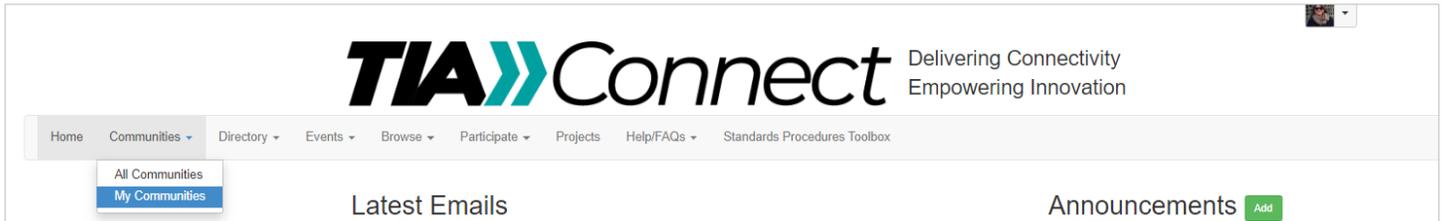


## Uploading a Document to TIA Connect

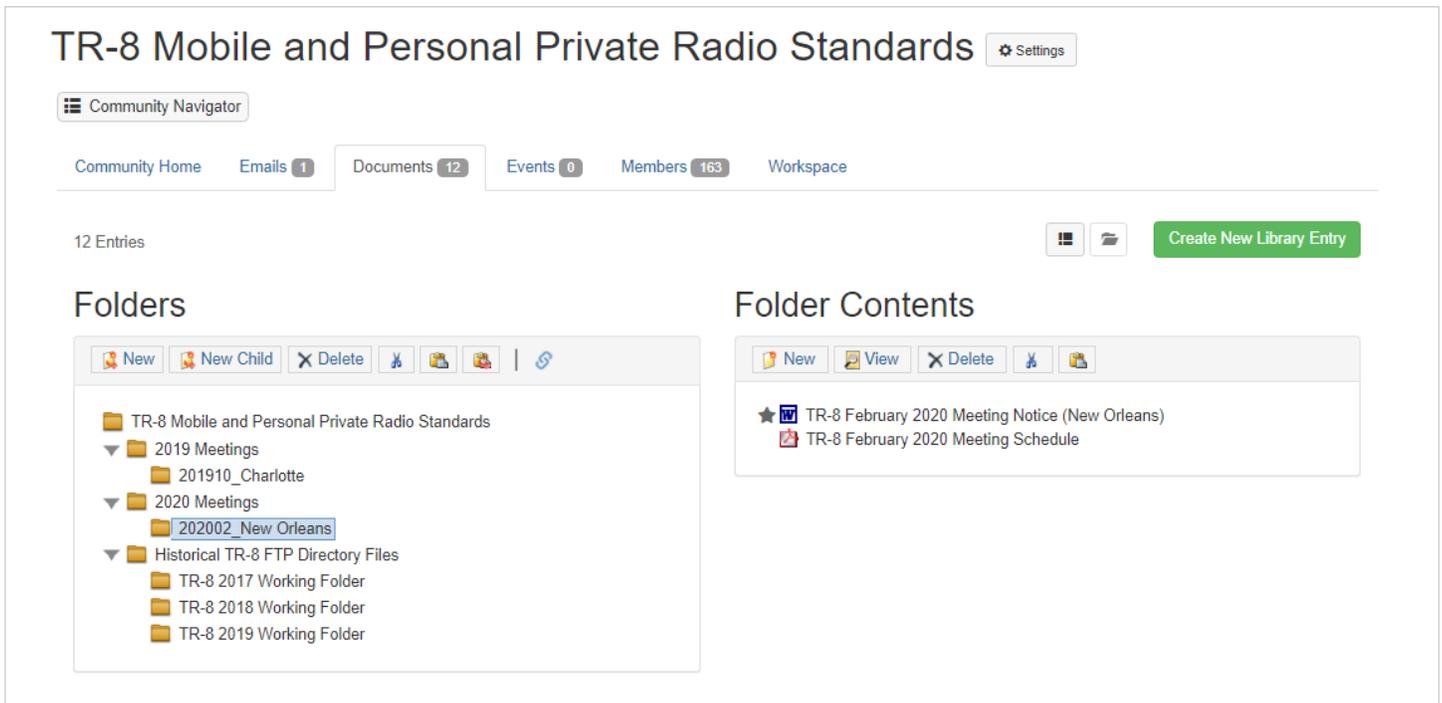
1. Log into your TIA Connect account - <https://connect.tiaonline.org/home>  
(Due to my administrative settings, you may not see the same options on your screen as what's shown in the screenshots below).
2. Navigate to the committee to which the document belongs by selecting the "My Communities" option 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.

