



# Centre Manager Basics

How to create resources



# Creating resources

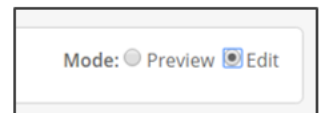
Classes can be created to group learners together. The most common way of grouping learners is by subject area and intake year, for example “Business Administration 2019”. The term Classes can also be customised by Centre Managers in the Centre Settings.

## User Restrictions

Any user with the “Manage resources” permission can upload and edit resources. All users without this permission will get a read-only view.

## Editing Resources

To create or edit resource files and folder, follow the steps below:



1. Click on the Resources icon
2. Click on the Edit radio-button in the top right corner of the page

Note – If you can't see the “Edit” Radio button, you haven't been granted permission to manage resources.

## Creating a Folder

To create a resource folder, follow the steps below:

1. Click on the New Folder icon
2. Enter the Folder Name
3. Choose whether to restrict access to a selection of user groups
4. Choose whether to restrict access to learners on a certain learning aim
5. Click the Save button

*Note – if you select the “Only the following types of users can access this folder”, but don't select any of the available user groups, the folder will only be visible to Centre Managers and Centre Monitors*

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## Uploading files

To upload a file, follow the steps below:

1. Open the folder you want to upload the file into
2. Click on the Upload icon
3. Select the file you want to upload
4. Enter the File Description
5. Click the Upload icon

## Appeals Procedure and Important Documents

The appeals procedure and any documents that need to be signed by users before they can use the system should be uploaded into the root folder. To do this, follow the steps below:

1. Open the root folder
2. Click the Upload icon
3. Select the file you want to upload
4. Enter the File Description
5. Specify which user groups must sign the document
6. Specify if the document is the appeals procedure
7. Click the Upload button

### Icons Explained

Icon	Description
	Move a level up to the previous folder
	Create a new folder
	Upload a file
	Create a web link
	Edit the currently selected file
	Cut the currently selected file(s)
	Cancel the current operation
	Past the cut files into the current location
	Delete the selected file(s)/folder(s)

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