

Requirements: You must have a job role that includes the Upload right.

Upload files or folders that you want to add to jobs.

1. In the Jobs area, click the job name.
2. Click **Upload Files**.
3. Attach the files or folders to upload. Perform the following actions:

File uploader	Actions:
HTML5 Uploader Note: The user's browser must support HTML5.	a. In the Upload Files window, type the upload name of the files or folders. Note: HTML5 uploads do not support the use of certain characters in file names that are allowed by Mac OS, but are not allowed by Windows. These characters are: / \ * ? < If necessary, rename the files without these characters. b. (Optional) In the Notes box, type notes for this job. If you add a note it appears in the Notes area in the Properties pane. c. Add your files in one of the following ways: • In your browser software, drag the files that you want to upload to the lower pane. • Click add files  , locate, and select the files that you want to upload. d. To remove files from the lower pane so that they are not uploaded, select the files and click remove files . e. When all files that you want to upload are listed in the lower pane, click Upload. Note: If the browser that you are using enables you to upload folders, an icon of a folder  appears next to the + and - buttons. Currently, the Google Chrome, Microsoft Edge, and Mozilla Firefox browsers support uploading of folders. Note: The warnings are for your information only; you can safely ignore the warnings. Important: If an error appears, there is a problem with the file, and the system cannot process it. You must fix the error and upload the file again. f. In the Upload dialog box, click Close.