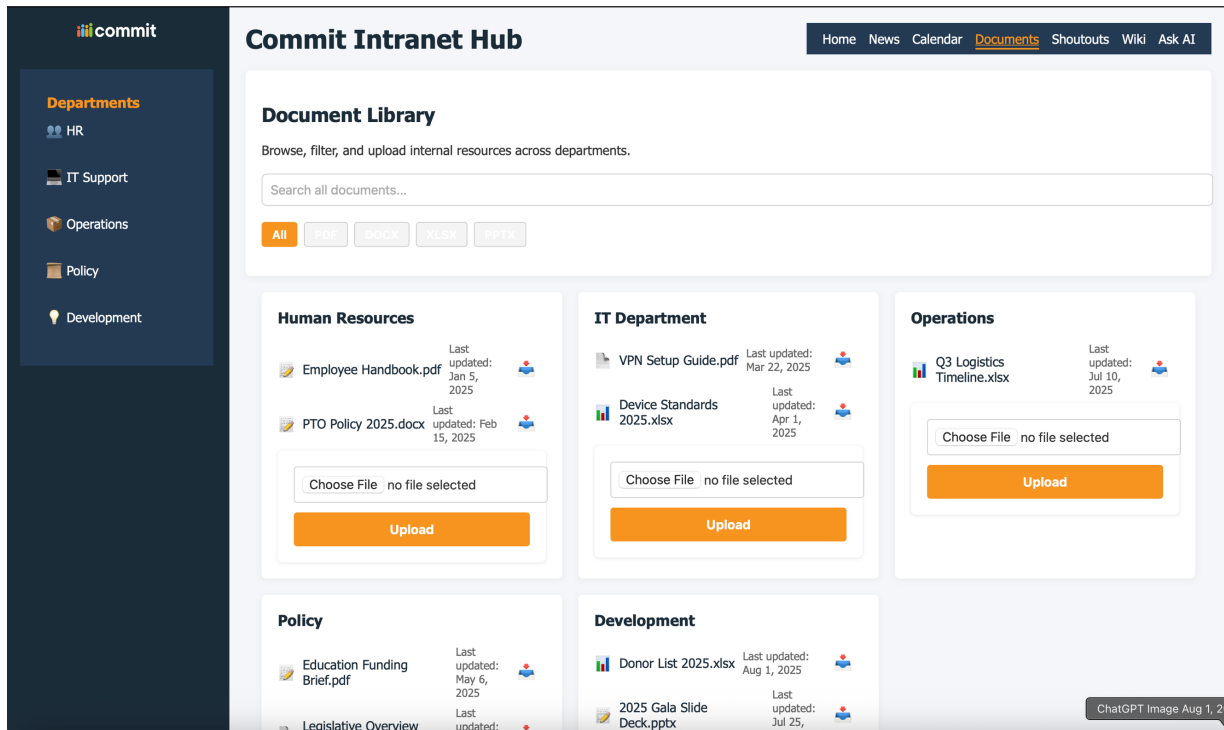📁 **How to Upload and Organize Files in the Commit Document Library**

Welcome to the Commit Intranet Document Library! Follow these simple steps to upload your files by department:

✅ **Step-by-Step Instructions**

1. **Go to the Documents Page**
   Navigate to: https://pj-piatt.github.io/CommitIntranetMock/documents.html
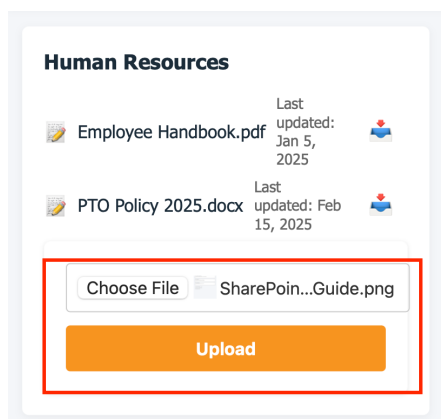

2. **Locate Your Department Panel**
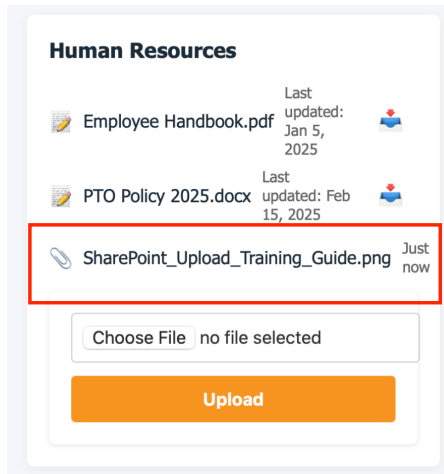   Scroll to find your department (e.g., HR, IT, Operations, Policy, Development).

3. **Upload Your File**

   o Inside your department panel, locate the upload form.

   o Click **"Choose File"** or **drag and drop** your file.

   o Click the **"Upload"** button.

4. **Success Message**

   o A green checkmark and success message will appear briefly.

   o Your file will be listed immediately under your department panel with a simulated "📥 Download" button.

Human Resources

📝 Employee Handbook.pdf	Last updated: Jan 5, 2025	📥
📝 PTO Policy 2025.docx	Last updated: Feb 15, 2025	📥
📎 SharePoint_Upload_Training_Guide.png	Just now	

Choose File | no file selected

Upload

💡 **Tips for Organizing**

- **Use clear file names** (e.g., "FY25 Budget Summary.xlsx").

- **Check the last updated date** to avoid duplicate uploads.

- **Tag filtering**: Use the buttons at the top (PDF, DOCX, etc.) to view specific file types.

- **Search bar**: Quickly find documents by typing keywords.

📌 **Note:**

This is a mock system. Uploads and downloads are simulated for demonstration only—no files are stored.