

# Upload Files for Segno Deployment

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ILP File Manager is the web server where we store content files that will later be added to Segno Expertise. This is only for static files such as PDFs, images, spreadsheets, documents, etc. **Do not use this for eLearning or videos.**

- [Add a new \*internal\* file to ILP File Manager](#)
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## Add a new *internal* file to ILP File Manager

Use these steps to add files to ILP File Manager what will only be viewed by Segno users who are signed onto the SHC *internal* network.

### Best Practice: Naming Files

When naming files, do **not** use spaces or special characters. Use only “\_” or “-” to separate words in a file name.

For example, change “HA Dishwasher Learning Plan.pdf” to “HA\_Dishwasher\_Learning\_Plan.pdf”.

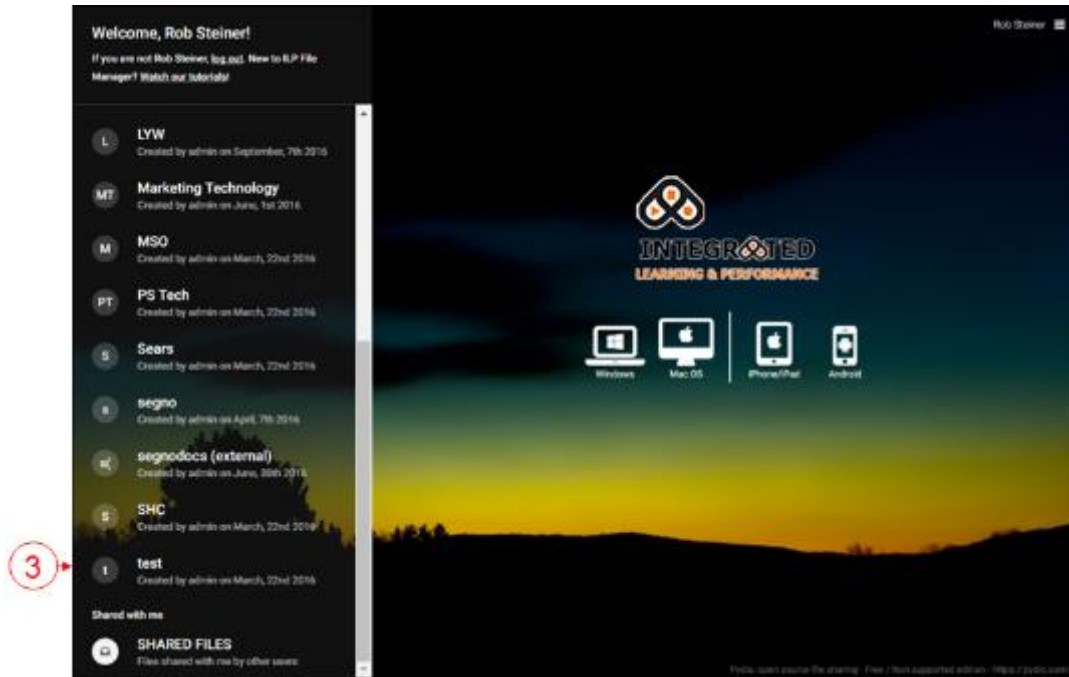
**NOTE:** The screen shots in this job aid may look slightly different depending on the browser you use.

