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**Safety Docs Feature Overview**

**Access**

From the online administrator view: choose the ‘Safety Documents’ option at the far-left



**Building, Naming, Modifying Folders**

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| Click ‘Add New’ (blue link) above the column | Choose ‘folder’ then enter the name in the field, followed by ‘Add’ |
| Choose the ‘Edit’ option at the far-right. |
| Enter the new name for the folder and choose ‘Update’ |

**Modifying Content**

Choose the folder to modify:

Delete or edit content using the functions at the far-right:



Changing display names, hiding or moving items and document previews are functions available in the ‘Edit’ screen.



**Adding Content** (same process as new folders)

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| Choose ‘File,’ then select | Upload the selected file, then close |