



Uploading Documents to a BrigHub Document Repository

When uploading a document to BrigHub it is important that the document is **named sensibly**, it is **the final version** and that there are **no duplicate versions** of the document already uploaded to the document repository.

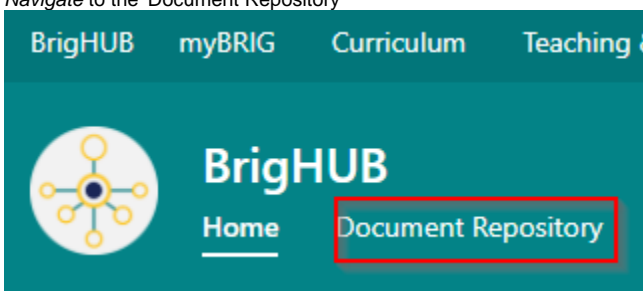
⚠ Before attempting to upload your document, please ensure its name does not contain draft/revision and is as simple as possible.

Correct	Incorrect
 Example.txt	 Revised Example 05 July 2020.txt

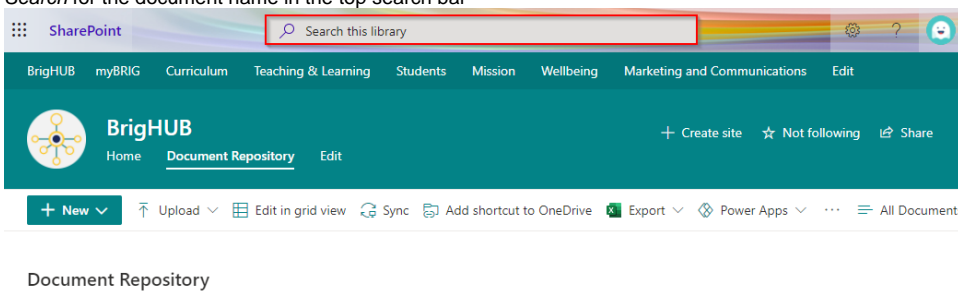
Instructions

Uploading the document:




1. *Navigate* to the 'Document Repository'




2. *Search* for the document name in the top search bar





3. If the same or similar document comes up in the search document, as shown below.


 playground duty  


Items

 **Playground Duty Timetable.pdf**
Rory Bennett modified 12/12/2016

 **Playground Duty Timetable.pdf**
Rory Bennett modified 12/12/2016

 **Playground Duty Emergency Incident Procedure.pdf**
Rory Bennett modified 12/12/2016




 **Extreme Weather.pdf**
Rory Bennett modified 12/12/2016

 **PGD Map.pdf**
Rory Bennett modified 12/12/2016


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Click the [here](#) for instructions to Replace a document correctly.


Otherwise if no results return (as shown below), continue on.


 No similar documents  


Items

 **Student Planner Information.pdf**
Rory Bennett modified 12/12/2016

 **Staff Handbook 8 May 2017.pdf**
Rory Bennett modified 12/12/2016













 **Grievance Policy Archive.pdf**
Rory Bennett modified 12/12/2016

 **1. Working from Home Guideline.pdf**
Rory Bennett modified 12/12/2016


 **Code of Conduct Sport Policy.pdf**
Rory Bennett modified 12/12/2016

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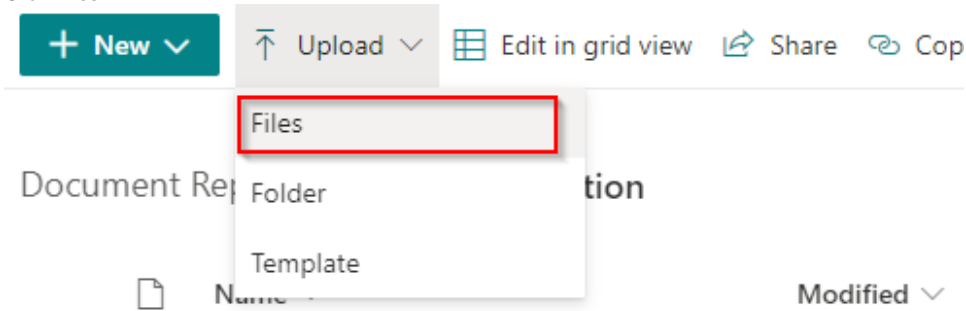
4. Navigate to the desired folder then click 'Upload'. If you are unsure of which folder to upload the document to, click [here](#) to view a decision flowchart which will assist.

