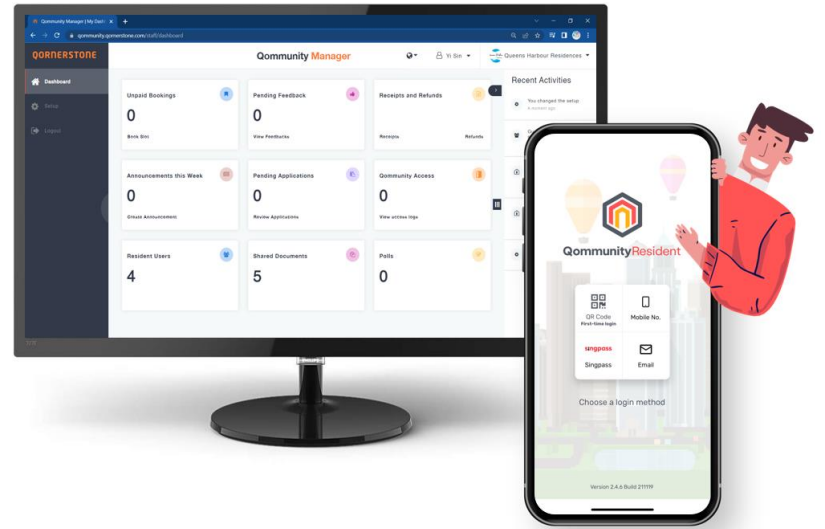Qommunity Manager

How to Upload & Manage Documents to Share with Residents (App Users)
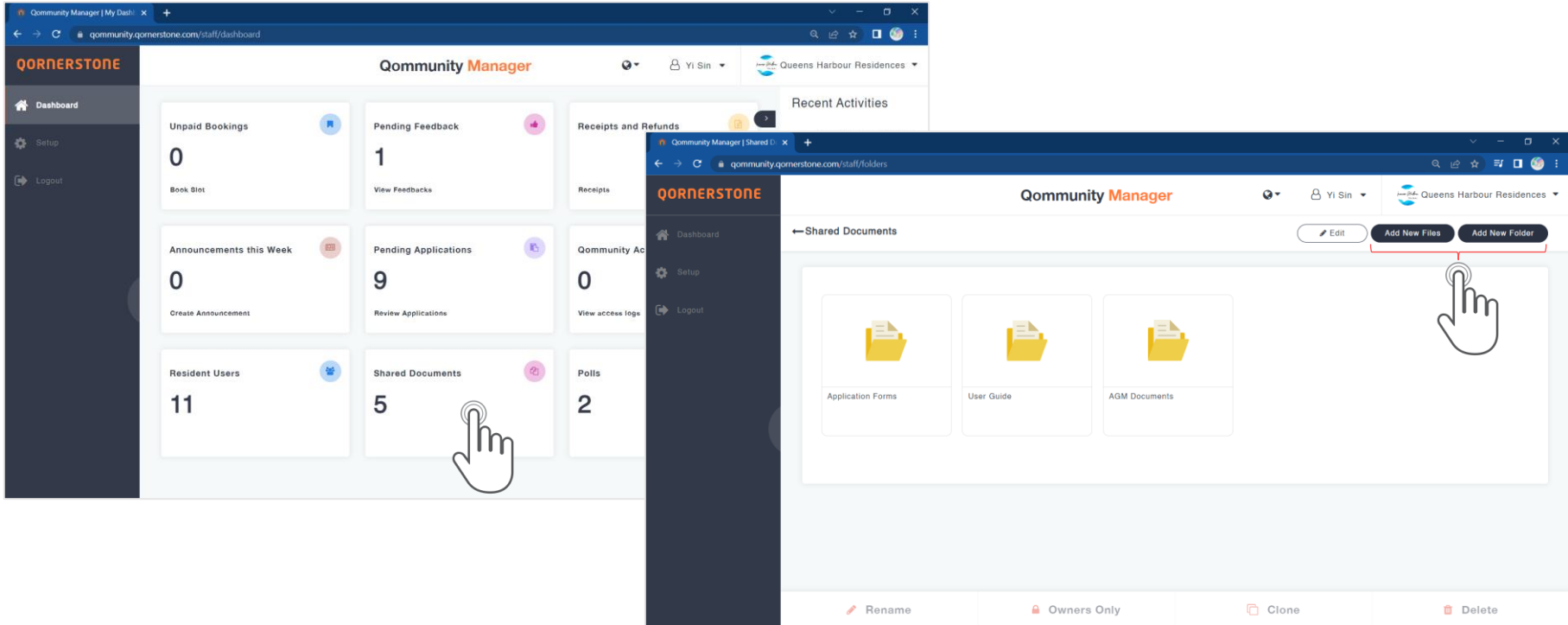
Vers.2023.02