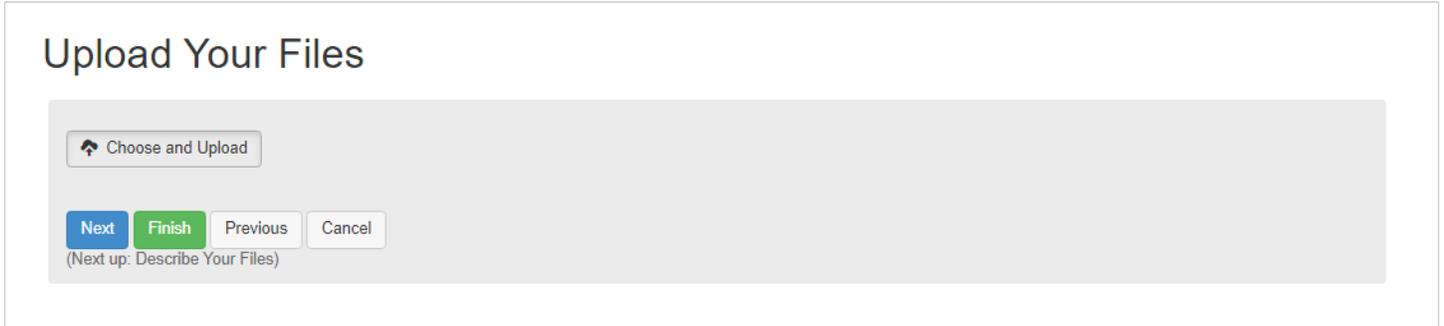


4. To upload a file, select which folder you want to save the document in by clicking on the folder's name.

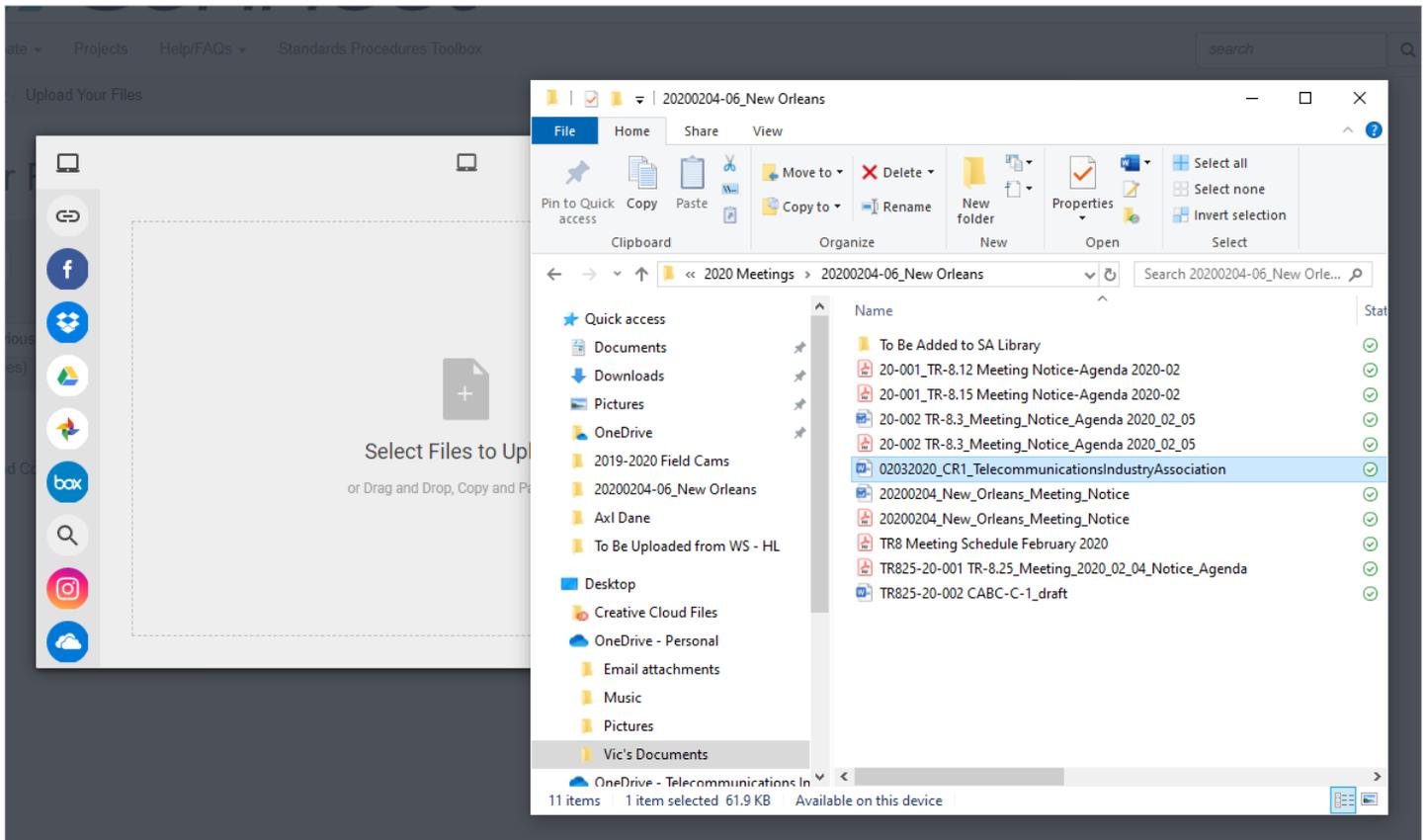


## Uploading a Document to TIA Connect

- Click the “Choose and Upload” button.

