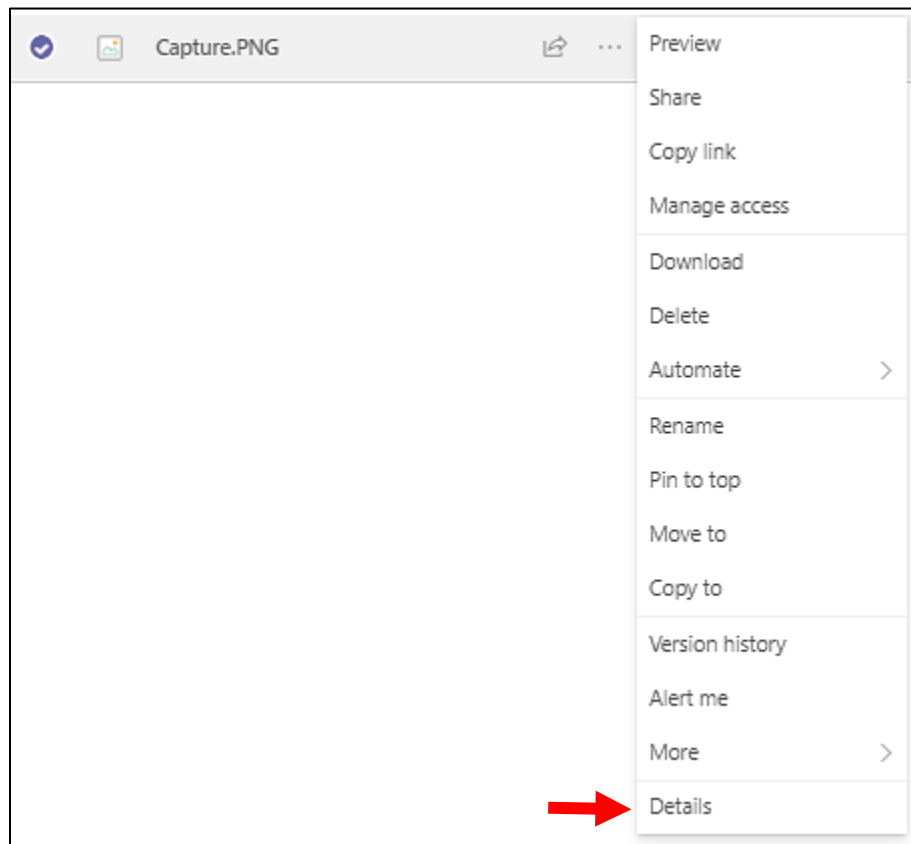


How to Tag Files

Whenever you upload a file, you must tag it. Tagging it ensures that the file gets routed to the correct place. A file can be routed to a faculty member / group, and/or a particular document folder for faculty members to access. **Please do not select “Faculty Member Dropbox” if you are submitting your MS exit exam or G9.**

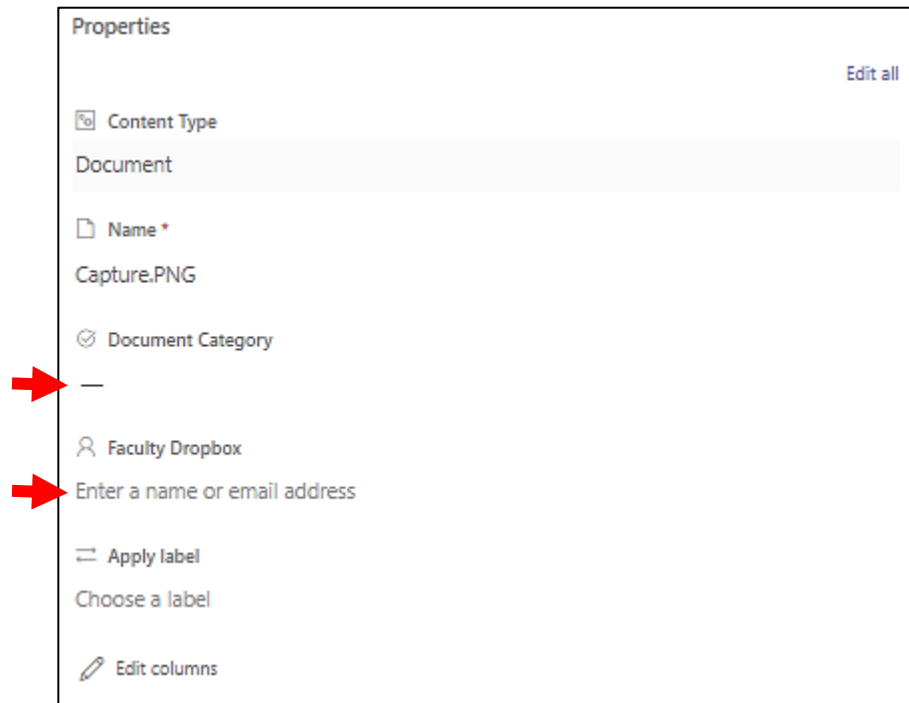
***** Note: You will need to click “Open Folder in New Tab” to be able to tag your file. *****

1. First, upload the file to your “NEEDS ACTION” folder.
2. Then, mouse over the file name and click on the ellipsis (...).
3. Click on “Details”.



4. At the bottom of the pane that appears, do **one** of the below:
 - a. If you are uploading an **MS exit exam** file, select “MS exit exam” for “Document Category”.
 - b. If you are uploading a **G9** file, select “G9” for “Document Category”.

- c. If you are uploading a **PhD progress report** file, type the correct name for your research area committee for “Faculty Dropbox”. Then, select “[research area committee name] Members”, when it appears.
 - i. Research area committee names:
 1. CS RAC Web Science and Digital Libraries
 2. CS RAC Medical and Scientific Computing
 3. CS RAC Bioinformatics
 4. CS RAC Systems: Networks, Mobile Computing, Security
 5. CS RAC Web Science and Digital Libraries
- d. If you are uploading a **different** file that needs a signature from a CS faculty member, type the faculty member’s name for “Faculty Dropbox”. Then, select them when their email address appears.



- 5. When you make your selection, the document will be tagged immediately.
 - a. Once the file is tagged, it will move out of your “NEEDS ACTION” folder and to the appropriate destination.