

# Upload resources

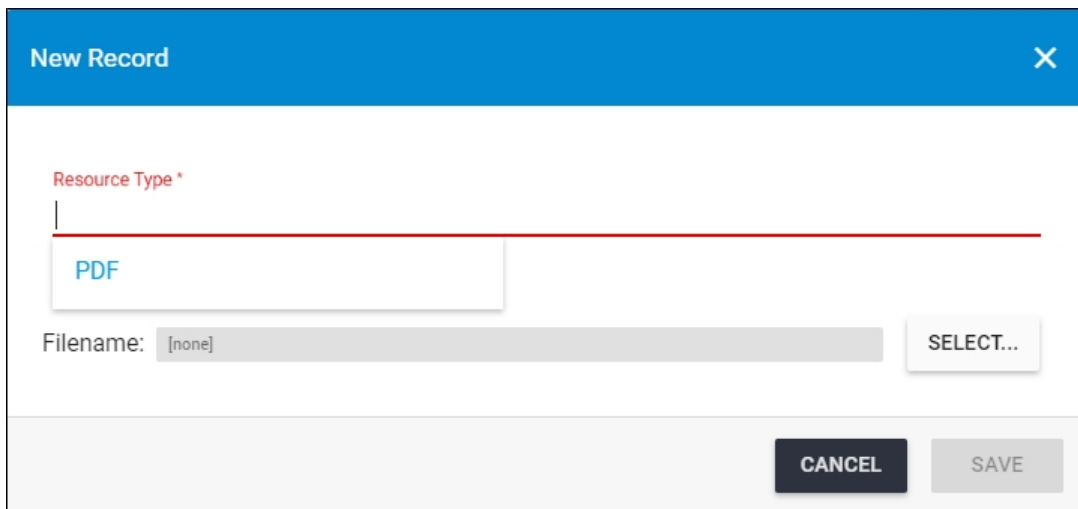
T1 allows you to upload a Zip folder that contains multiple resources instead of adding them individually.

**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 screenshot shows a 'New Record' dialog box. It features a blue header bar with the text 'New Record' and a close button (X). Below the header, there is a label 'Resource Type \*' in red. Underneath this label is a text input field containing the word 'PDF'. Below the 'Resource Type' field is a 'Filename: [none]' label and a corresponding text input field. To the right of the filename field is a button labeled 'SELECT...'. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'SAVE'.

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:

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.