Shared Documents
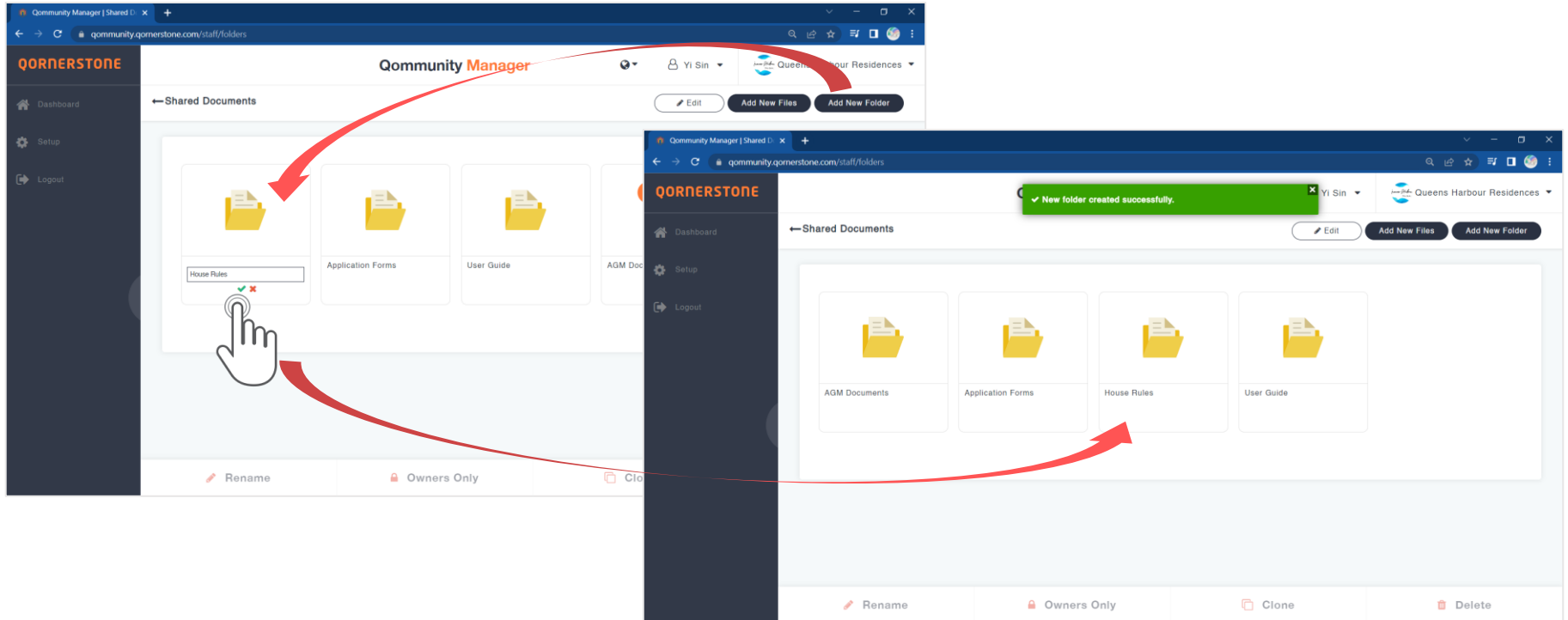
How to Upload a Document