 New  Upload  Edit in grid view  Share  Copy link  Sync  Download  Add shortcut to OneDrive  Export  Power Apps  Automate 

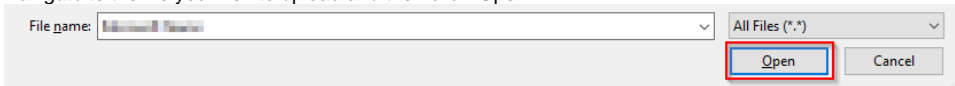
Document Repository > Administration

 Name	Modified	Modified By	+ Add column
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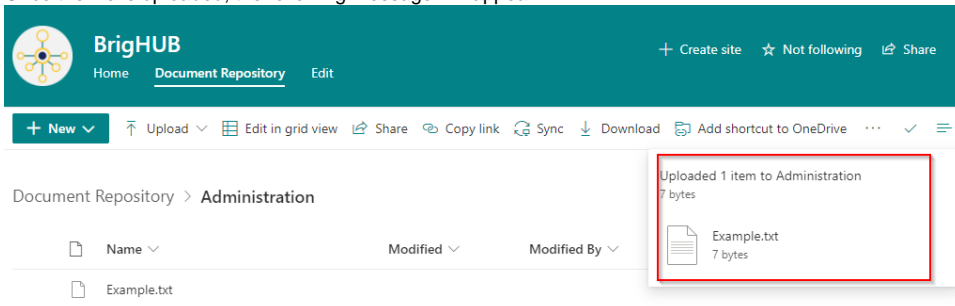
5. Click 'Files'



6. Navigate to the file you wish to upload and then click 'Open'.

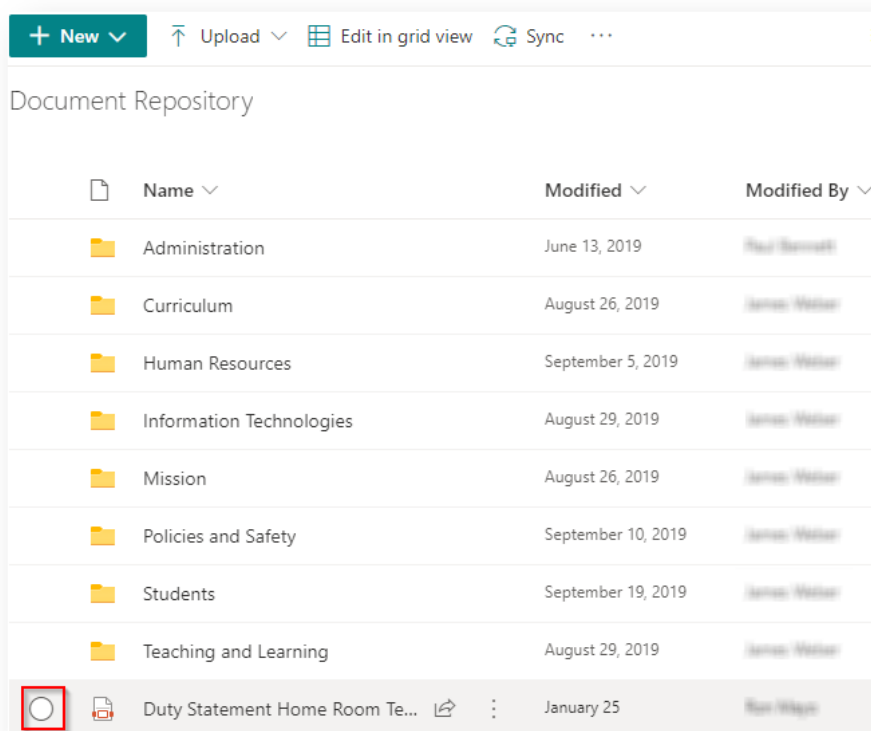


Once the file is uploaded, the following message will appear.

