FEDERAZIONE ITALIANA RETI DEI SERVIZI DEL TERZIARIO

CISL FIRST

BANCHE - ASSICURAZIONI - RISCOSSIONI - AUTHORITIES

23/07/2019

Virtual àgora

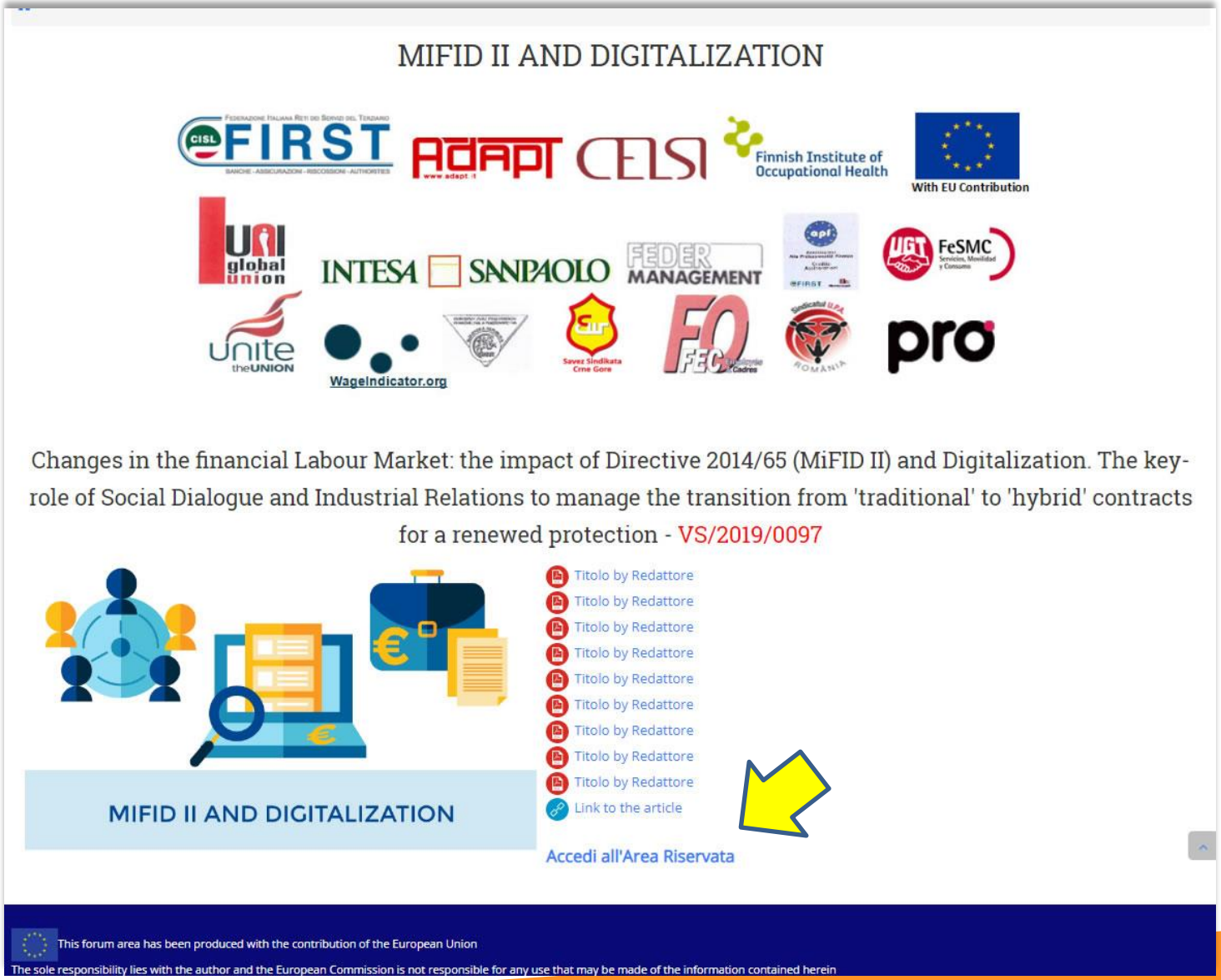
