# Share Files Feature

Teamwork's Share Files feature is a great way to share training documents, menus, and other internal documents with your employees based on role.

1. Start by navigating to the file share feature by going to the top toolbar > Share Files
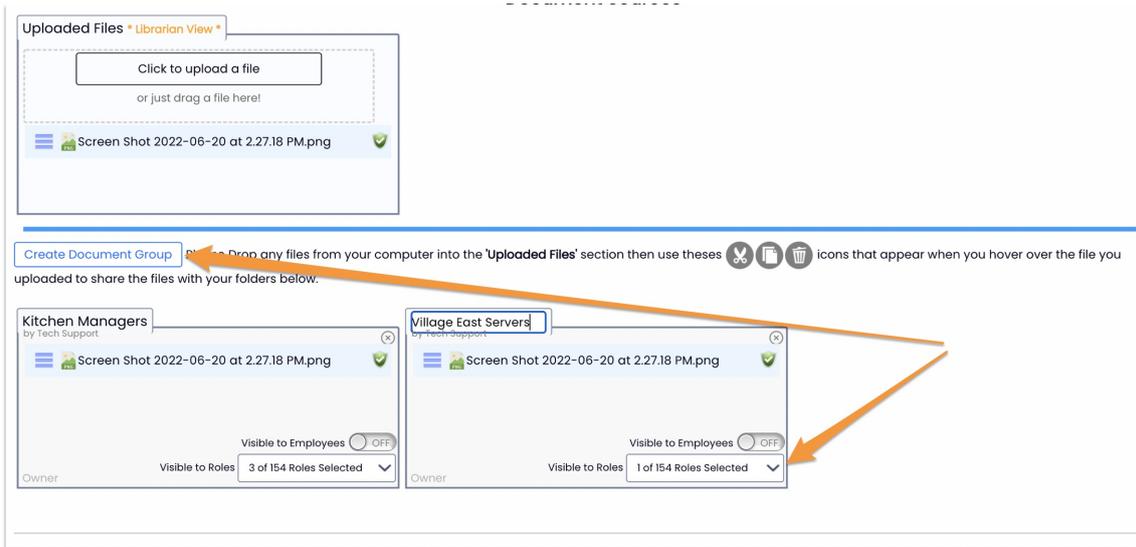