Upload a Document

- Click on **Shared Documents** to upload & share Documents with Residents who are using the Qommunity Resident App
- You can either upload a Document directly (*Add New Files*), or create a Folder to place the documents (*Add New Folder*)
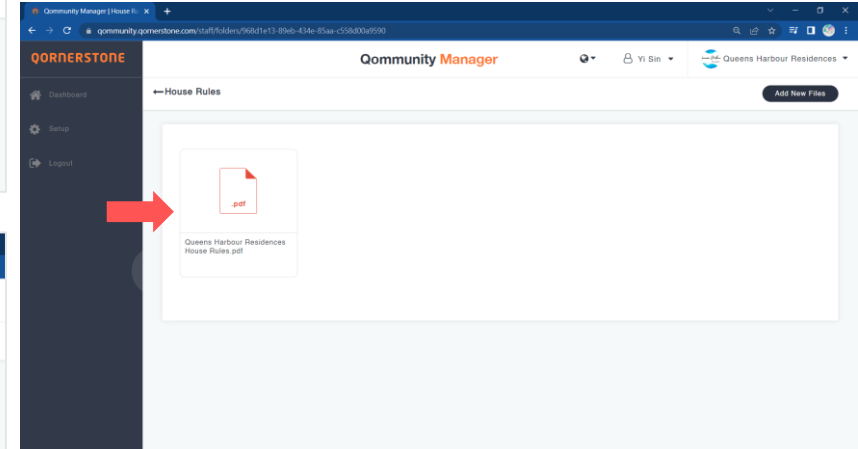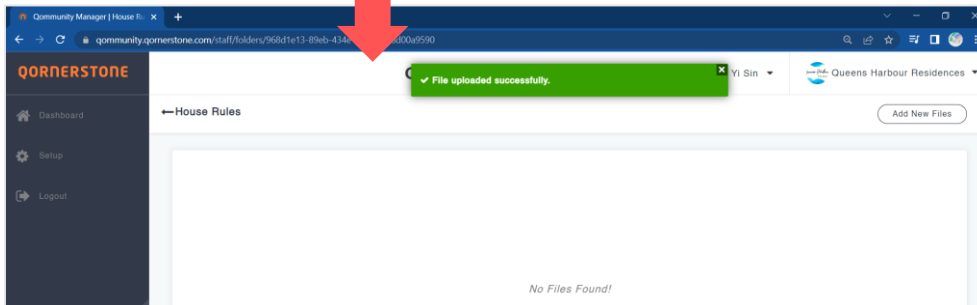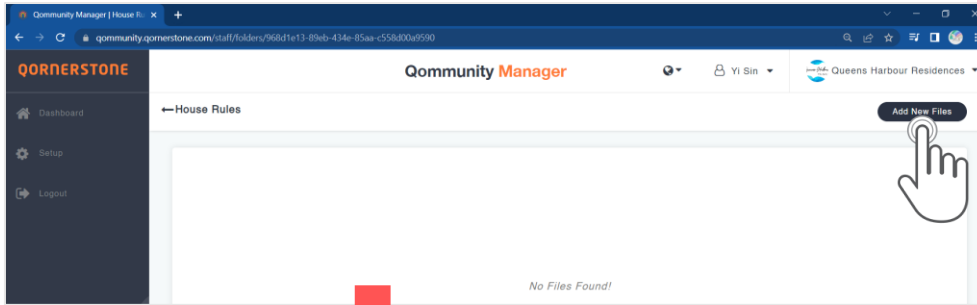
Upload a Document

