

FAQ > Roaster > Brand & Experience > How do I Upload a File?

How do I Upload a File? Nehal Gowrish - 2021-09-14 - Brand & Experience

BRIEF DESCRIPTION

The Era of We application allows you to upload your coffee and collaboration files. The platform is designed to host large content files that can be easily accessed from anywhere. The file hosting system allows you to quickly upload large files so that anybody can access the same. In this documentation, you will understand how to upload a file.

STEP BY STEP GUIDE

Step 1: Log in to your admin account, navigate to the 'Brand & experience' tab, and select 'Education & collaboration' option from the dropdown menu.

C Search	≙* 🗇 ♀ 😡 Nissee Roaster1 ∗ Business Area Manager			
Dashboard Sourcing V Order management V Inventory V E-commerce V Sales management V	Brand & experience \wedge . Team management \vee			
	Brand profile management			
	End-user experience			
	Education & collaboration			
	The coffee lab			
	Social PR			

Step 2: Here you will see all your files and folders on Education & collaboration. Select 'Upload' to add a new file.

le Share					
nned Items					
X Pin your files here and find them quicker	Stirring up	Era of	B We	The Story of Us.	
SE	WN Sales & Concept pr	SEWN Sales & Concept pr Added by SEWN	÷	SEWN Service offerings Added by SEWN	
My Files Shared with me Uplood + Create new folder Files 0 Files 0	Order ID 0	Last Modified 🛇	Туре О		
My Files Shared with me Upload + Create new folder Files SEWN Guidefines	Order ID 0	Last Modified 이 24/09/2019 3:06 pm	Type O	¢ Store	
My Files Shared with me Upload + Create new folder Files Files SEWIN Guidelines	Order ID 0	Last Modified \Diamond 24/09/2019 3:06 pm \odot	Type O Folder	4 Shore	:
My Files Shared with me Uplood + Create new folder Files SEWN Guidelines SEWN Sales & Concept pres	Order ID 0 - 5. *	Last Modified ் 24/09/2019 3:06 pm	Type 0 Folder Folder	4 [°] Shore	

Step 3: If you want to upload a file directly into an existing folder, then simply tick the checkbox to select the desired folder.

	My files Shared with me					
	1 Upload	+ Create new folder				
	Image: Delete selected items					
		Files 🗘	Order ID 💠	Modified \Diamond	Туре 🗘	
	\checkmark	Test File	-	26/04/2021, 12:25 PM	Image	*
		Test File		26/04/2021, 12:24 PM	Image	:
		ref RO file	#2,3	16/03/2021, 07:30 AM	Document	0)
		ref file for ro	#56,9	12/02/2021, 12:44 PM	Document	0 0 0
\bigcirc		🔊 order map	#110,16,2	21/01/2021, 05:53 PM	Image	0 0 0

Step 4: Click on the 'Upload' button to add a file in the folder.

My	/ files	Shared with me					
企い	Upload	+ Create new folder					
1 C	Image: Delete selected items						
		Files 🗘	Order ID 🗘	Modified 🗘	Туре 🗘		
		Test File	-	26/04/2021, 12:25 PM	Image		0 0 0
		Test File	-	26/04/2021, 12:24 PM	Image		0 0 0
		rer RO file	#2,3	16/03/2021, 07:30 AM	Document	00	* *
		For file for ro	#56,9	12/02/2021, 12:44 PM	Document		* *
		order map	#110,16,2	21/01/2021, 05:53 PM	Image		:

Thus, you can upload a file as a roaster.

Related articles:

- 1. How do I Share Files with Others?
- 2. How do I Access Files Shared with Me?
- 3. How do I Control who can Access My Shared Files & Folders?