2. Select a document source

Check the box next to your desired document source. You can link to a Google drive, a Dropbox folder, or simply upload a file from your computer.  Connect as many document sources as needed.
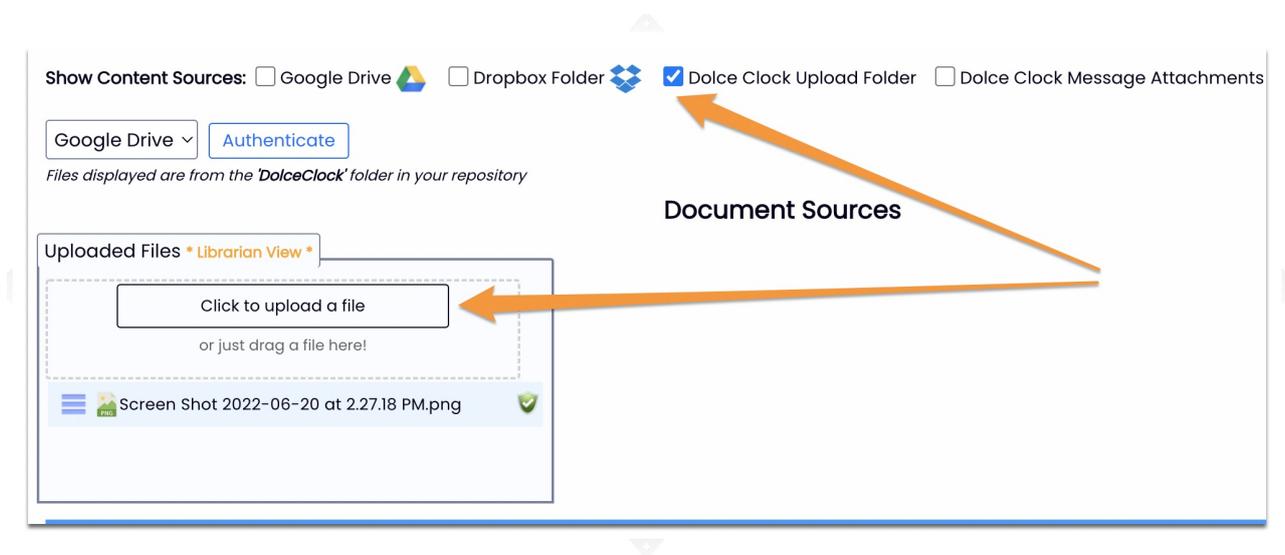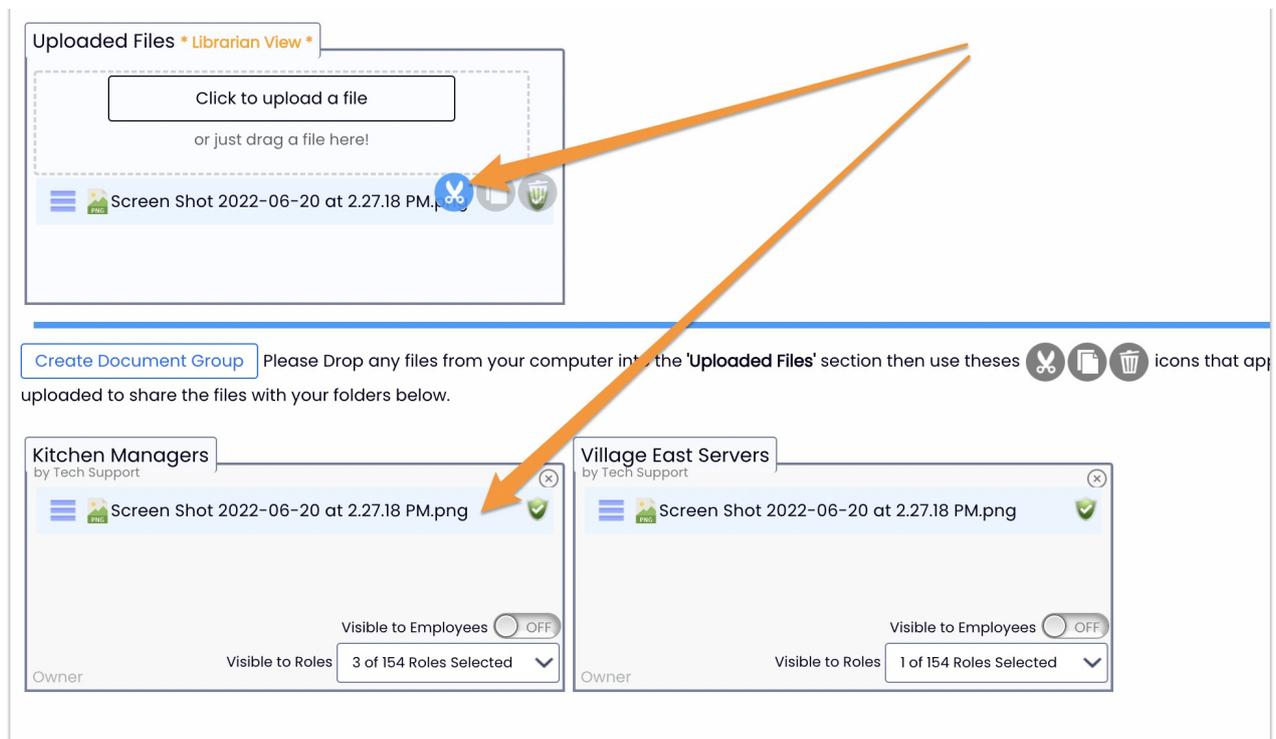


3. Create Employee groups and share files

Create a new document group and select the desired roles you want to include in the group from the role drop down.

**Uploaded Files** * Librarian View *

Click to upload a file

or just drag a file here!