TUTORIAL

HOW TO ADD A DOCUMENT

https://agora.firstcisl.it

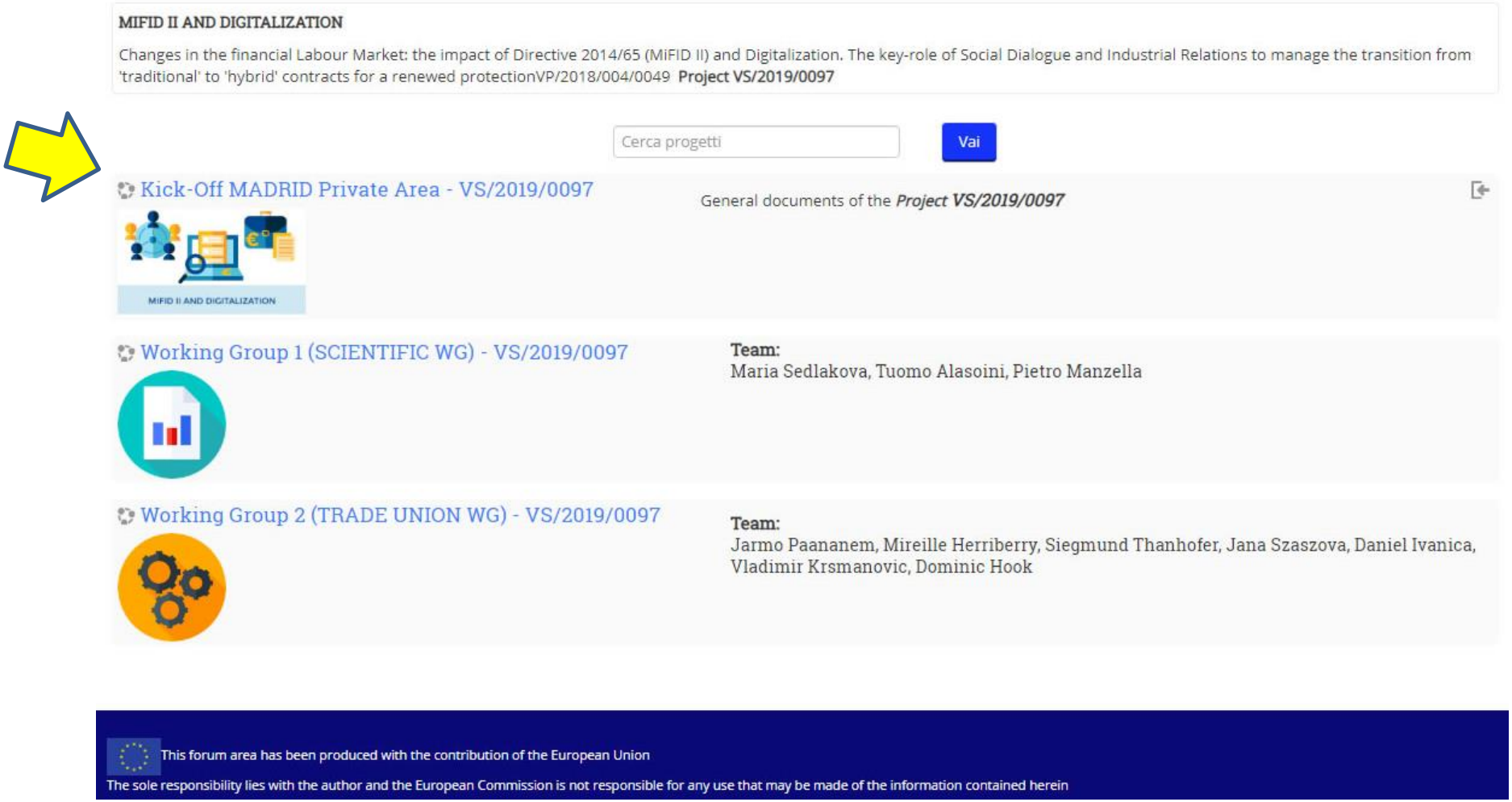
Project Page - public

Choose you project and press to “access to the reserved area”