- Click on **Add New Folder** and a new folder will appear for you to fill in the Folder Name
- Click on the green-tick to create the Folder
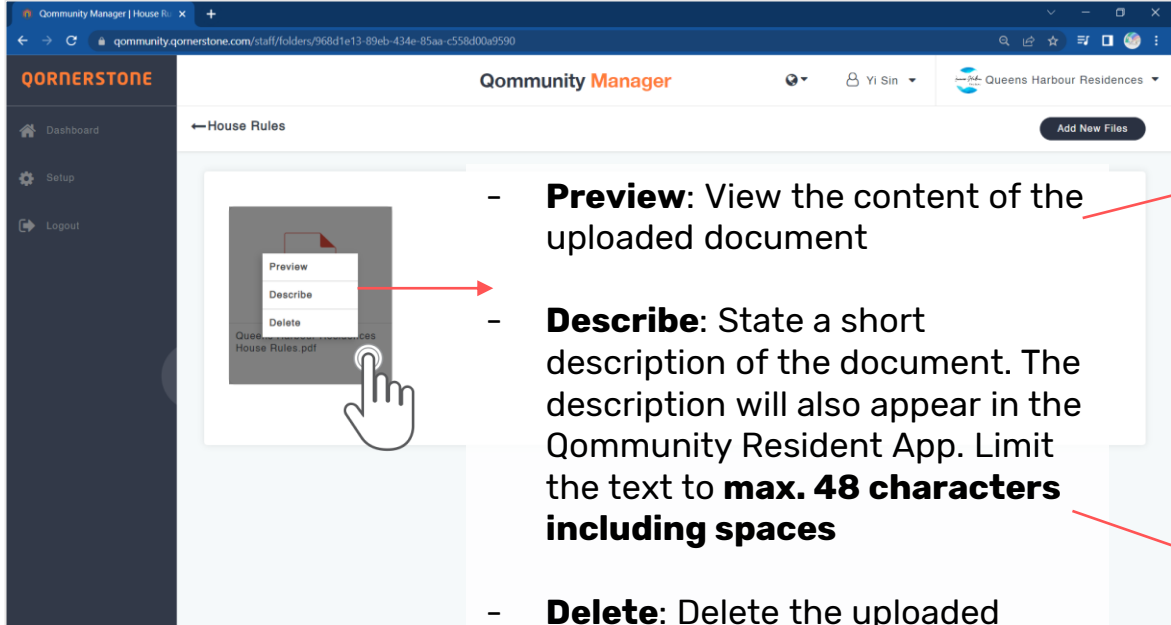- Select the Folder to add files

Upload a Document

- Click on **Add New Files** to upload the file(s).
- All File Formats are accepted, with a **max. file size limit of 2MB per file**
- The uploaded files will be available in Resident's App in real-time
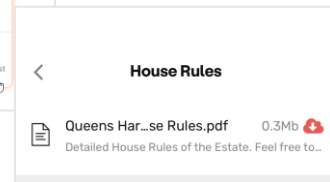
Upload a Document