1. Open the ILP File Manager:

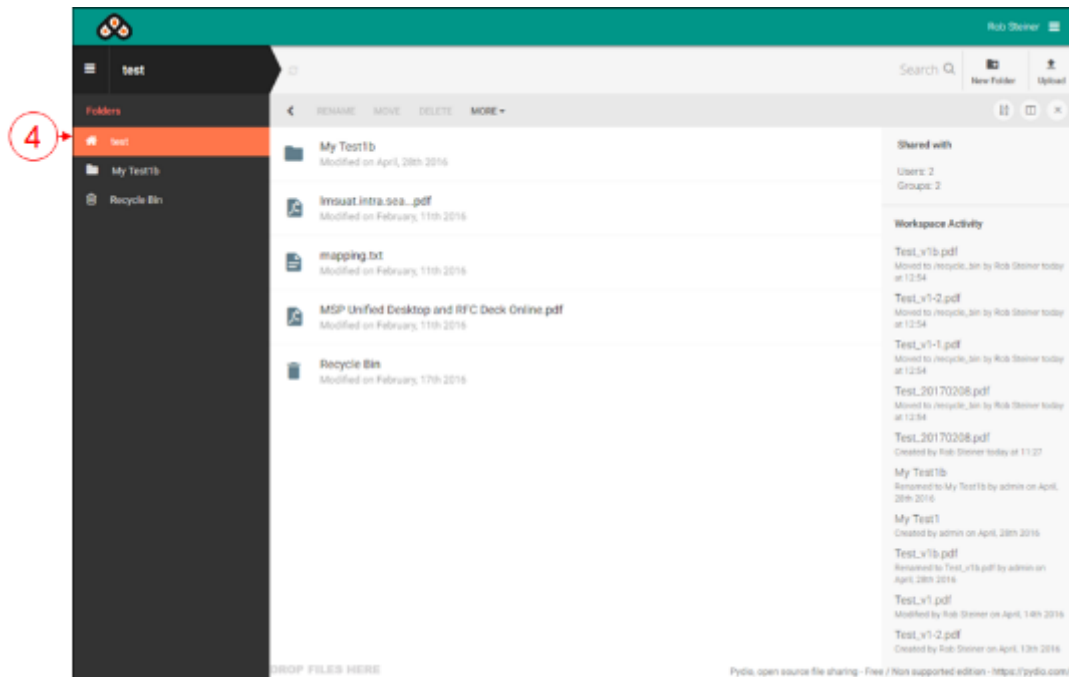
<https://learningportal.intra.searshc.com/ilpfilemanager/>

2. Log in with your Enterprise ID and password.

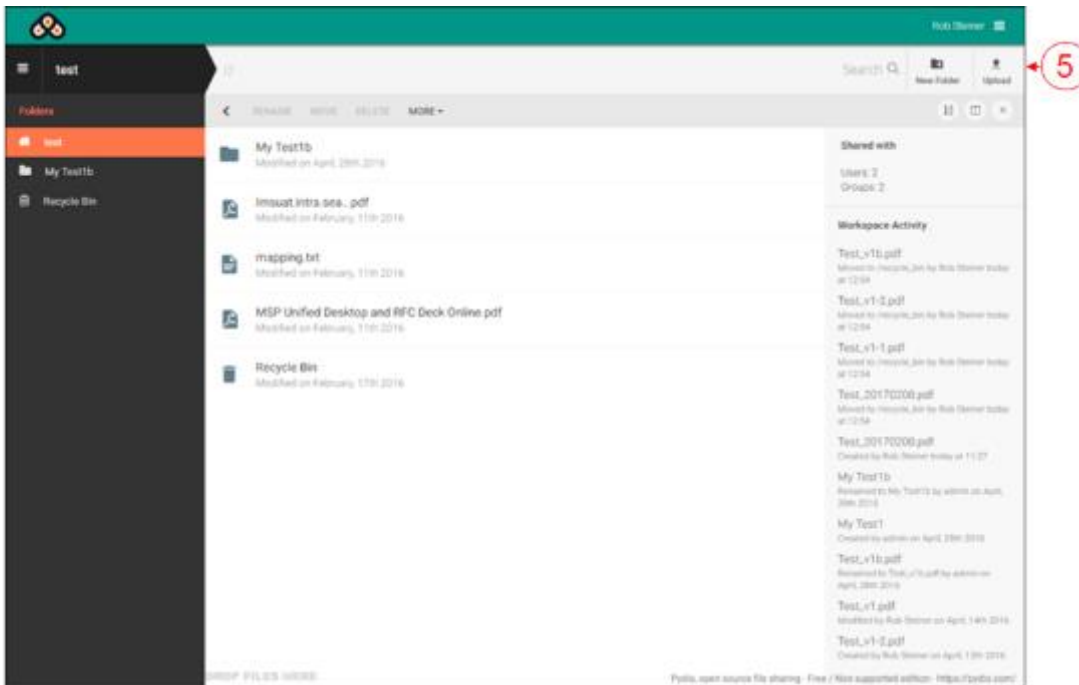
3. Select the Workspace that your business uses to store Segno files.