☰ 🏞 Screen Shot 2022-06-20 at 2.27.18 PM.png ✅

Create Document Group Please Drop any files from your computer into the **'Uploaded Files'** section then use theses ✂ 📄 🗑 icons that appear when you hover over the file you uploaded to share the files with your folders below.

**Kitchen Managers**
by Tech Support                                               ⊗

☰ 🏞 Screen Shot 2022-06-20 at 2.27.18 PM.png ✅

Visible to Employees ⬭ OFF

Owner                    Visible to Roles [ 3 of 154 Roles Selected ⌄ ]

**Village East Servers**
by Tech Support                                               ⊗

☰ 🏞 Screen Shot 2022-06-20 at 2.27.18 PM.png ✅

Visible to Employees ⬭ OFF

Visible to Roles [ 1 of 154 Roles Selected ⌄ ]

Use the Cut and Copy buttons to drag and drop your files into the desired groups.

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Click to upload a file

or just drag a file here!

☰ 🏞 Screen Shot 2022-06-20 at 2.27.18 PM.p✂📄🗑

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Visible to Employees ⬭ OFF

Owner         Visible to Roles [ 1 of 154 Roles Selected ⌄ ]

4. Make the document cabinet you created visible to your employee group.

Employees can download the files shared with them by going to Dashboard > Share File header.
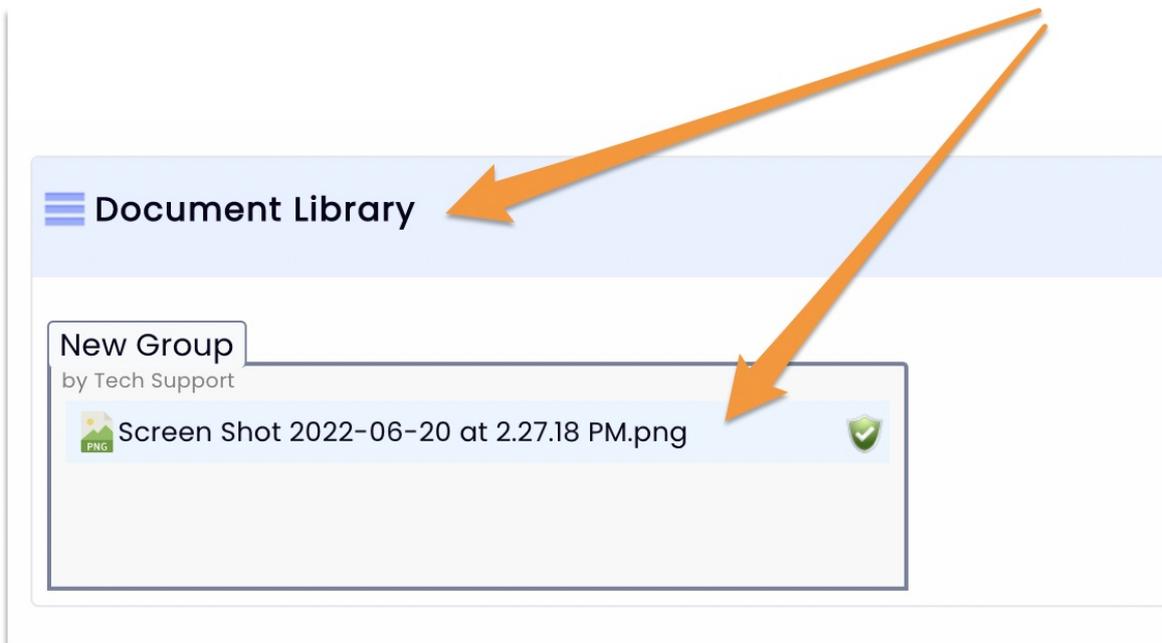
NOTE: This feature will only be accessible to employees who have the following permission assigned under General:



✅ **Create Library Document Groups**
Create Document Groups in the Library that can be shared with Employees

If you do not have access please reach out to your manager or Teamwork account Admin to request access.