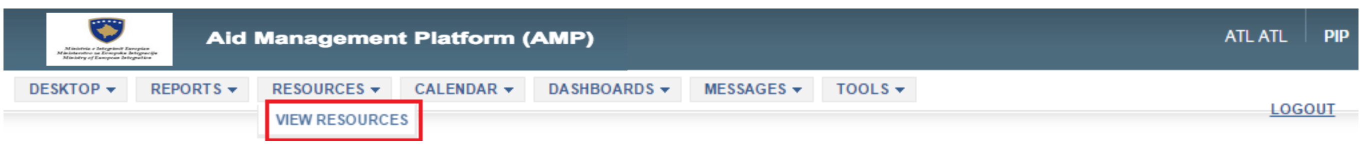
AMP User Manual
Resources Menu

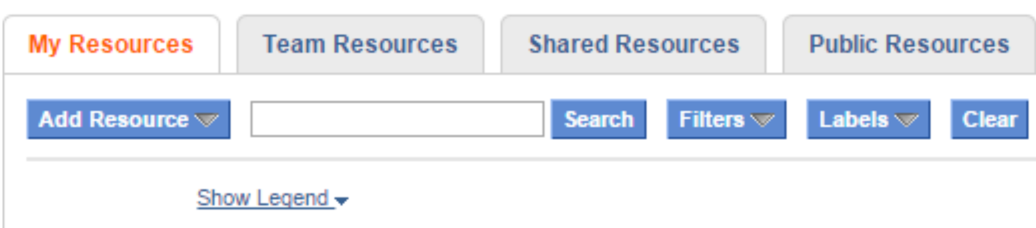
The Resources section allows you to store documents and hyperlinks that can be shared with your team, across teams or used privately. For, our purposes, in this guide when we say Resources, we are referring to a document or hyperlink. A useful feature of this module is that it allows you to publish documents for the public. This enables you to share key information with non-registered users of the AMP system. When you relate a document to an activity it will still show in the Resource Manager and if you need to attach an existing document to a project, you can choose one from the Resource Manager. This makes it quite easy to quickly look at an Activity and see all information and documentation related to that activity.

To access the Resources homepage click on the Resources dropdown in the main menu and then click on View Resources.



Resources Homepage

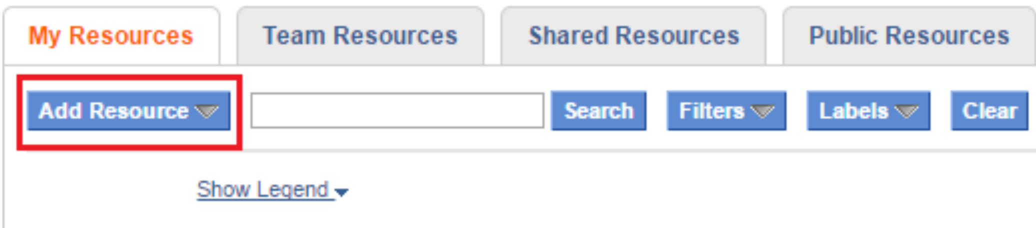
When accessing the main page of the Resources section, you will see four tabs: My Resources, Team Resources, Shared Resources and Public Resources (if no resources have been shared or made public you will only see the My Resources and Team Resources tabs). You can navigate between the tabs by clicking on them.



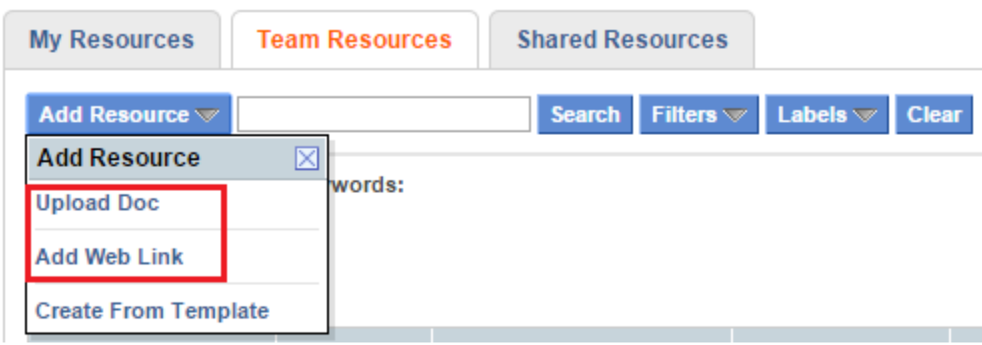
- **My Resources** are your personal documents and hyperlinks. Each user has its own My Resources listing. Within your list you can add new resources, add a new version of a resource or delete a resource.
- **Team Resources** are documents and hyperlinks available for viewing and revision by the entire team.
- **Shared Resources** are documents and hyperlinks that are shared with all workspaces in AMP.
- **Public Resources** are the documents and hyperlinks that are made available to non-authenticated users of AMP (users that have not used a unique username and password combination to log in to the system).