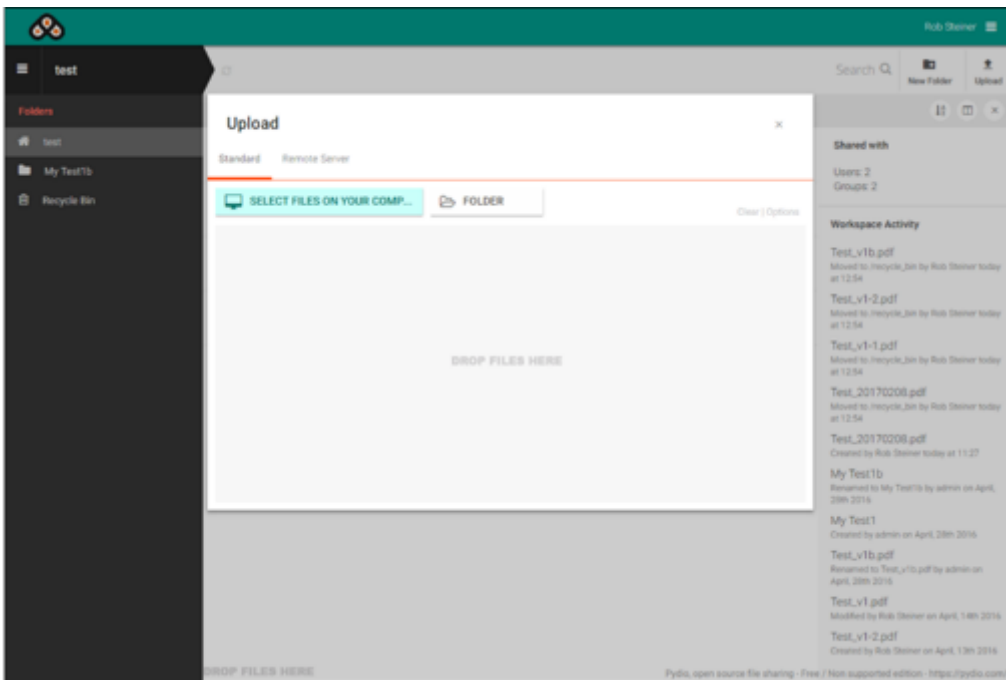
4. Click the folder to which you want to add a new file.



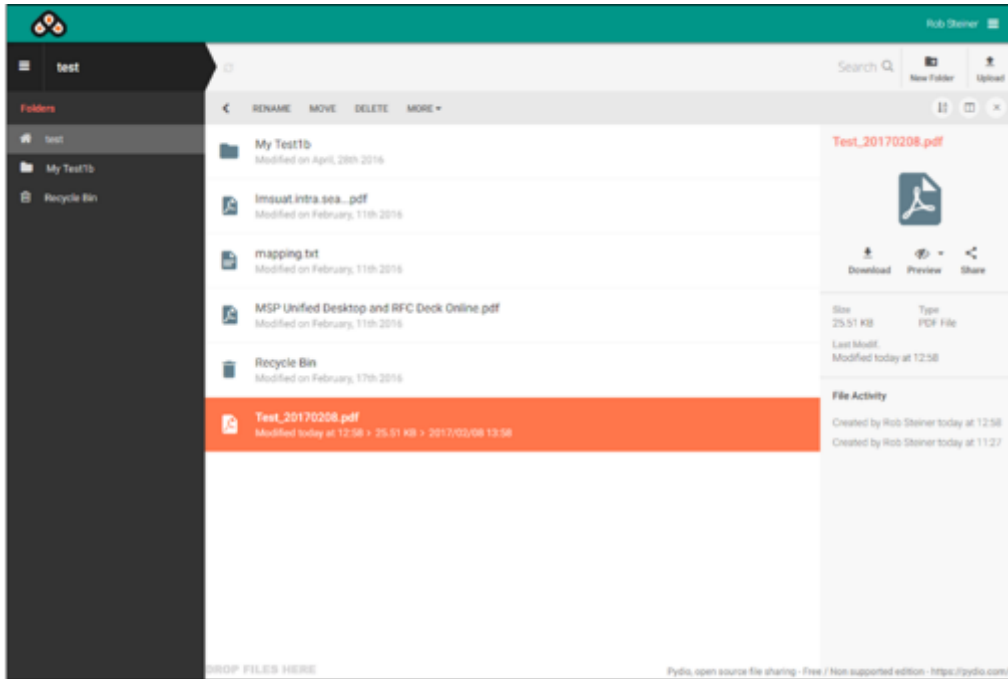
5. Click the **Upload** button in the upper-right corner.