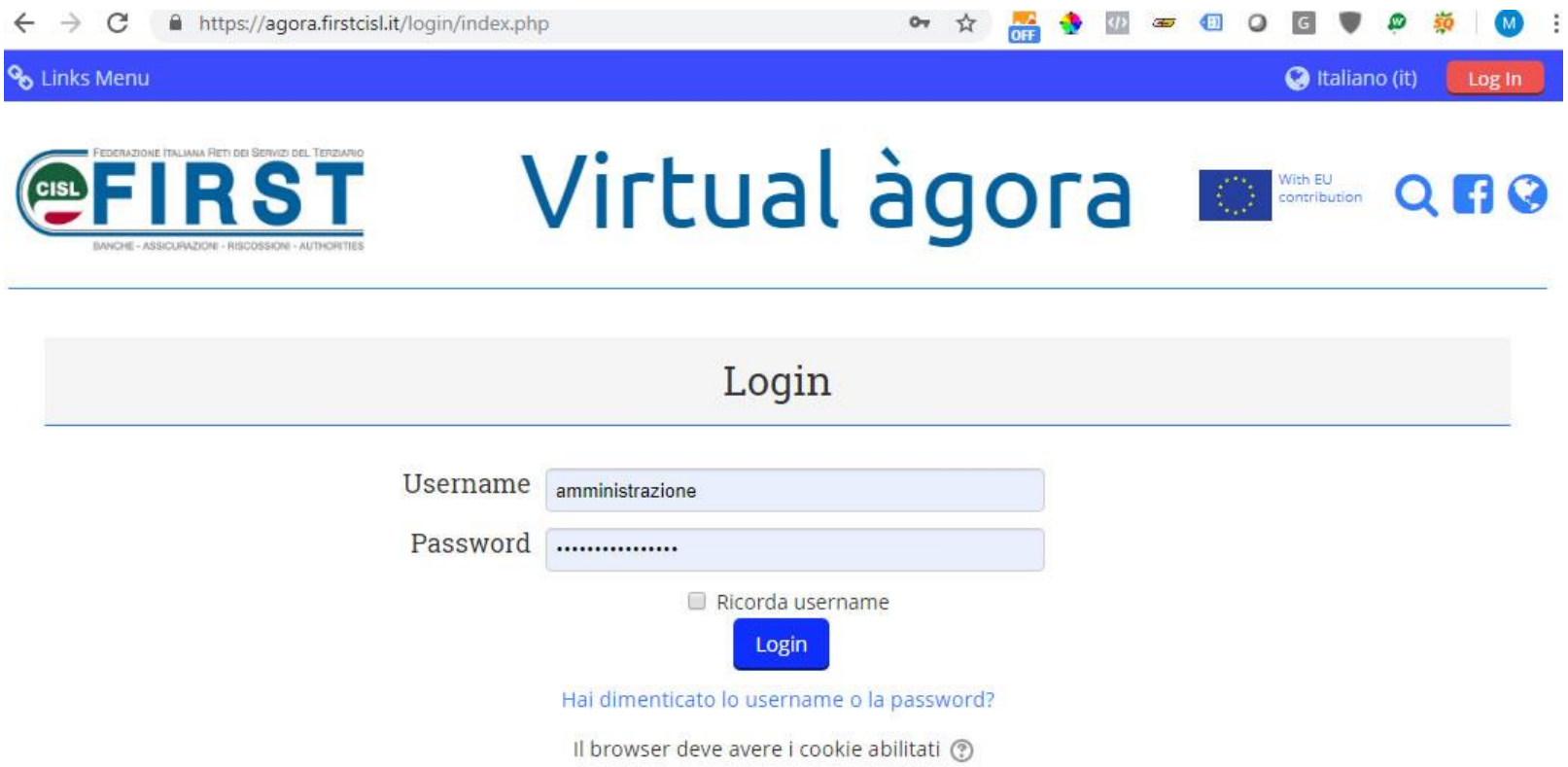
Project Page - private

Choose the section where you want to publish