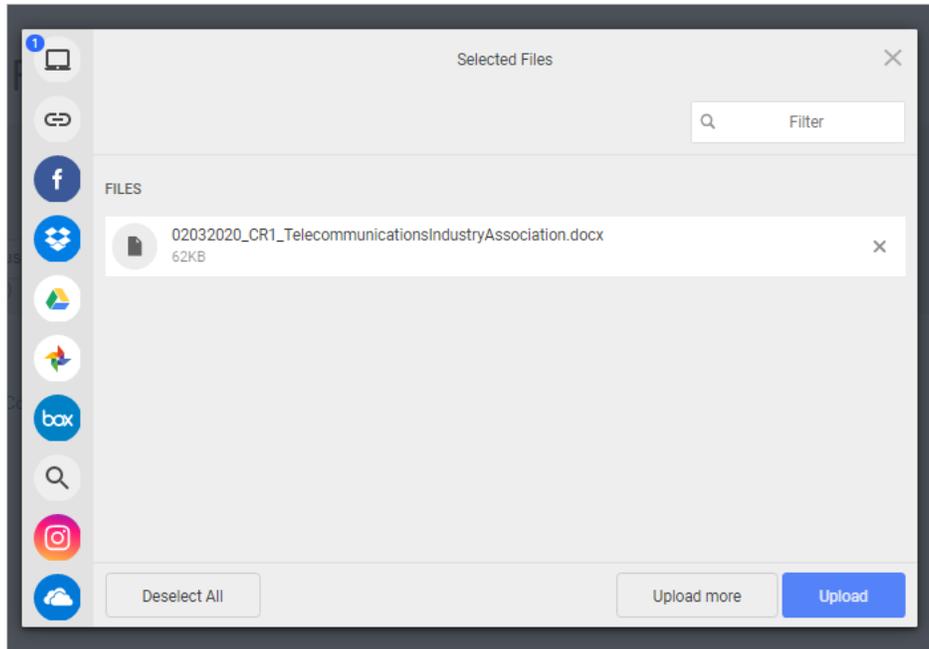


You have multiple ways of finding the file(s) you'll be uploading. You can select one of the buttons along the left side of the pop-up box or drag and drop your files from File Explorer.