- Click on the uploaded File to view further actions

- **Preview**: View the content of the uploaded document

- **Describe**: State a short description of the document. The description will also appear in the Qommunity Resident App. Limit the text to **max. 48 characters including spaces**
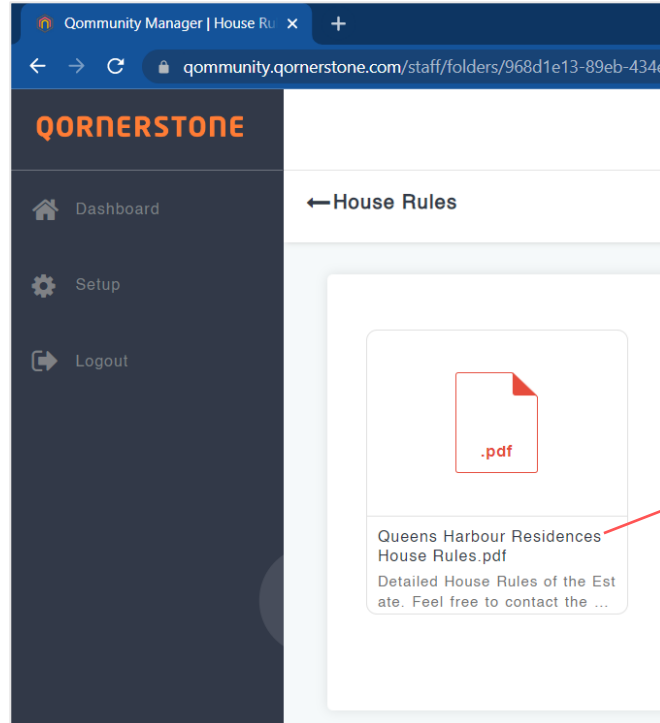
- **Delete**: Delete the uploaded document
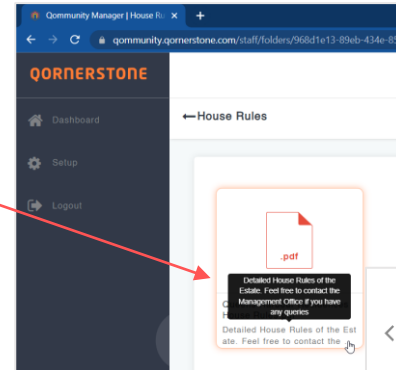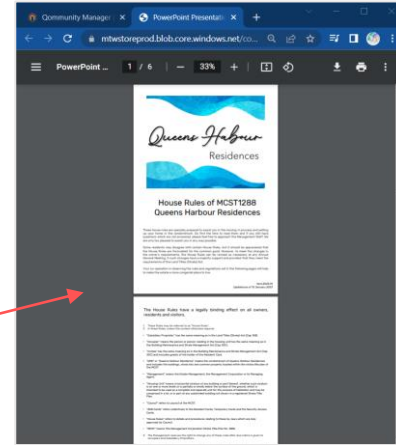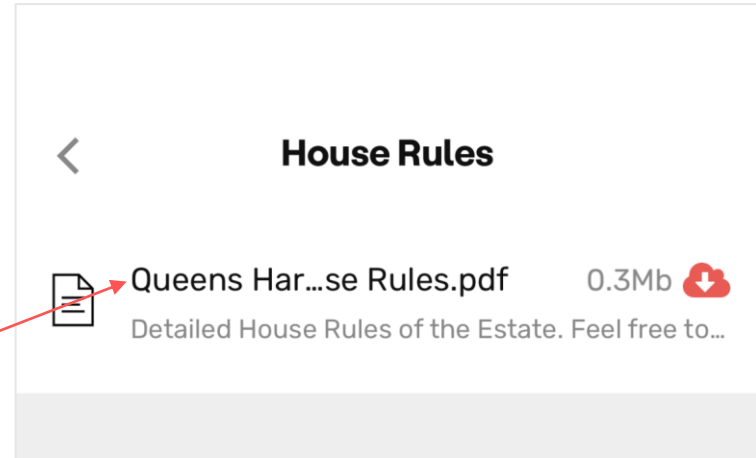
View from Qommunity Resident App

Upload a Document: Things to Note

- Name the files briefly as lengthy file names may be unclear when Residents view from the App
- Limit the File Name to **max. 14 characters including spaces**

