



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.

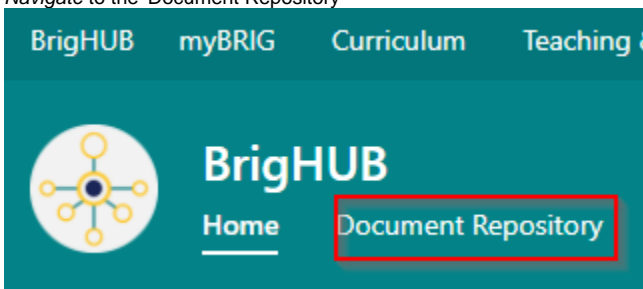
⚠ Before attempting to upload your document, please ensure its name does not contain draft/revision and is as simple as possible.

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

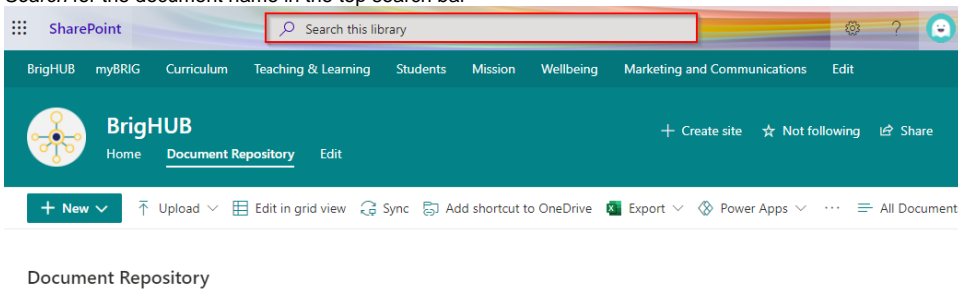
Instructions

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**
Beverly Bennett modified 12/11/2016

 **Playground Duty Timetable.pdf**
Beverly Bennett modified 12/11/2016

 **Playground Duty Emergency Incident Procedure.pdf**
Beverly Bennett modified 12/11/2016




 **Extreme Weather.pdf**
Paul Bennett modified 12/11/2016

 **PGD Map.pdf**
Paul Bennett modified 12/11/2016


[Show more results](#)


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
Beverly Bennett modified 12/11/2016

 Staff Handbook 8 May 2017.pdf
Beverly Bennett modified 12/11/2016













 Grievance Policy Archive.pdf
Beverly Bennett modified 12/11/2016

 1. Working from Home Guideline.pdf
Beverly Bennett modified 12/11/2016


 Code of Conduct Sport Policy.pdf
Beverly Bennett modified 12/11/2016

[Show more results](#)

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

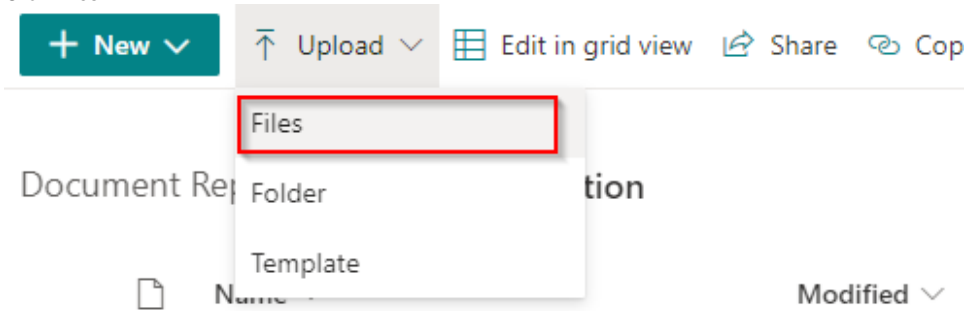
 Name

Modified

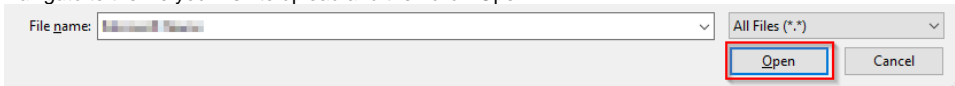
Modified By

 Add column

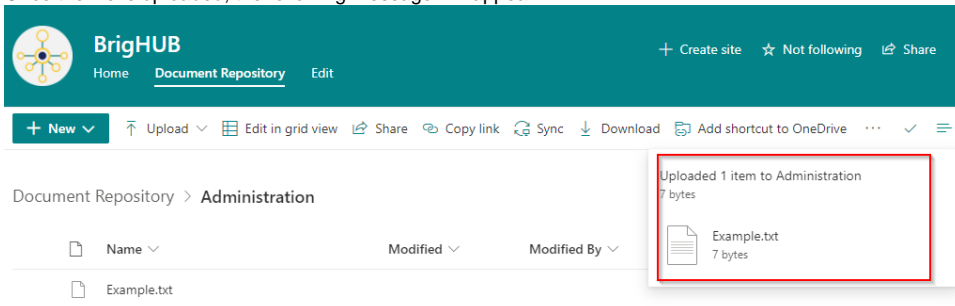
5. Click 'Files'