the document



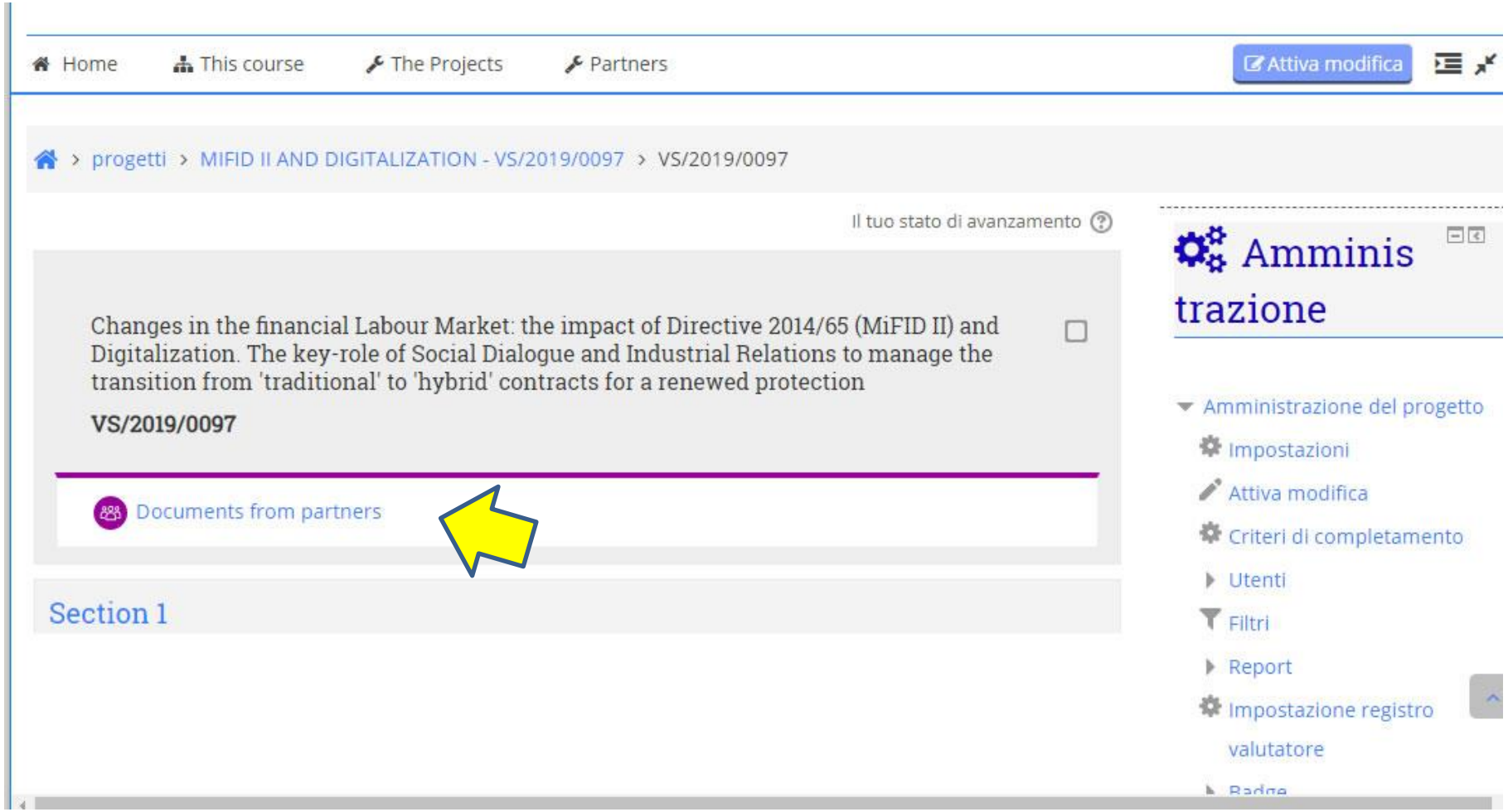
Login page

Login with your username and password