- The file that's being uploaded will display. Select “Upload”.

## Uploading a Document to TIA Connect



10. You can enter add additional information about your file by selecting “Next”, but I’ve found that the fields are duplicated from earlier steps. When done, select “Finish”.

# Uploading a Document to TIA Connect

Community Home | **Emails 1** | **Documents 13** | Events 0 | Members 163 | Workspace

[← Back to Library](#)

## TR-8 February 2020 Hotel Contract

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an hour ago

  
[Victoria Mitchell](#)

Renaissance New Orleans Pere Marquette French Quarter Area Hotel contract.

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

Attachment(s)

 [02032020\\_CR1\\_TelecommunicationsIndustryAssociation.docx](#) 61K | 1 version  
Uploaded - 01-23-2020

[Download](#)

### Tags and Keywords

 [Add a tag](#)

### Comments

Currently no comments. [Add](#)

### Related Entries and Links

No Related Resource entered. [Add](#)

11. Selecting the “Back to Library” button will return you to the committee’s library, where the file you uploaded will appear.

## TR-8 Mobile and Personal Private Radio Standards

[Settings](#)

**Community Navigator**

Community Home | **Emails 1** | **Documents 13** | Events 0 | Members 163 | Workspace

13 Entries [Grid](#) [Folder](#) [Create New Library Entry](#)

### Folders

[New](#) [New Child](#) [Delete](#) [Refresh](#) [Share](#) [Link](#)

- TR-8 Mobile and Personal Private Radio Standards
  - ▶ 2019 Meetings
  - ▼ 2020 Meetings
    - 202002\_New Orleans**
  - ▶ Historical TR-8 FTP Directory Files

### Folder Contents

[New](#) [View](#) [Delete](#) [Refresh](#) [Share](#)

-  **TR-8 February 2020 Hotel Contract**
- ★  TR-8 February 2020 Meeting Notice (New Orleans)
-  TR-8 February 2020 Meeting Schedule