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

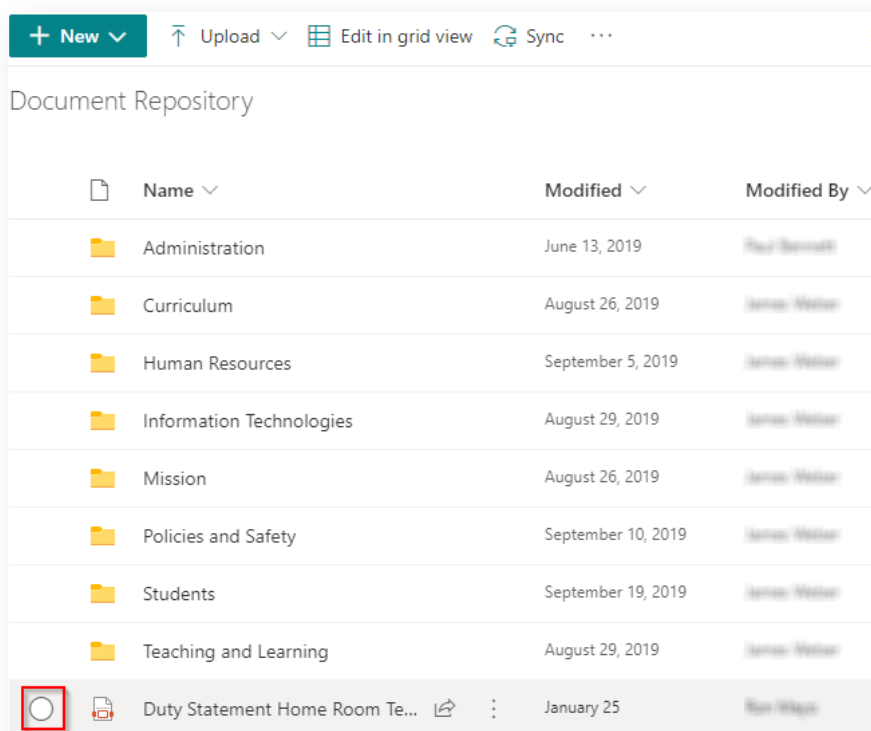


Once the file is uploaded, the following message will appear.

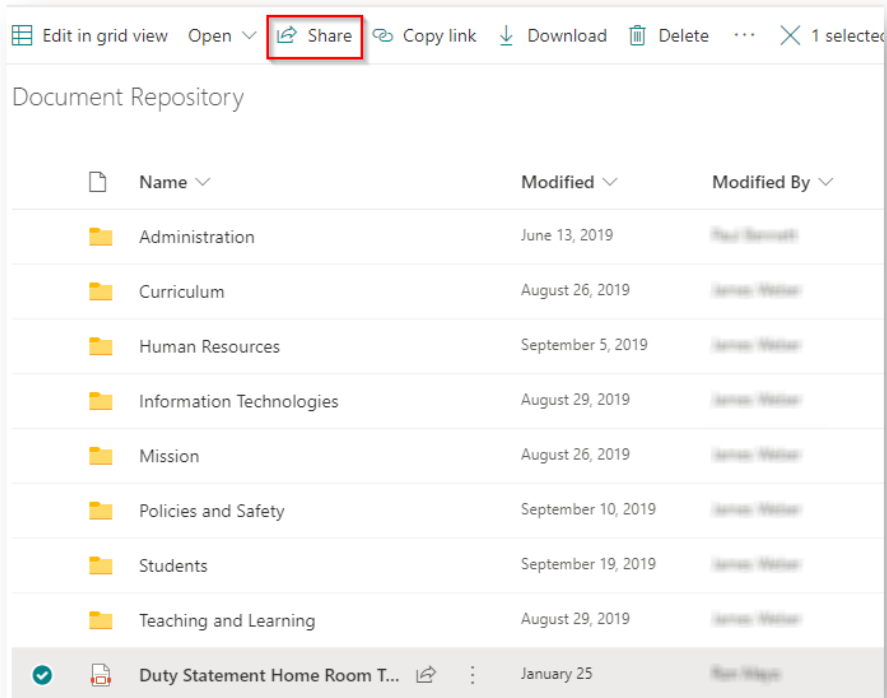


Sharing the document:

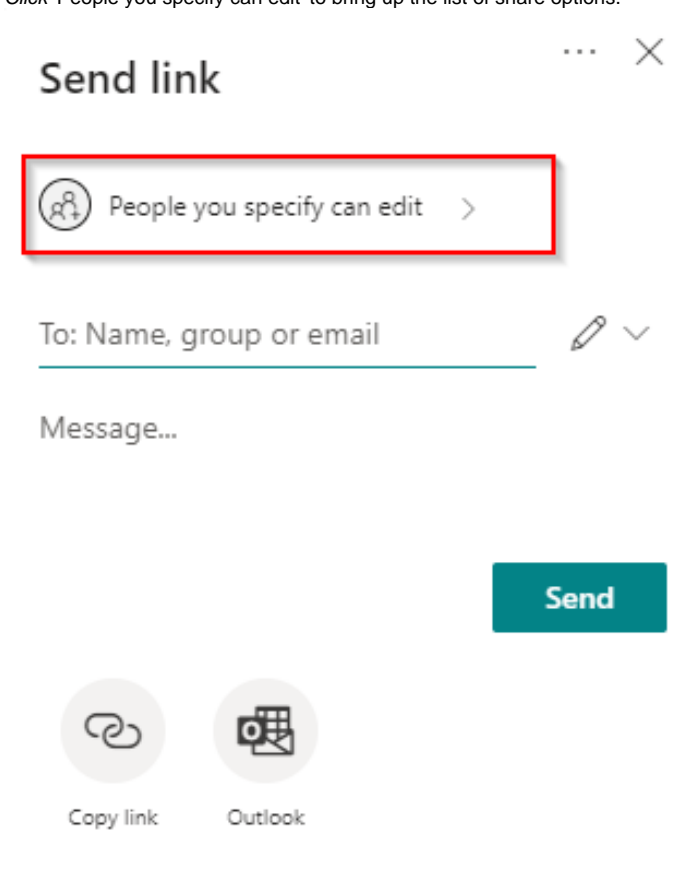
1. Hover over the document and click on the circle to the left of its name.



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'.


×


Link settings

Who would you like this link to work for?
[Learn more](#)

 Anyone with the link


 People in Brigidine
Co...Indooroopilly with the link

 People with existing access

 Specific people ✓

Other settings

☒ Allow editing

 Block download

ⓘ

Apply


Cancel


5. Click 'Apply'


×


Link settings

Who would you like this link to work for?
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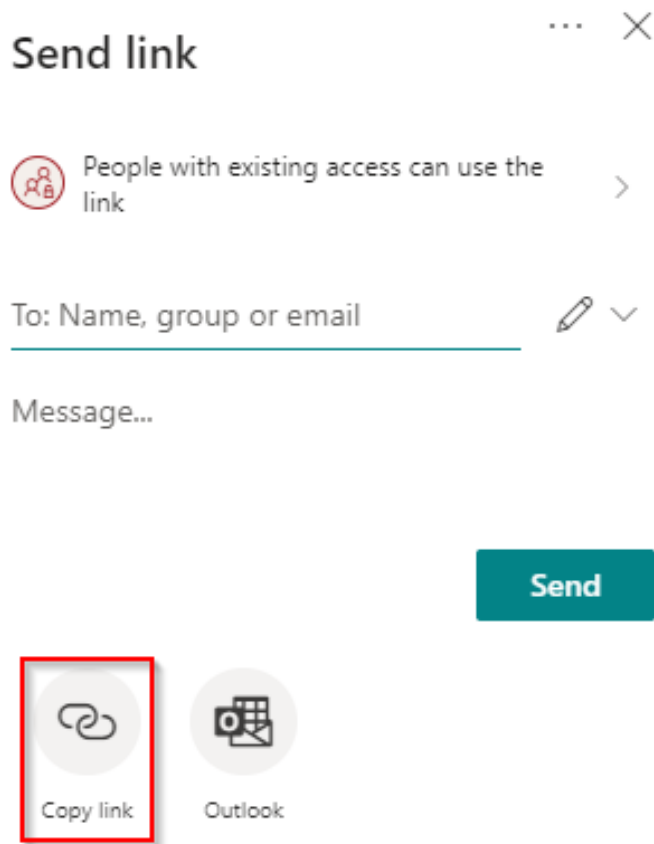
 People with existing access ✓

 Specific people

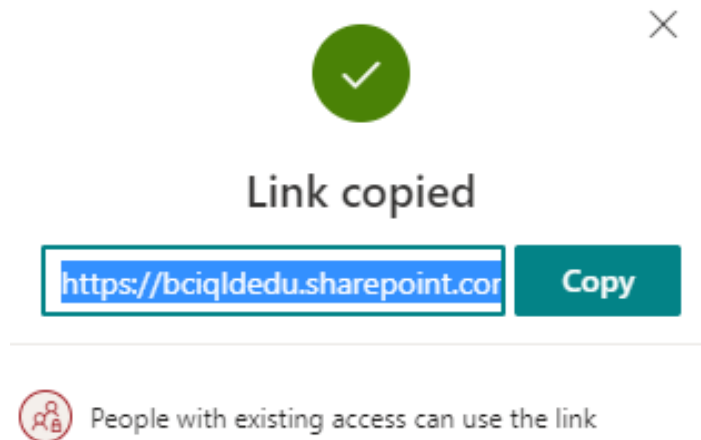
Apply

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](#)