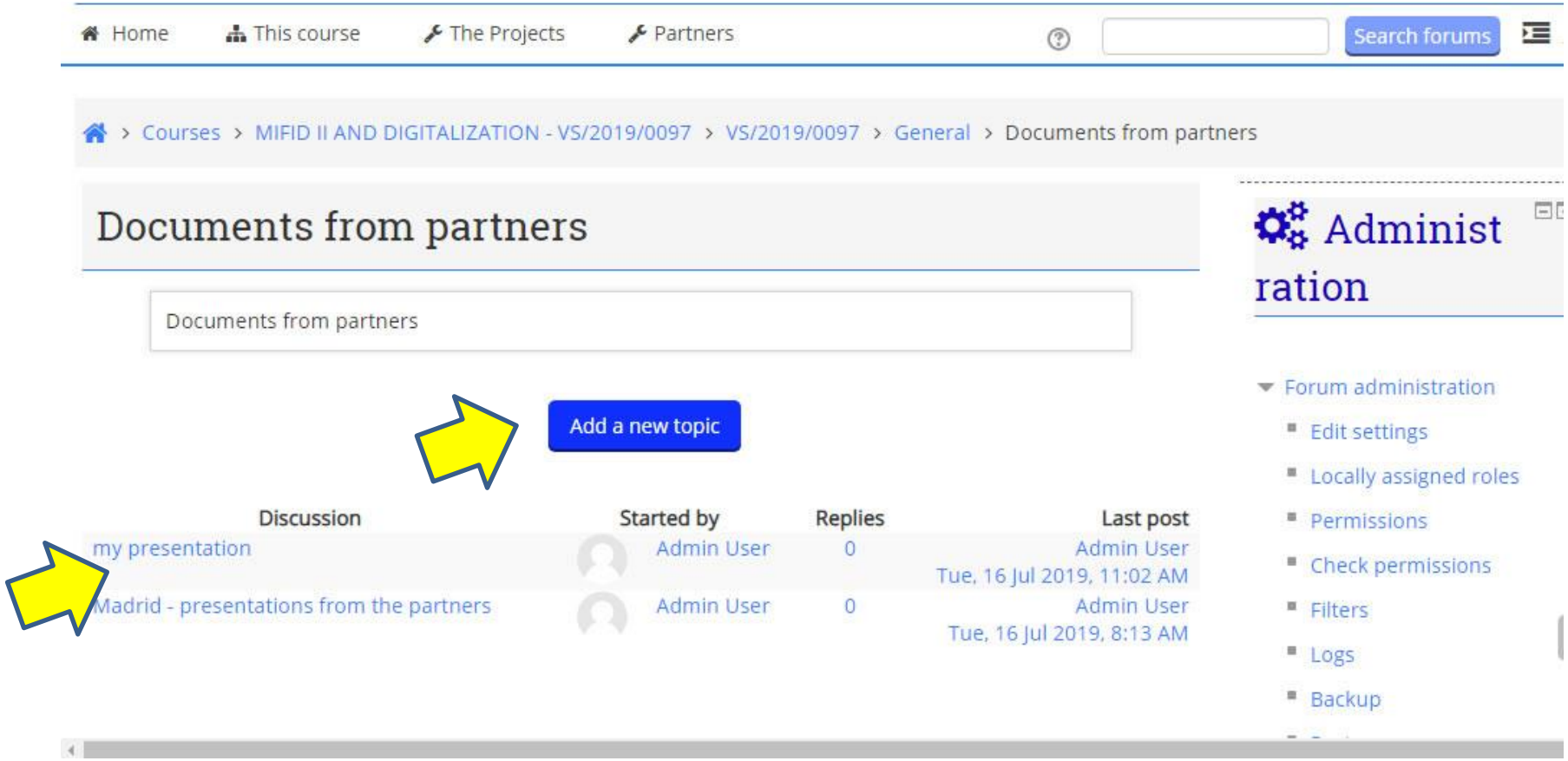
Add document - step 1

Go to “documents from partners”



