doc, .docx, .eml, .jpg, .pdf, .png, .ppt, .pptx, .gif, .pub, .txt, .xls, .xlsx, .msg, and .zip with a max file size of 10MB.

The screenshot shows the 'Files' management interface. At the top left is the word 'Files'. To its right is a search bar labeled 'Search file name' with a magnifying glass icon. Below the search bar is a green 'ADD FILE' button. To the right of the button is a link that says '^ HIDE ADVANCED OPTIONS'. Below this is a 'File Type' dropdown menu currently set to 'All'. At the bottom is a table with two columns: 'Name' and 'Date'. The table contains two rows of files, each with a trash icon to its right.

| Name  | Date       |
|---|------------|
| <a href="#">bylaws.docx</a>                 | 01/02/2024 |
| <a href="#">membership-application.docx</a> | 01/02/2024 |

4. Attach a file by clicking on the Choose File button.
5. Choose to share with only Board Members by selecting the checkbox.
5. Once finished, click on the blue Add File button.

The screenshot shows a dialog box titled 'Attach a file' with a question mark icon. It contains a 'CHOOSE FILE' button, the filename '03222024\_BusinessMixer2.JPG', an unchecked checkbox labeled 'Board Members only', and a blue 'ADD FILE' button.

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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