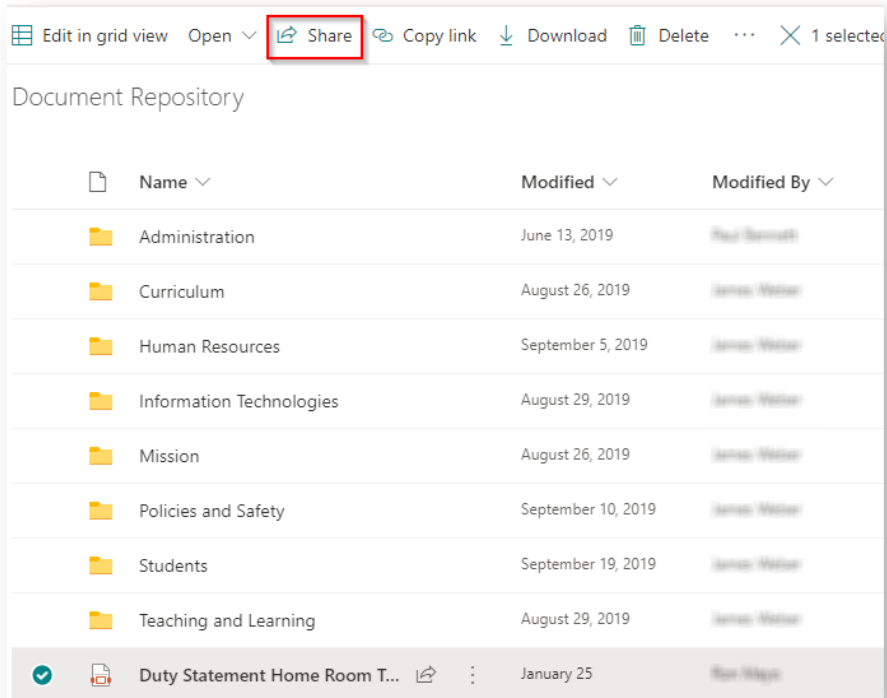


Sharing the document:

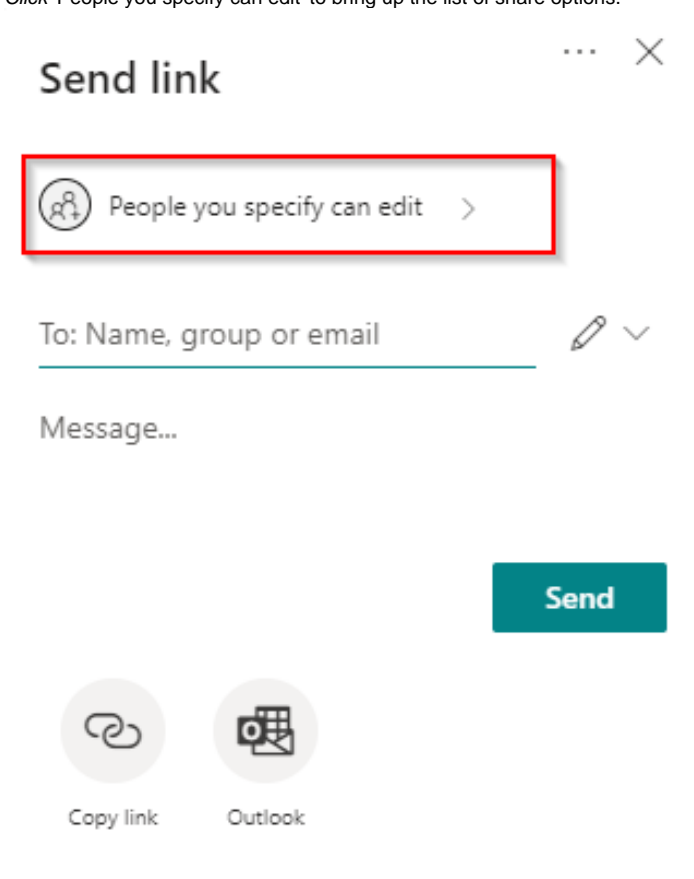
1. Hover over the document and click on the circle to the left of its name.