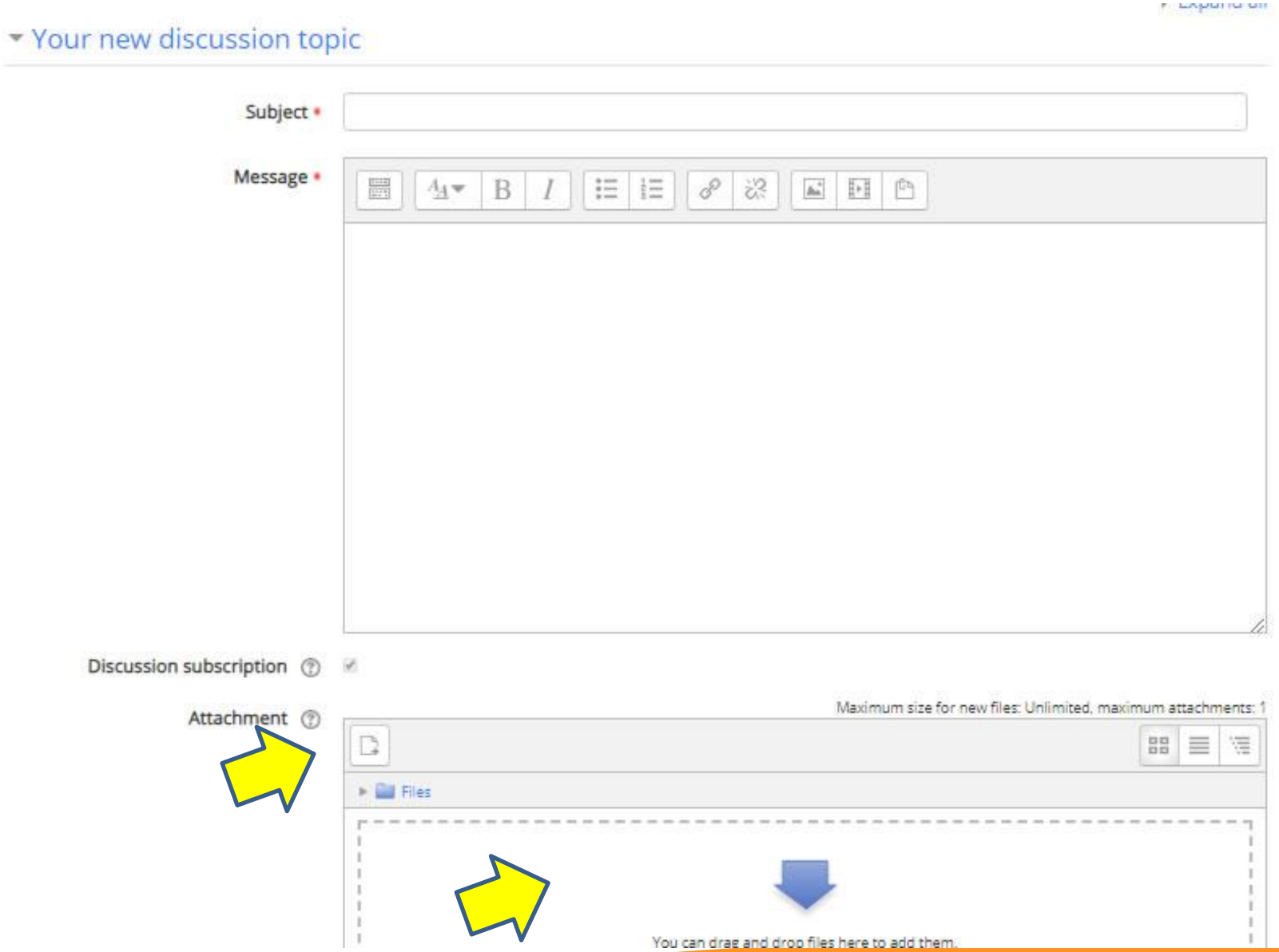
Add document – step 2

This section is like a forum: you can “add a new topic” or reply to a topic