6. On the Upload pop-up, either (1) drag your files to the “Drop Files Here” space or (2) click **Select Files on your computer** and navigate to the files you want to upload.



- The file you selected (in this example, "Test\_20170208.pdf") will upload and display in the file section in the middle.



## Add a new external file to ILP File Manager

Use this task to add a new file to ILP File Manager that must be viewed from outside the SHC firewall. For example, if you want learners to view it from their home computers, or computers that are **not** connected to SHC via VPN.

### Best Practice: Naming Files

When naming files, do **not** use spaces or special characters. Use only “\_” or “-” to separate words in a file name.

For example, change “HA Dishwasher Learning Plan.pdf” to “HA\_Dishwasher\_Learning\_Plan.pdf”.

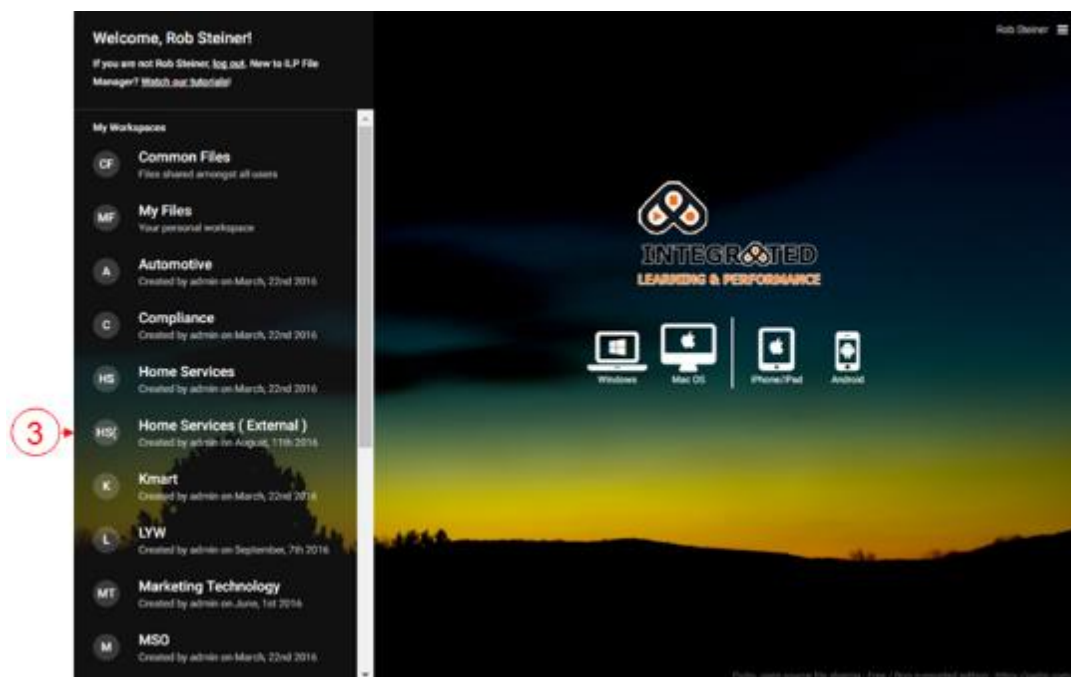
**NOTE:** The screen shots in this job aid may look slightly different depending on the browser you use.