2. Now that the document is selected, *click* the 'Share' button in the top tool bar.



3. Click 'People you specify can edit' to bring up the list of share options.





4. Choose 'People with existing access'.


×


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Co...Indooroopilly with the link

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 Specific people ✓

Other settings

☒ Allow editing

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ⓘ

Apply


Cancel


5. Click 'Apply'


×


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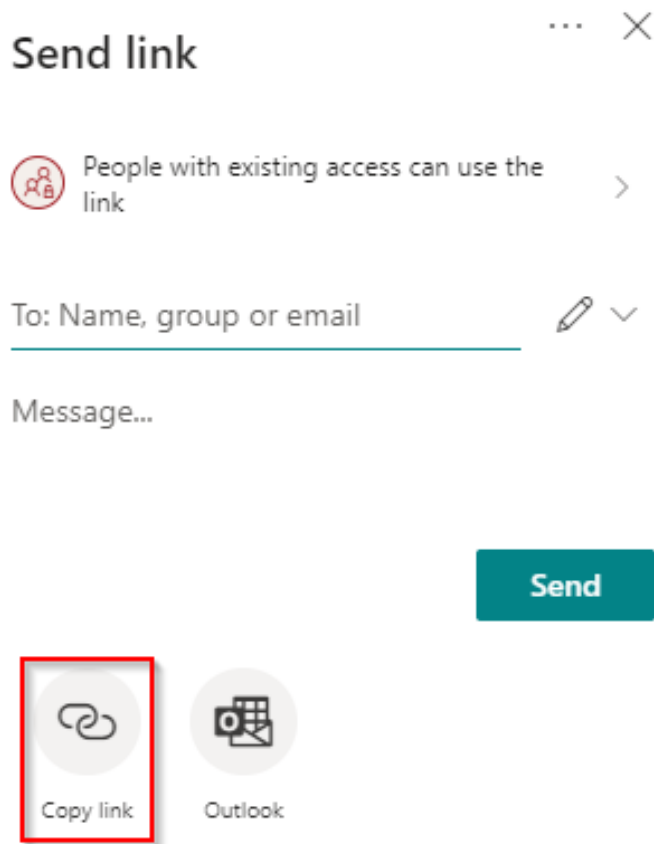
 People with existing access ✓

 Specific people

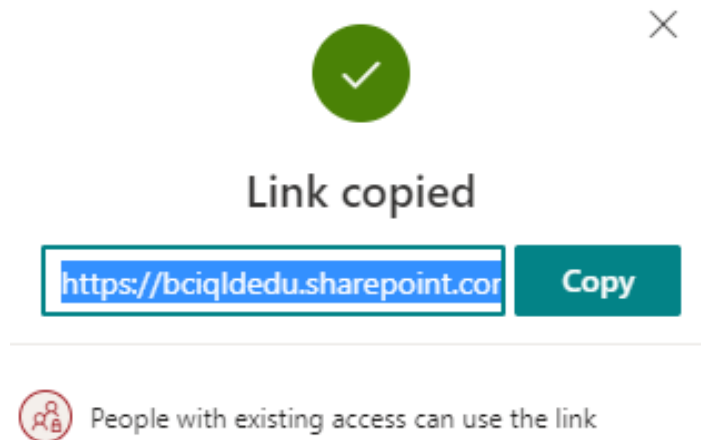
Apply

Cancel

6. Click 'Copy Link'



Once the link has been copied, the following message will appear. *Paste* the link where appropriate.



Related articles

- [Checking a File's Version History in SharePoint](#)
- [Navigating to a file location in the BrigHub Document Repository](#)
- [Uploading Documents to a BrigHub Document Repository](#)
- [Replacing Documents in BrigHub Document Repository](#)
- [Risk and Compliance Form Documentation](#)