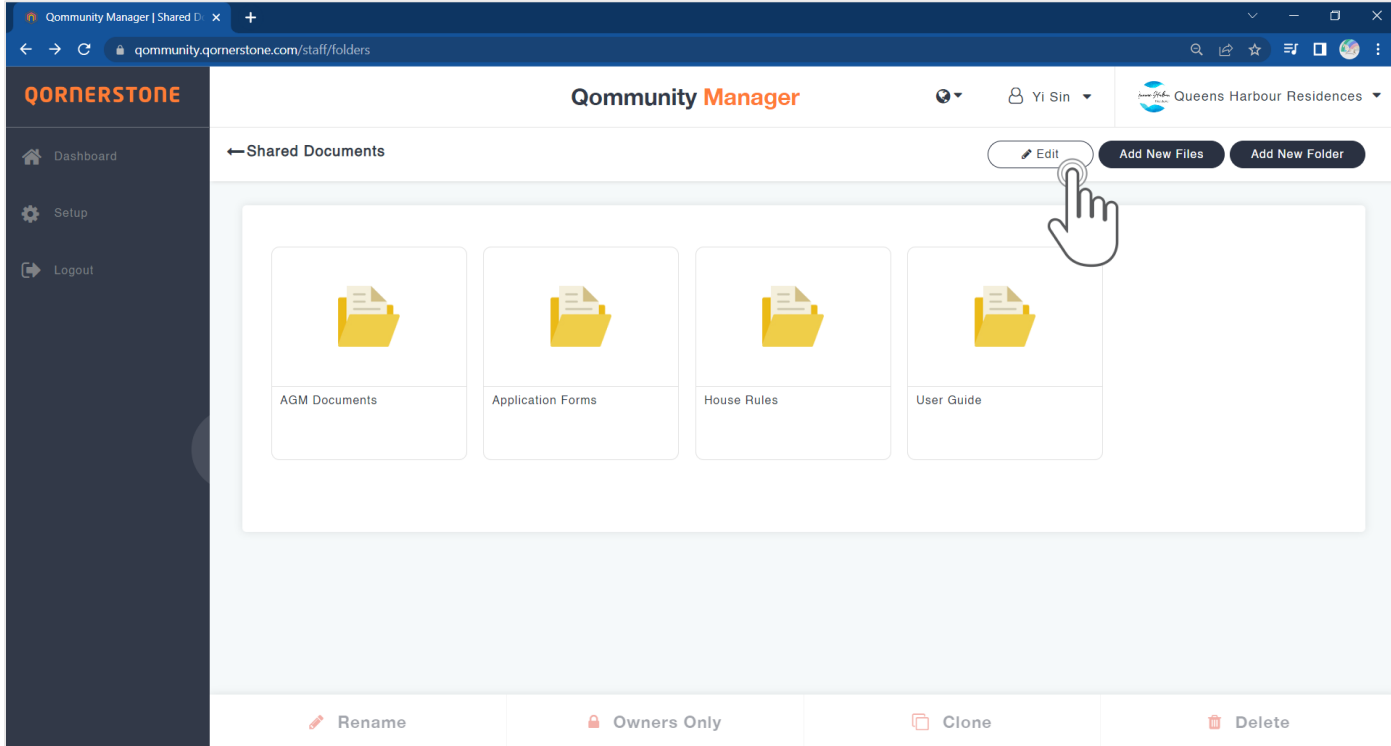**View from Qommunity Resident App**

Shared Documents

How to Manage the Uploaded Document

Manage Uploaded Document

- Click on **Edit** to make changes to the folder/uploaded file

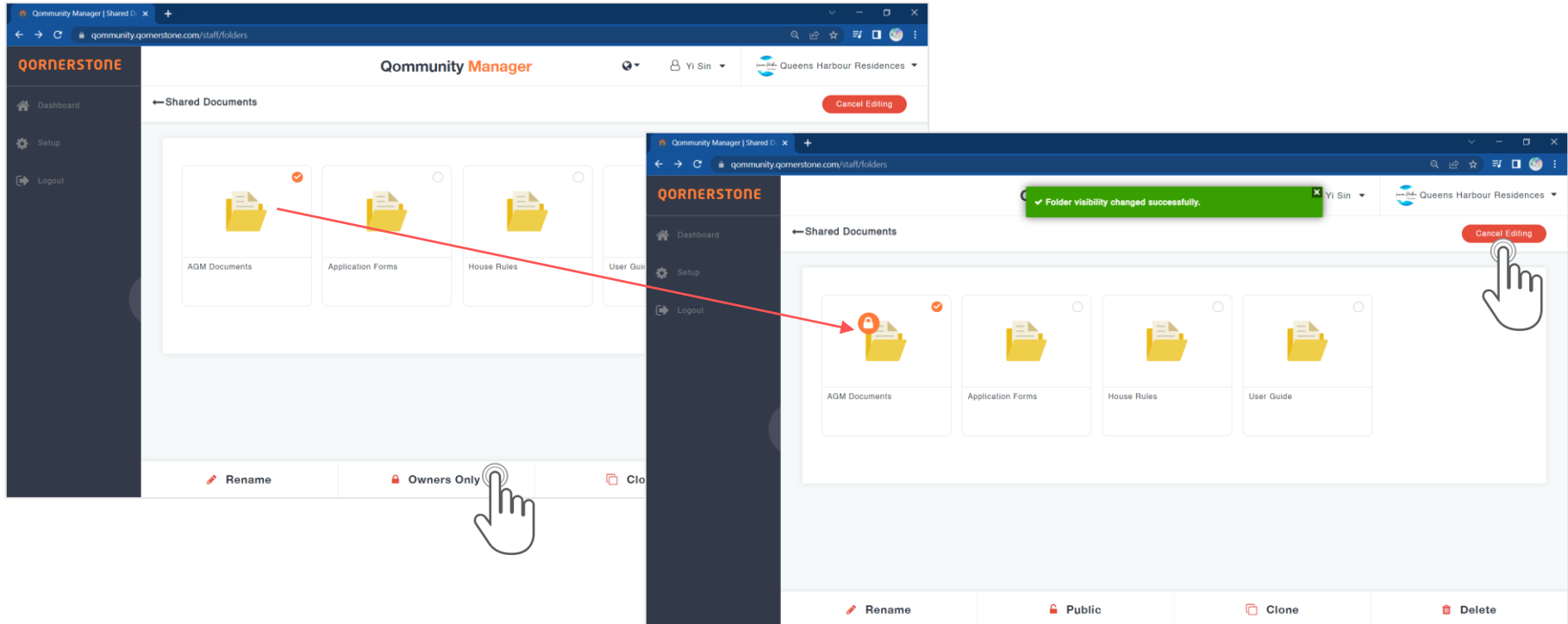# Manage Uploaded Document

- Select the folder/uploaded file to unlock the 4 functions at the bottom
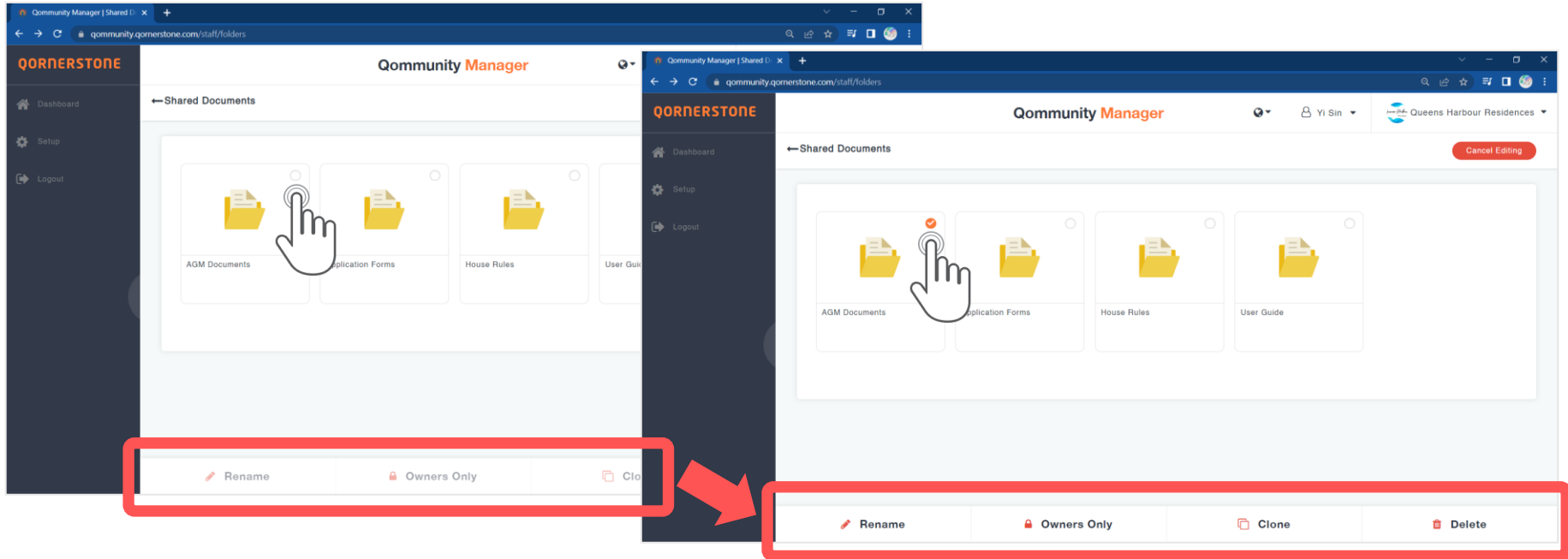
- **Rename**: Rename the Folder/File Name
- **Owners Only**: Set the Folder/File to be accessible by Owner App Account Holders only (i.e., The SP)
- **Clone**: Clone the Folder/File
- **Delete**: Delete the Folder/File

Manage Uploaded Document

- For example, AGM Documents are accessible by SPs only. Hence, set this folder to **Owners Only**
- The Folder's setting is updated successfully, and a lock icon will appear
- To stop the editing, click on **Cancel Editing**