

## Downloading a Document from TIA Connect

“Library” is a term used by HigherLogic/Workspace to define the location in which documents are housed.

### Downloading a Document from a Standalone Library

A “standalone library” allows us to create a place where contributions can be accessed without log-in credentials (e.g., by Observers at a meeting). They are created for every committee meeting and are available only for the meeting duration.

### Downloading a Single Document

1. Enter the standalone library’s URL in a browser window. (TIA staff will provide a meeting’s standalone library URL.)

The left side of your screen will display the current folder/directory structure while the right side of your screen contains the documents in a selected folder. In the example below, you’ll see one (1) document is currently in the TR-8 folder.

The screenshot displays the TIA Connect interface for a standalone library titled "TR-8 2020-02 New Orleans". At the top left, it indicates "7 Entries". On the top right, there are icons for a grid view and a folder view, along with a green button labeled "Create New Library Entry".

The interface is split into two main sections:

- Folders:** This section shows a hierarchical tree of folders. The root folder is "TR-8 2020-02 New Orleans". Underneath it, the "TR-8" folder is selected and highlighted. Other folders listed include TR-8.1, TR-8.3, TR-8.8, TR-8.10, TR-8.12, TR-8.15, TR-8.18, TR-8.19, TR-8.21, TR-8.25, APIC-APCO, APIC-CAPPTG, APIC-ETG, P25, and PRS.
- Folder Contents:** This section shows the contents of the selected "TR-8" folder. It contains a single document titled "(Revised) TR-8 February 2020 Meeting Schedule".

2. Once you’ve selected the folder housing the document(s) you wish to download, double-click on the file you’d like to download.

## Downloading a Document from TIA Connect

### TR-8 2020-02 New Orleans

9 Entries 📁 📄 [Create New Library Entry](#)


#### Folders

[New](#) [New Child](#) [Delete](#) [Copy](#) [Paste](#) [Share](#)

- TR-8 2020-02 New Orleans
  - TR-8
    - TR-8.1
    - TR-8.3
    - TR-8.8
    - TR-8.10
    - TR-8.12
    - TR-8.15
    - TR-8.18
    - TR-8.19
    - TR-8.21
    - TR-8.25
    - APIC-APCO

#### Folder Contents

[New](#) [View](#) [Delete](#) [Copy](#) [Paste](#)

-  **(Revised) TR-8 February 2020 Meeting Schedule**

### 3. Select "Download"


### TR-8 2020-02 New Orleans

[← Back to Library](#)

#### (Revised) TR-8 February 2020 Meeting Schedule


[Follow](#) 0 [Recommend](#)

14 days ago

 Includes updated GoToMeeting information. [Victoria Mitchell](#)

**Actions**  
Statistics  
0 Favorited  
10 Views  
1 Files  
0 Shares  
1 Downloads

Attachment(s)

 [TR8 Meeting Schedule February 2020 REV1.pdf](#) 836K 1 version  
Uploaded - 01-27-2020

[Download](#)

### Downloading a Group of Documents

There may be times when a group of documents were uploaded to a folder as a group, known as an "entry". (Think of these like a folder.) You'll notice that the icon next to the group of documents in a folder has changed:

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The screenshot shows the TIA Connect interface. On the left, under "Folders", there is a tree view with the following structure:

- TR-8 Mobile and Personal Private Radio Standards
  - 2019 Meetings
    - 201910\_Charlotte
  - 2020 Meetings
    - 202002\_New Orleans
    - 202006\_Memphis
  - Historical TR-8 FTP Directory Files
    - TR-8 2017 Working Folder
    - TR-8 2018 Working Folder
    - TR-8 2019 Working Folder

The "TR-8 2019 Working Folder" is selected. On the right, under "Folder Contents", the folder "TR-8 FTP 2019 Working Folder Files" is displayed.

1. Double click on the entry's name to display a list of the files contained within the entry. From here you can "Download All" or select the individual files you'd like to download.

The screenshot shows the "TR-8 FTP 2019 Working Folder Files" folder page. The folder is owned by Victoria Mitchell and was created 14 days ago. It contains 10 files. The files listed are:

File Name	Size	Version	Upload Date
<a href="#">TR8-19-001_TR-8_Meeting_2019_02_05_Notice_Agenda.pdf</a>	850K	1 version	Uploaded - 01-17-2020
<a href="#">TR8-19-002_TR-8 2019-Feb Attendance Log - Next Meeting Vo...xlsx</a>	13K	1 version	Uploaded - 01-17-2020
<a href="#">TR8-19-003_Meeting_2019_02_05_Meeting_Report_Approved ver...pdf</a>	742K	1 version	Uploaded - 01-17-2020
<a href="#">TR8-19-004_TR8docs.xlsx</a>	28K	1 version	Uploaded - 01-17-2020

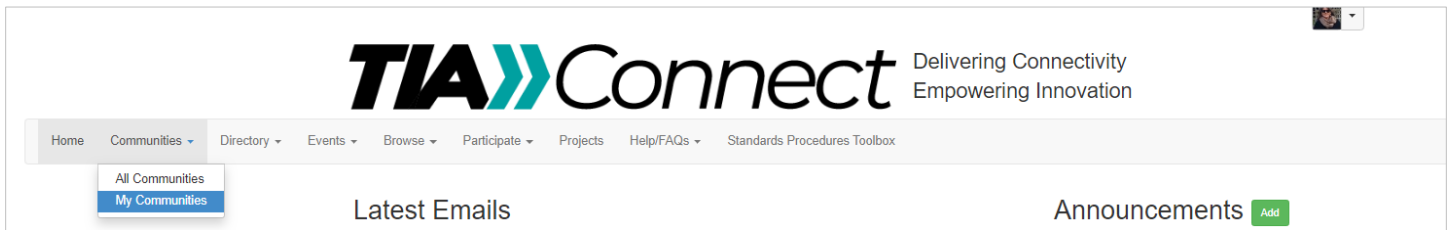
Each file has a "Download" button and a trash icon. There is also a "Download All" button at the top right of the file list.

## Downloading a Document from a Committee's Library

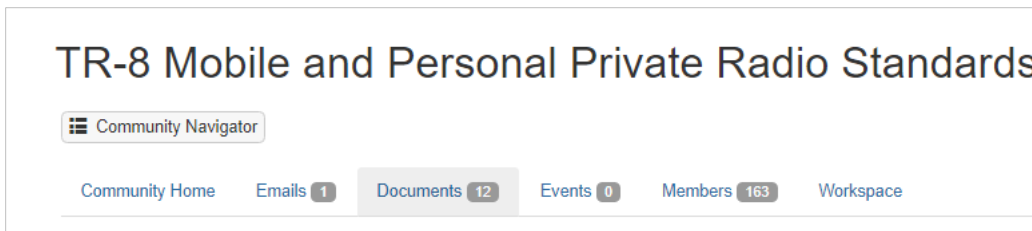
1. Log into your TIA Connect account - <https://connect.tiaonline.org/home>  
(Due to my administrative settings, you may not see the same options on your screen as what's shown in the screenshots below).

## Downloading a Document from TIA Connect

2. Navigate to the committee to which the document belongs by selecting the “My Communities” option from the Communities menu. If you will be uploading a document to a “shared library” that’ll be used during a meeting, enter the URL in your browser’s window.



3. A committee’s library (i.e., where all documents are housed) is accessed by selecting the “Documents” tab:



The left side of your screen will display the current folder/directory structure while the right side of your screen contains the documents in a selected folder. In the example below, you’ll see two (2) documents are currently in the TR-8 “202002\_ New Orleans” folder.