Add document – step 3

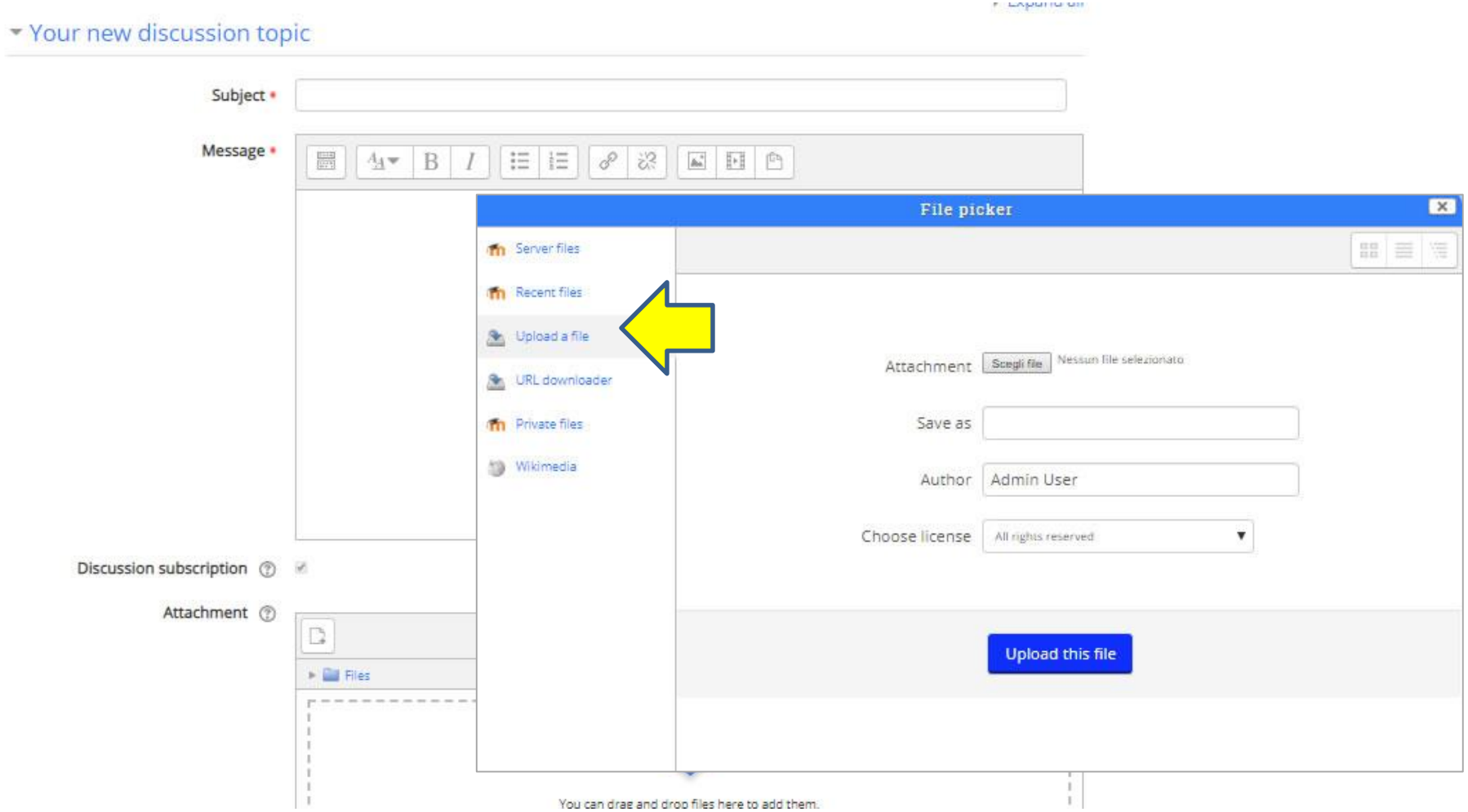
Add just some information about your document and attach your file.

