



**PAHRODF**  
PHILIPPINES-AUSTRALIA  
HUMAN RESOURCE &  
ORGANISATIONAL DEVELOPMENT  
FACILITY

# How to Upload a File in the PAHRODF KM Portal



For HRODF Team

Info Changes made.

Click ADD NEW, then select FILE

File Restrictions. Lets you upload a file to the site

# TAP Results

Title	Author	Type	Modified
 TAP Template for ICSP Review Assessment	HRODF	File	Feb 03, 2014 05:24 PM
 TAP Results (signed)	HRODF	File	Feb 06, 2014 10:28 AM

Default ■

Categorization

Dates

Ownership

Settings

### Title

### Description

Used in item listings and search results.

Type the title of the file e.g.  
"TAP Results ICSP Pilot  
Assessment"

### Lead image

You can upload lead image. This image will be displayed above the content. Uploaded image automatically scaled to size specified in the leadimage control panel.

Choose File No file chosen

Leave this blank for now

### Lead image caption

You may enter lead image caption text

click Choose File

This will open a window where  
you can select file from your computer

### File ■

Choose File No file chosen

Then click SAVE after choosing the file

Save

Cancel