

## Uploading data files in Agresso M7

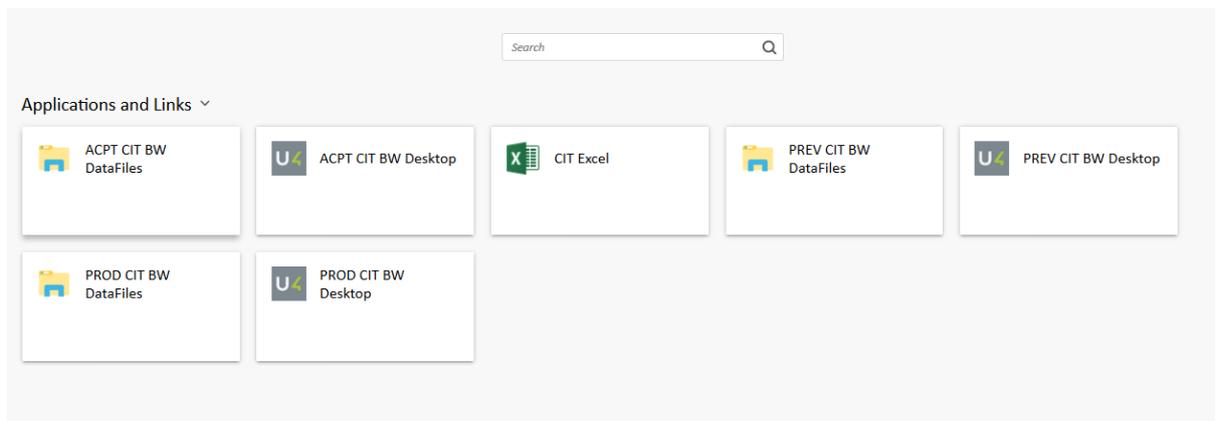
The Agresso web folder drive will no longer be available. In order to upload files to Agresso (ie to place them in the data import folder), please use the following steps:

Go to <https://ubwdesktop.unit4cloud.com/my.policy> and login using your new citrix credentials

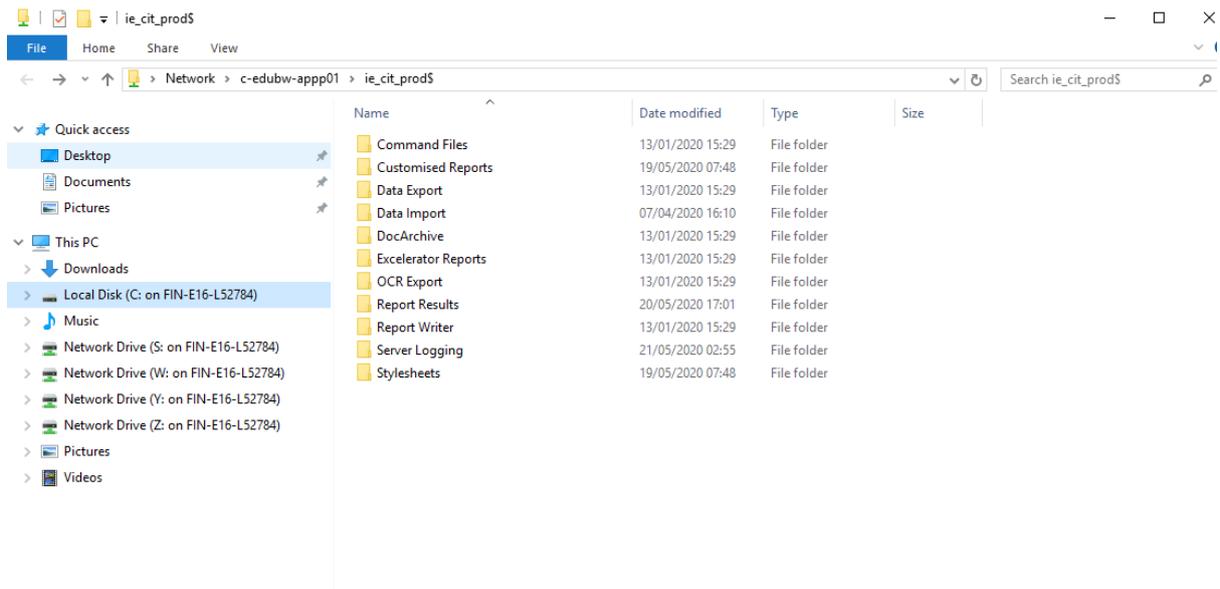


The screenshot shows the 'Secure Logon for UNIT4Cloud' interface. At the top left is the 'f5' logo. Below it, the text 'Secure Logon for UNIT4Cloud' is displayed. There are two input fields: 'Username (domain\username)' and 'Password'. The password field contains ten black dots. Below the password field is a 'Change password' checkbox, which is currently unchecked. A blue link for 'Password Reset' is located below the checkbox. At the bottom of the form is a 'Logon' button.

