

# File Organization

## How do I view a file?

To view 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. Find the file you'd like to download by:
  - a. Scrolling down your organization's list of files
  - b. Searching using the search bar
  - c. Filtering results by file type by expanding the Show Advanced Options arrow

### Files



ADD FILE

^ HIDE ADVANCED OPTIONS

#### File Type

All

4. Click on the file name and it will automatically download the file to your device.
5. Open the file to view.

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

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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