

RightCapital 

Managing The Vault: Uploading & Folder Creation

Step 1

The Vault can be accessed via the Folder Icon in the upper right corner.

Step 2

Click the Add File button. This will open a window, allowing you to choose files from your computer, or drag and drop a file directly into the window.

 + Add file

Step 3

Next, click Add to Vault.

Step 4

To add a new folder, click the Create Folder button in the upper right.

 + Create folder

Step 5

After typing in the name of your new folder, click the blue checkmark to the right of the textbox to save the folder.

Step 6

Once you create a folder, you can add files to it by clicking into the folder and uploading files directly, or by dragging and dropping existing vault files into the new folder.