1. Open the ILP File Manager:

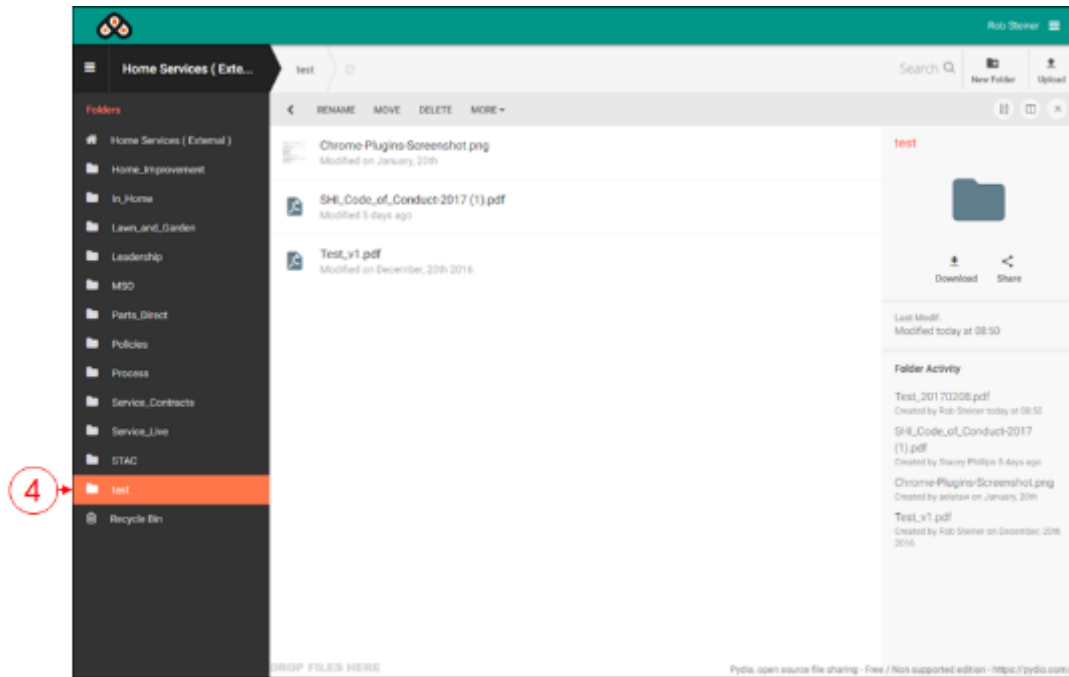
<https://learningportal.intra.searshc.com/ilpfilemanager/>

2. Log in with your Enterprise ID and password.
3. Look for your group’s “**(External)**” workspace and click it. For example, the “Home Services” group should click the **Home Services (External)** workspace.