Adding a Resource

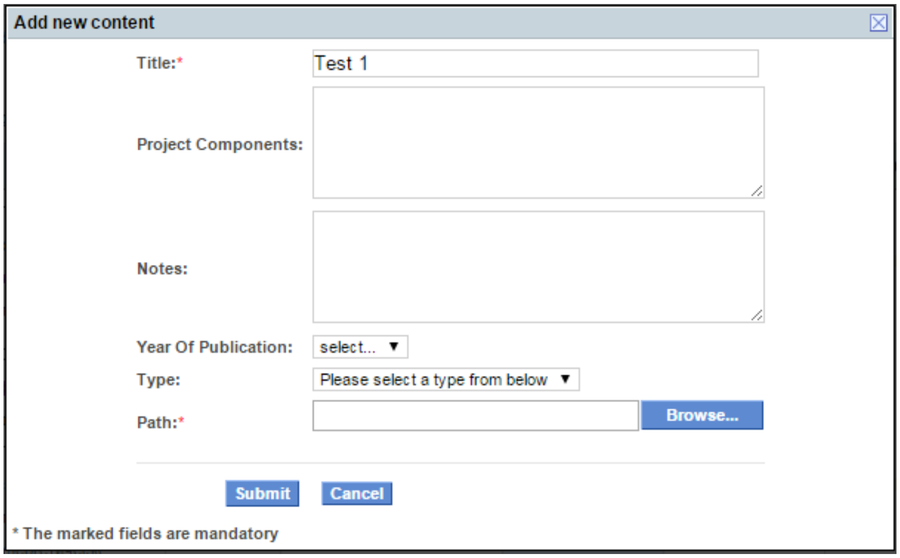
Users can add a resource by uploading a document (AMP allows you to upload the following file types: PDF, Word, Excel, Text, Zip file and Image) or by adding an hyperlink. To upload a resource click on Add Resources.



After clicking on Add resources you will be able to select whether you want to upload a document or to add a web link.



Clicking on Upload Doc will open a pop up window that will allow you to upload the documents from your computer. In order to upload the document you will have to give the document a title, indicate if it is part of a project component, add any notes you might consider appropriate, the year of publication, the type of document (Budget, Contracts, Photos, Procedures, Project Documents, Reports and Terms of Reference). Finally, you will click on Browse to select the document from your computer. Once you have completed all the necessary information, don't forget to click on Submit.



Add new content

Title:* Test 1

Project Components:

Notes:

Year Of Publication: select...

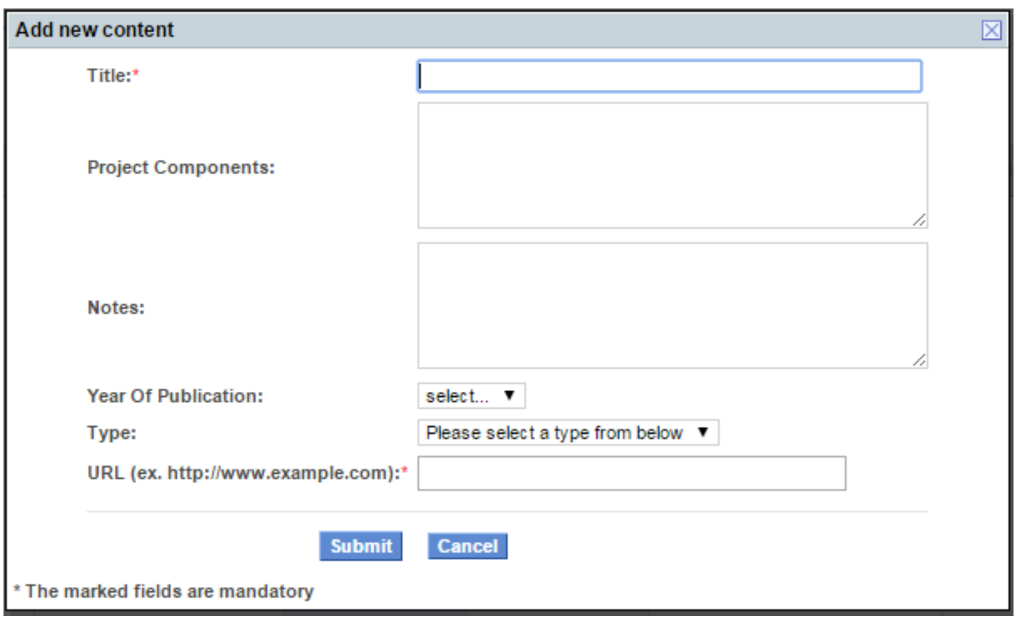
Type: Please select a type from below

Path:* Browse...

