

GCdocs16



Job aid

Working with documents and items

How to add new documents

Classic View

Using the Add Document icon

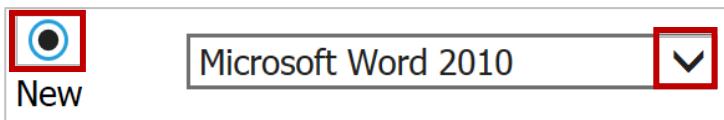
1. Navigate to the folder where you want to add the document

Enterprise > HUMAN RESOURCES MANAGEMENT... >
AWARDS AND RECOGNITION

Type	Name	Size	Modified
Folder	EXCEPTIONAL ACHIEVEMENT AWARD	1 Item	2019-01-18 10:20
Folder	INSTANT AWARD	0 Items	2019-01-18 10:20

2. Select **Add Document**

3. Select **New** and, then select the pull down menu



4. Select an application (e.g. MS Word, MS Excel, etc.)

5. Select **Add**

6. Create the document

7. Select **Save** and, then select **Close**



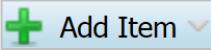
Using the Add Item menu

1. Navigate to the folder where you want to add the document

The screenshot shows a list of items in a folder named 'AWARDS AND RECOGNITION'. The items are:

Type	Name	Size	Modified
Folder	EXCEPTIONAL ACHIEVEMENT AWARD	1 Item	2019-01-18 10:20
Folder	INSTANT AWARD	0 Items	2019-01-18 10:20

2. Select **Add Item**



3. Select **Document** from the pull down menu

4. Select **New** and, then select the pull down menu

The dialog box has three options: 'New' (selected), 'Microsoft Word 2010' (selected), and a dropdown arrow.

5. Select an application (e.g. MS Word, MS Excel, etc.)

6. Select **Add**



7. Create the document

8. Select **Save** and, then select **Close**