Using Resources

In this guide

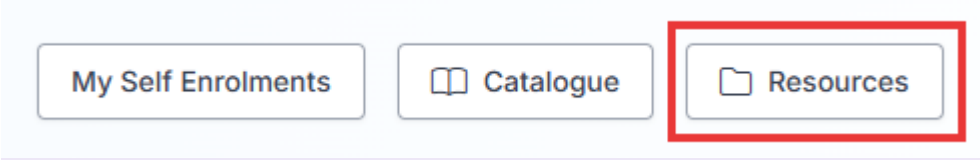
Find Resources
Open files and links
Search
FAQ

Resources is where your organisation shares guides, policies and useful links with you.

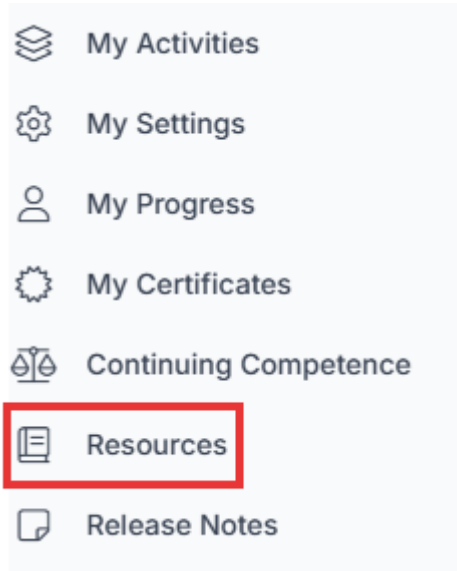
Find Resources

1 On your home page, click **Resources**

It's just above your Activities.

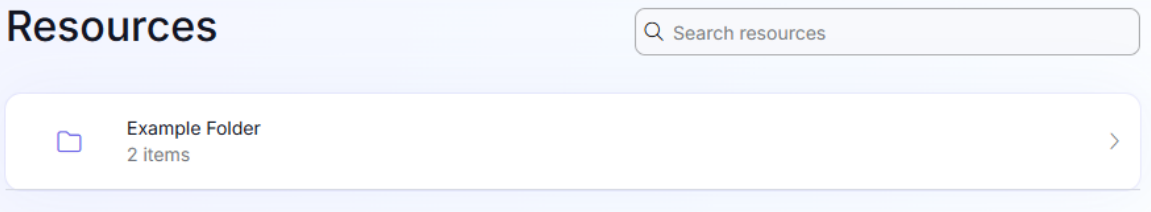


You can also open it from the menu under your initials, on any page.



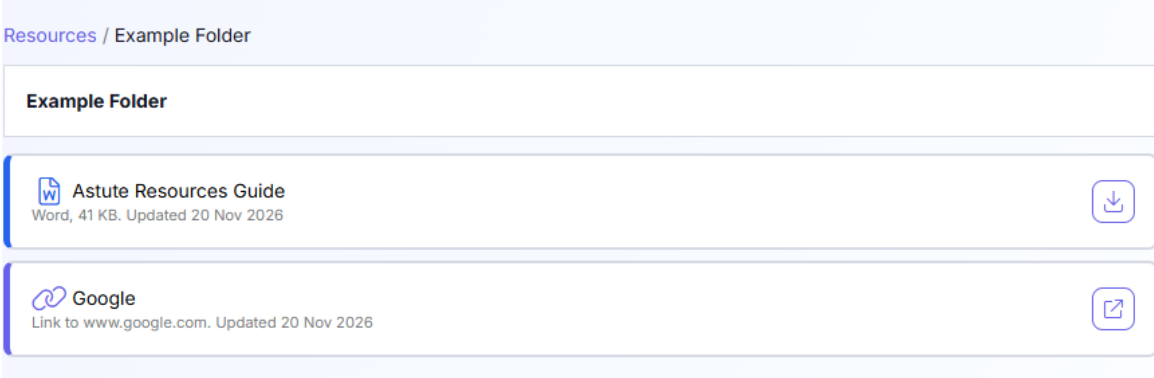
Open files and links

1 Click a folder to open it



2 Click a file or link to open it

It opens in a new tab. To keep a copy of a file, click the download icon next to it.

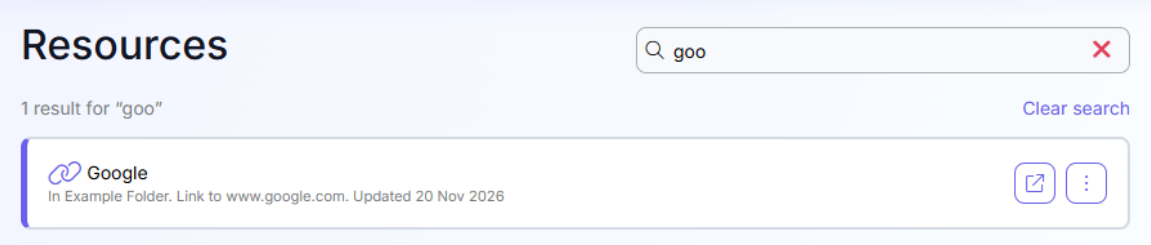


To go back, click **Resources** in the path at the top of the page.

Search

1 Type in **Search resources** at the top of the page

It looks through everything shared with you.



FAQ

Why can't I see Resources?
Your organisation hasn't shared anything with you yet. Speak to your Astute administrator if you think you should see it.

Why can't I see a folder a colleague can see?
Some folders are only shared with certain people, such as managers or one department.

Do I need to complete anything?
No. Resources is for reference, so nothing in it has a due date.

Can I add my own files?
No. Your Astute administrators add the files and links.

Need a hand?
Speak to your organisation's Astute administrator.