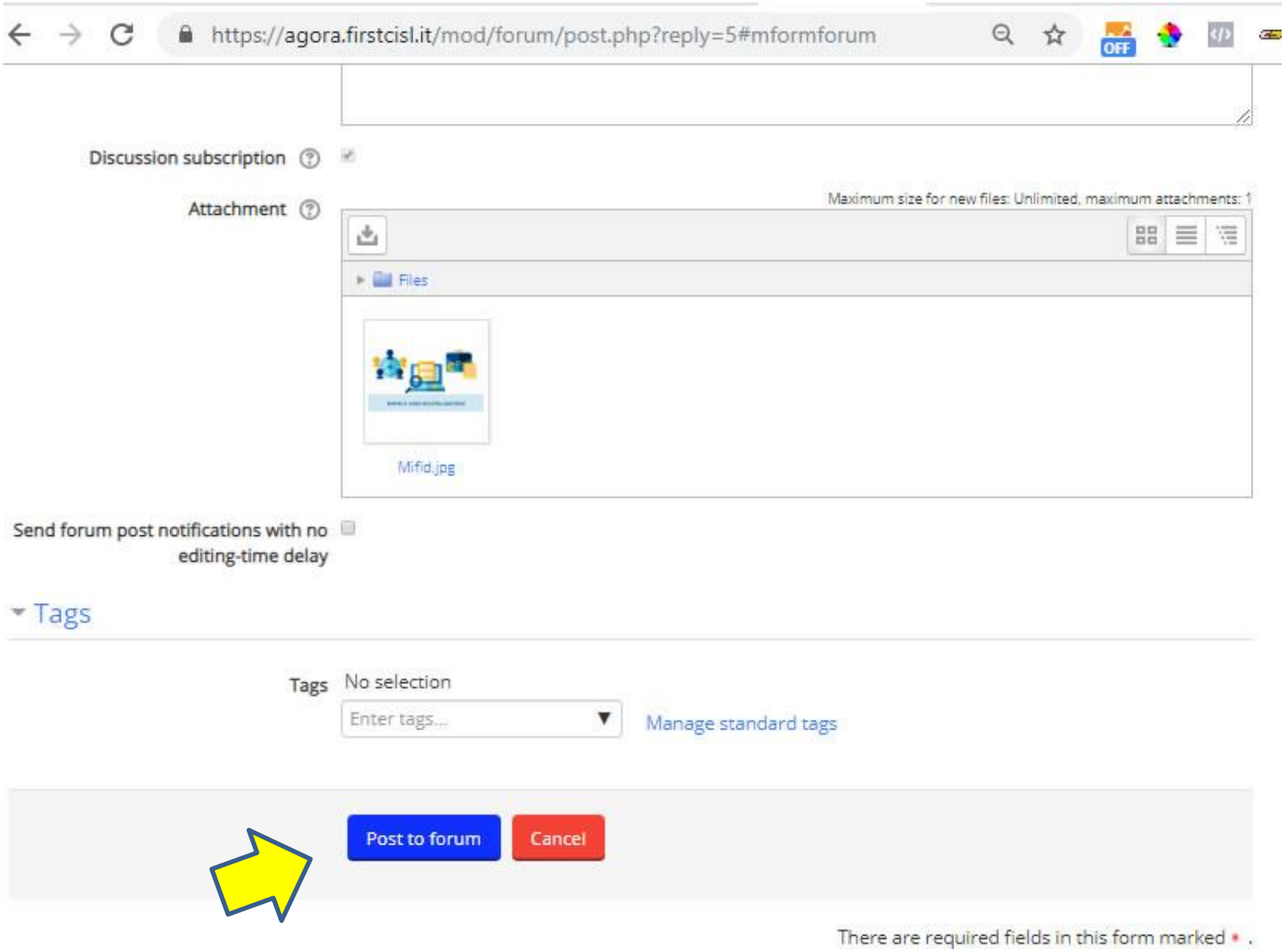


Add document – step 3.1

The pop up window show the ways to attach the file:

From your PC press “upload file”



Add document – step 4

At the end remember to click “Post to forum” to save the page