Once logged in, you will see a dashboard with a number of icons (please note, you may not be able to see all the icons in the image below, it will depend on your permissions)



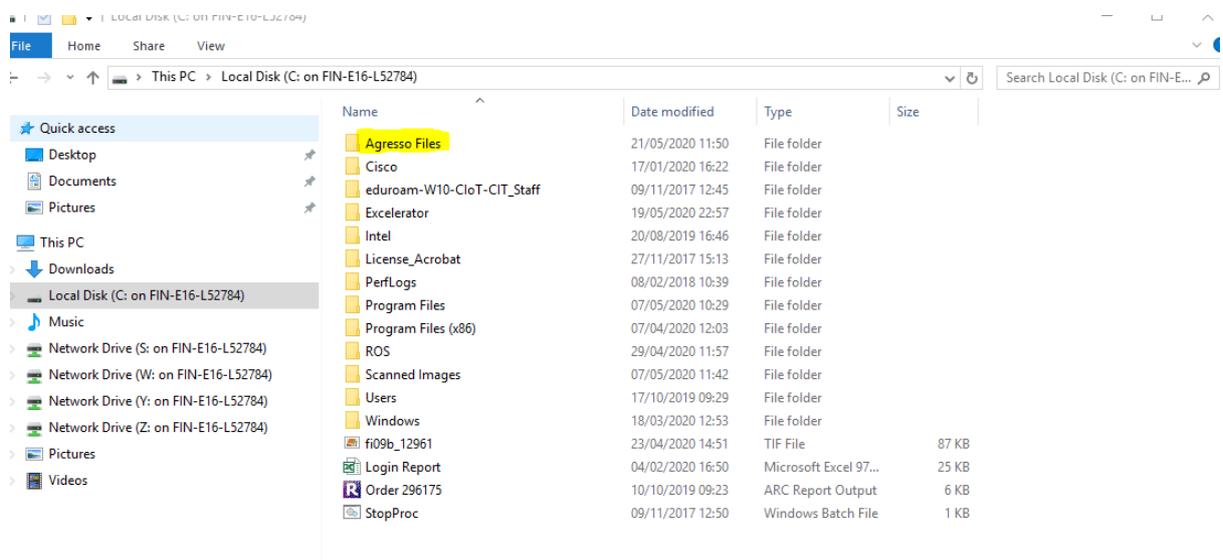
To access the data folders, click on **PROD CIT BW Datafiles**. This links to the data folders for the live environment.



The above folder will open, showing you the data folders. In order to transfer files to any of the data folders, you will have to copy and paste them to the folder from within this window.

Ensure that the file you want to transfer is saved on your C drive. I would recommend creating a new folder on your C drive for files such as these.

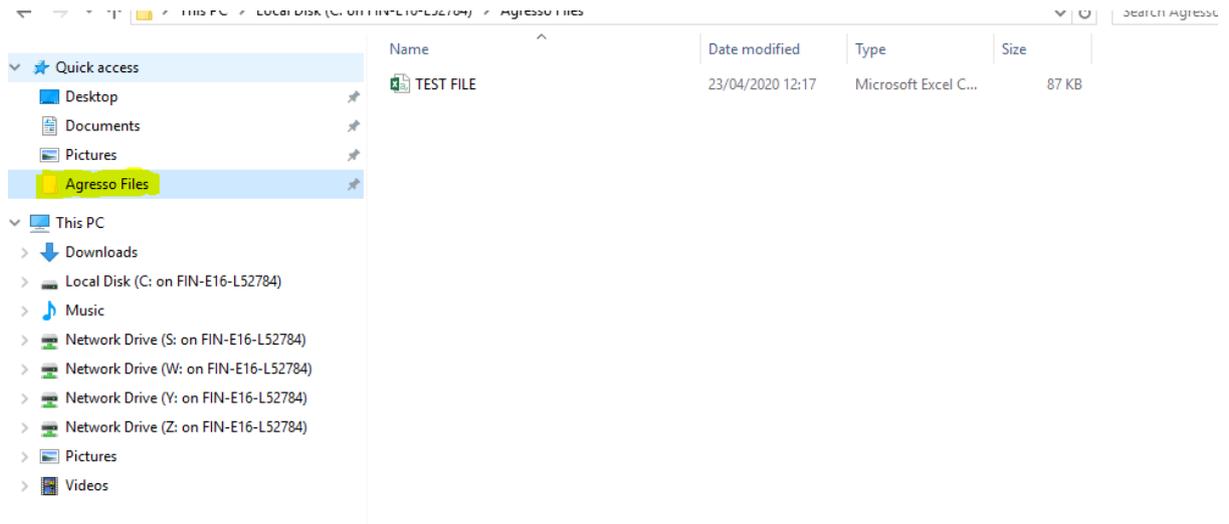
Click on Local Disk (C:) and browse to the folder where you have the file saved. I created a folder called 'Agresso Files' on my C drive for files such as this.



Right click on the file you want to copy, and select 'copy'

Select the back button to bring you back to the data file screen. Go to the relevant folder (eg data import) and right click and 'paste' the file. The file is now available for upload to Agresso M7.

**You can create a quick access to the folder you use to save the files on your C drive. From within the data files screen, right click on that folder and select 'Pin to Quick access'. This folder will then display on the left under Quick Access when you login. (note: this only has to be done once)**



If you have any questions or queries regarding uploading data files, email [denis.cronin@cit.ie](mailto:denis.cronin@cit.ie)