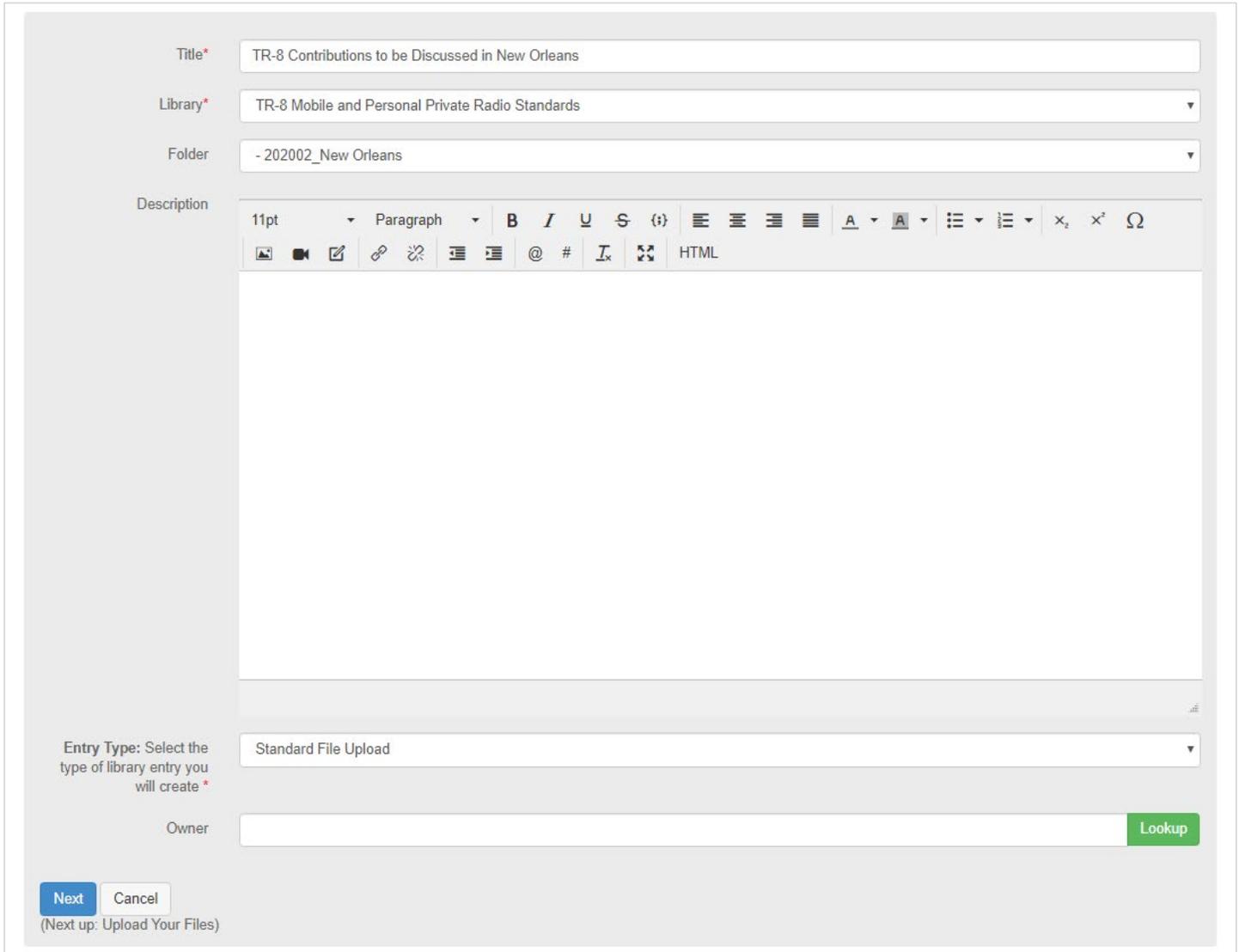
## Uploading a Document to TIA Connect

### Uploading Multiple Documents

Uploading multiple documents at the same time is very similar to uploading a single document.

While the TIA Connect platform refers to a multiple file upload as an “entry”, it’s very similar to a zip file. In fact, if you download a document entry to your local laptop, it’s downloaded as a zip file.

I’ve used the Title field to describe the group of files:

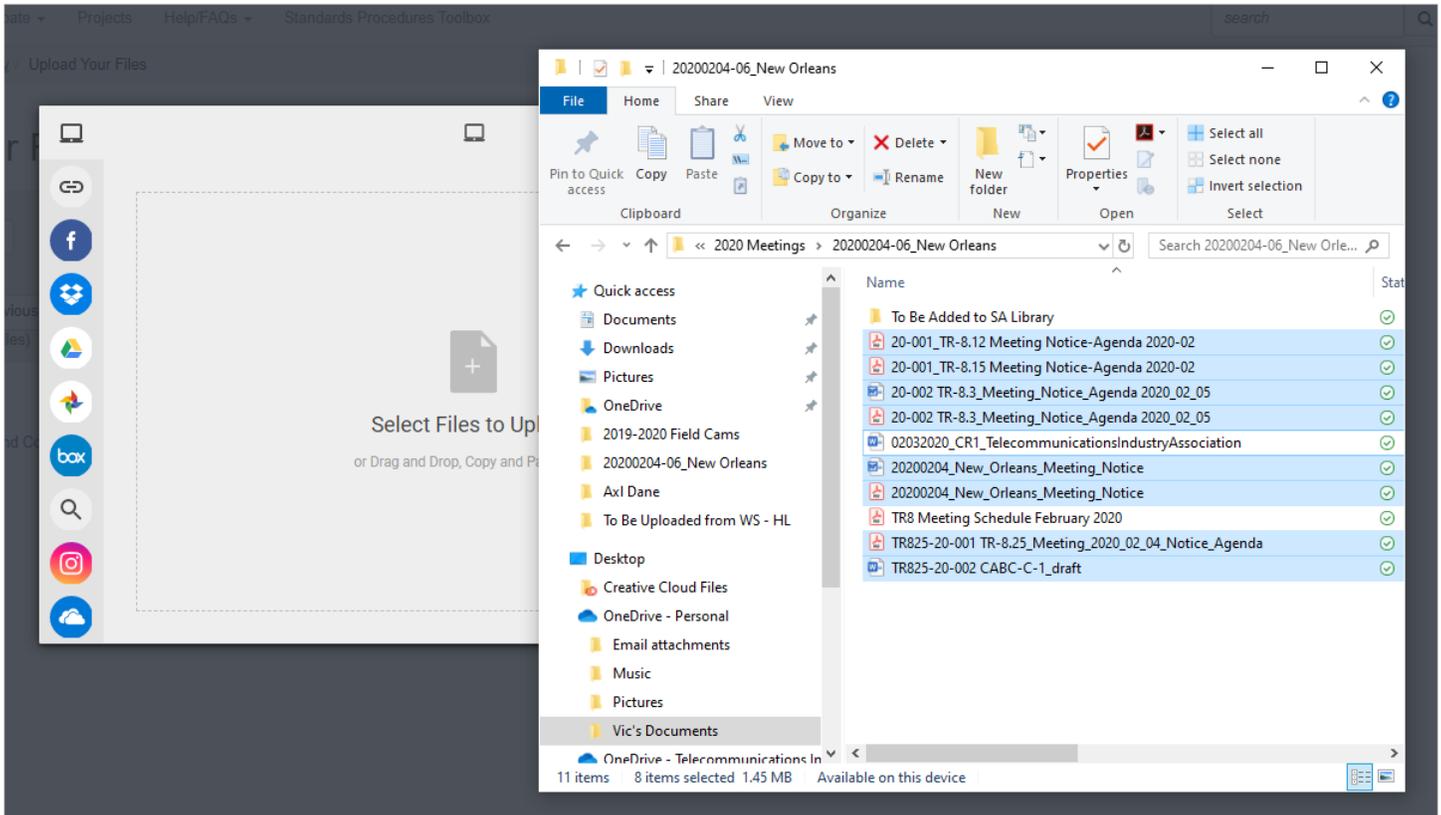


The screenshot shows a web form for uploading a document. The form includes the following fields and elements:

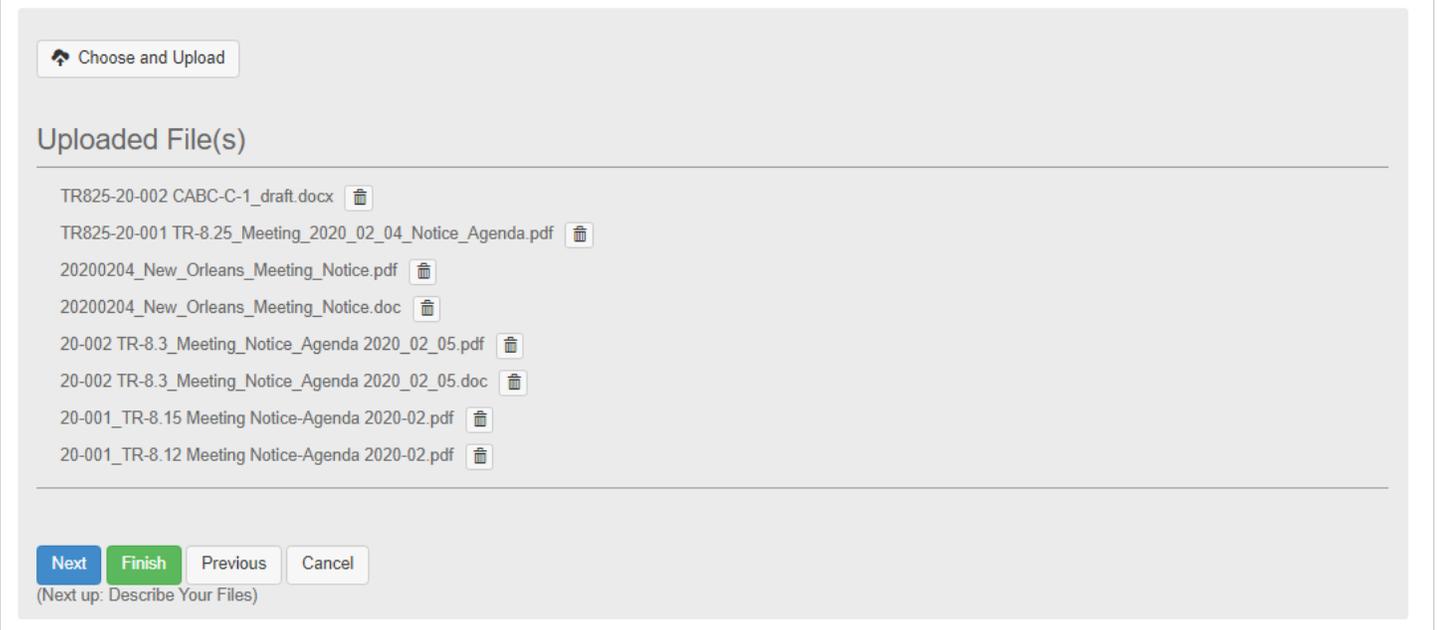
- Title\***: A text input field containing "TR-8 Contributions to be Discussed in New Orleans".
- Library\***: A dropdown menu with "TR-8 Mobile and Personal Private Radio Standards" selected.
- Folder**: A dropdown menu with "- 202002\_New Orleans" selected.
- Description**: A rich text editor with a toolbar. The toolbar includes options for font size (11pt), paragraph style (Paragraph), bold (B), italic (I), underline (U), strikethrough (ABC), link ({}), list (bulleted and numbered), indent (left and right), text color (A), background color (A), link (chain), unlink (chain with slash), @, #, Ix, and HTML. The description area is currently empty.
- Entry Type: Select the type of library entry you will create\***: A dropdown menu with "Standard File Upload" selected.
- Owner**: An empty text input field with a green "Lookup" button to its right.
- Next** and **Cancel** buttons are located at the bottom left.
- A note at the bottom left says "(Next up: Upload Your Files)".

When it’s time to select the file to be uploaded, you can select as many as you’d like. (You can also select a folder containing multiple files and drag that over to the window).

## Uploading a Document to TIA Connect



### Upload Your Files



When the list of uploaded documents is visible, as (partially) shown below, you'll see that an option to "Download All" becomes available. You'll also notice trash can icons along the right-hand side if you need to remove a document(s) from the library entry you just created.

# Uploading a Document to TIA Connect

## TR-8 Contributions to be Discussed in New Orleans

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**Actions** ▾  
Statistics  
0 Favorited  
1 Views  
8 Files  
0 Shares  
0 Downloads

Attachment(s)

[Download All](#)

	<a href="#">20-001_TR-8.12 Meeting Notice-Agenda 2020-02.pdf</a> 277K 1 version Uploaded - 01-23-2020	
<a href="#">Download</a>		
	<a href="#">20-001_TR-8.15 Meeting Notice-Agenda 2020-02.pdf</a> 277K 1 version Uploaded - 01-23-2020	
<a href="#">Download</a>		
	<a href="#">20-002 TR-8.3 Meeting Notice Agenda 2020_02_05.doc</a> 77K 1 version Uploaded - 01-23-2020	
<a href="#">Download</a>		
	<a href="#">20-002 TR-8.3 Meeting Notice Agenda 2020_02_05.pdf</a> 299K 1 version Uploaded - 01-23-2020	
<a href="#">Download</a>		
	<a href="#">20200204 New Orleans Meeting Notice.doc</a> 93K 1 version Uploaded - 01-23-2020	
<a href="#">Download</a>		
	<a href="#">20200204 New Orleans Meeting Notice.pdf</a> 162K 1 version Uploaded - 01-23-2020	
<a href="#">Download</a>		