Submit Cancel

* The marked fields are mandatory

Clicking on Add web link will open a pop up window that will allow you to add a hyperlink as a resource to the AMP. The pop up will be identical to the Upload Doc but will ask for an URL instead of giving you the option of uploading a document. Before leaving the page, don't forget to click on Submit.



Add new content

Title:*

Project Components:

Notes:

Year Of Publication: select...

Type: Please select a type from below

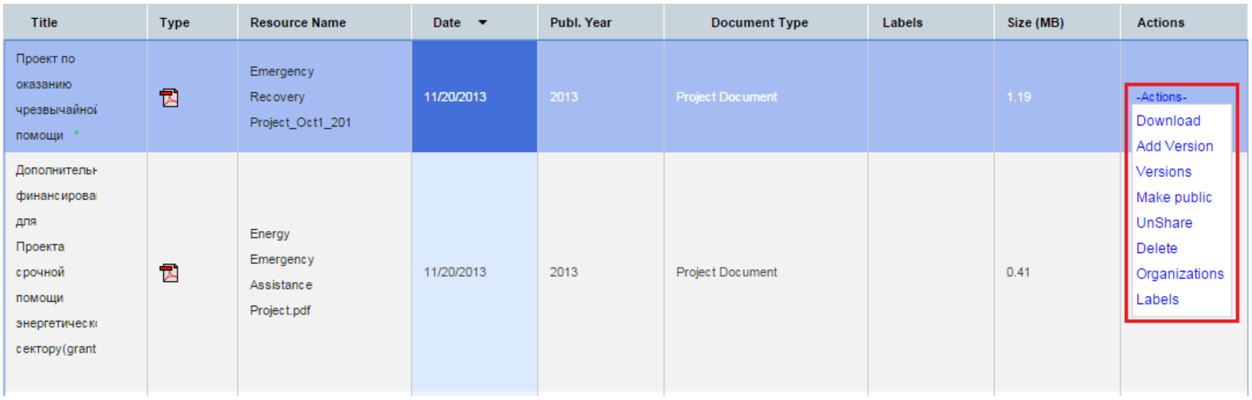
URL (ex. http://www.example.com):*

Submit Cancel

* The marked fields are mandatory

Editing a resource

Once you have added a resource, you will be able to edit it in the Resource Homepage by clicking on Actions.

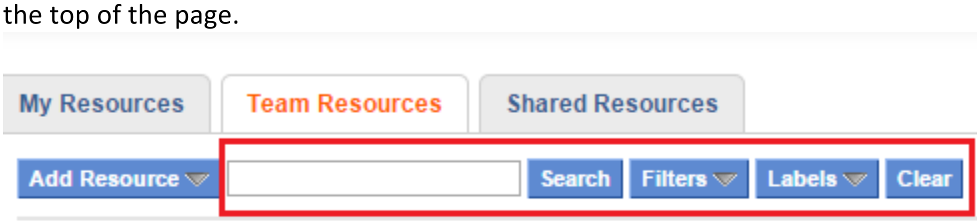


The Actions button will allow you to execute the following actions:

Action	Description
Download	It will allow you to download the resource to your device.
Add Version	It will allow you to upload a new version of the uploaded resource.
Versions	It will allow you to see the historic of the different versions of the resource, if there has been more than one version.
Make public/ Unpublish	It will allow you to make the resource available in the public portal or to take off a resource from the public portal. Making a resource public will automatically put the resource also in the Public Resources tab. Only certain users have access to make a document public.
Share/Unshare	It will allow you to make the resource available to the users from all the other workspaces or to unshare the resource. Making a resource public will automatically put the resource also in the Shared Resources tab.
Delete	It will allow you to delete the resource.
Organizations	It will show you which organizations have worked on the resource.
Labels	It will allow you to add a Label to the resource.

Resource search

The resource homepage allows you to search for available resources using the free text search box at the top of the page.



You will be able to filter your search by the following criteria:

Filter	Description
Document Type	Select the type of document you are looking for: • Budget • Contracts

	• Photos • Procedures • Project Documents • Reports • Terms of Reference
File Type	Select the type of file you are looking for: • PDF • Word • Excel • Text • Zip file • Image
Creator	You can select the user who shared the resource you are looking for by his or her email address.
Creator Team	You can select the team which shared the resource you are looking for by its workspace.
From/ to date	You can select a date range for the document upload.