

Upload resources

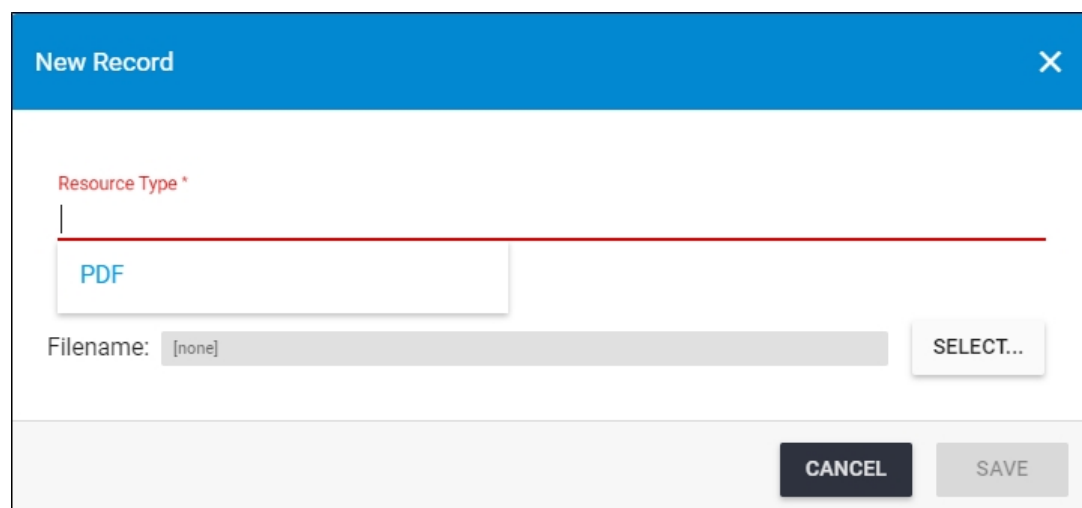
T1 allows you to upload a Zip folder that contains multiple resources instead of adding them individually.

Note:

- It is recommended to group the resources according to their type before adding them to the Zip folder and uploading them to T1, i.e. PDF.

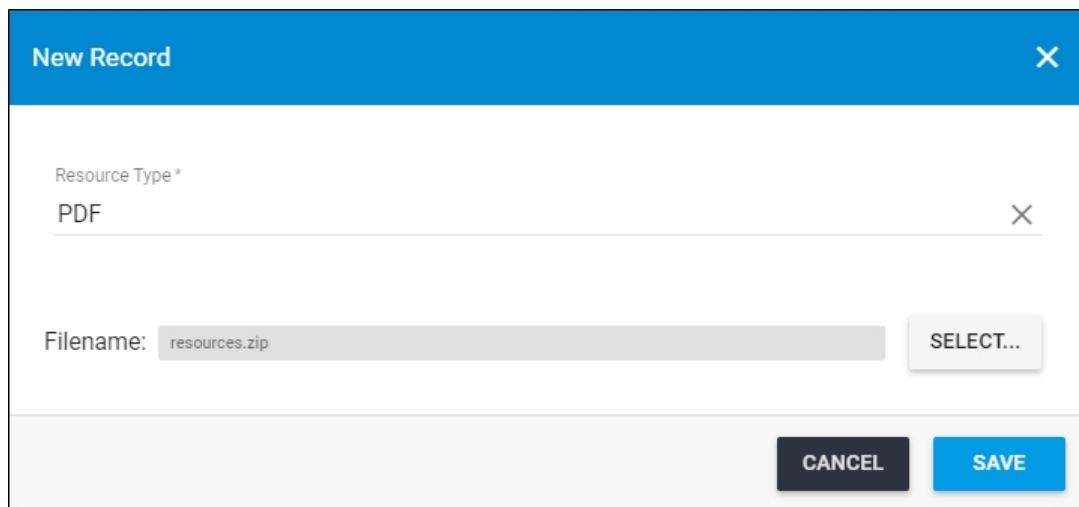
To upload resources, follow these steps:

1. Click , the following window appears:



The image shows a 'New Record' dialog box with a blue header bar containing a close button (X). The main area is white and contains a form. At the top, the label 'Resource Type *' is in red. Below it is a text input field with a red underline. A dropdown menu is open, showing 'PDF' in blue text. Below the input field is a 'Filename:' label followed by a text box containing '[none]' and a 'SELECT...' button. At the bottom right are 'CANCEL' and 'SAVE' buttons.

2. Select the resource type,
3. Click **Select** to browse for the zip folder you want to upload then click **Open**, the folder name appears in the field as shown below:

A screenshot of a web application form titled "New Record" with a blue header bar containing a close button (X). The form has a white background. It contains a "Resource Type *" dropdown menu with "PDF" selected and a close button (X). Below this is a "Filename:" label followed by a text input field containing "resources.zip" and a "SELECT..." button. At the bottom right, there are two buttons: "CANCEL" (dark grey) and "SAVE" (blue).

New Record

Resource Type *

PDF

Filename: resources.zip

SELECT...

CANCEL SAVE

4. Click **Save**, the progress window is displayed,
5. Wait until the job is finished, then refresh the page, the new resources are uploaded.

Note:

- If changes are not reflected on the page, refresh the browser by pressing F5.