
Using Share Point in the Training Reciprocity Portal

Working with Documents in SharePoint

You can upload documents into the **Upload Library** or you can download documents from the **Shared Documents** and **Public Documents Libraries**.

Note: You must sign in to the portal to see or have access to the Shared and Upload Document Library.

If you want to do this:

Upload a new document to the Upload Documents Library.

Follow these steps:

1. From the Home Page, **Sign In**
2. Click on the **Upload Documents** Library on the left side of the page.
3. Click the **Add Document** link
4. Click **Browse** to navigate to the document you want to upload.
5. Click **Open** to select the file.
6. Click **OK** to upload the file.

Download a document to your local system (your hard drive or a network folder).

1. Double click the document name in the **Shared** or **Public Documents Library**.
2. In the **Save** dialog box, select **Save As** and navigate to the location or folder where you want to save the document.
3. Click **Save**.

Note: To open the document, use My Documents or My Computer to navigate to the location or folder where it is stored.

**Sort the list of approved courses
by either Course, Providers or
Name of Document**

1. Select **Recommended Reciprocity** from the column on the left side of the home page.
2. To sort the list by Course, Provider, or Name, click the appropriate column header.
3. Click on the drop down arrow.
4. Select one of the options (Ascending, Descending or a specific document)