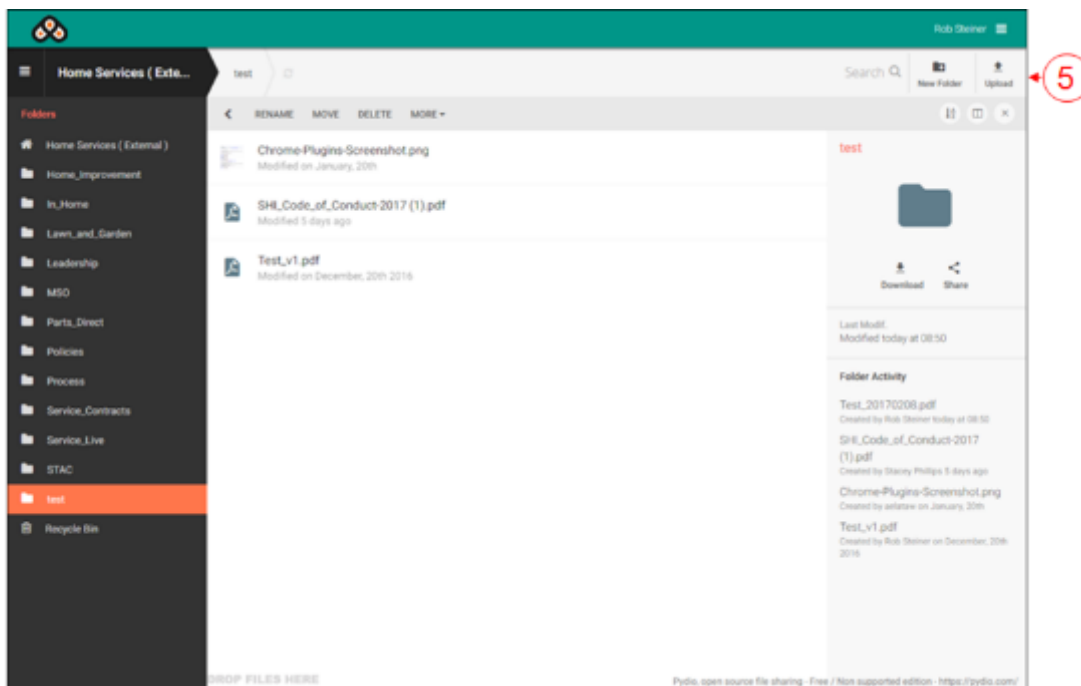
**IMPORTANT:** You **must** place all files to be viewed outside the firewall in your group’s “**(External)**” workspace. If you do **NOT** see your group’s “**(External)**” workspace, contact Derek Howell ([Derek.Howell@searshc.com](mailto:Derek.Howell@searshc.com)) for setup.



4. Click the folder to which you want to add a new file. In this example, we will open the “test” folder.

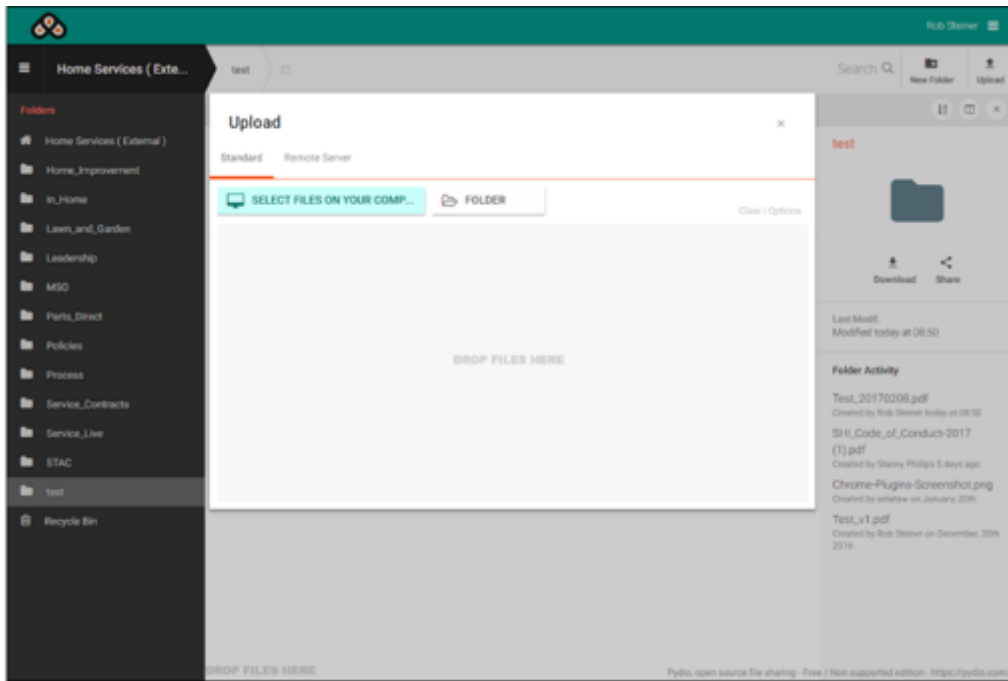


5. Click the **Upload** button in the upper right corner.

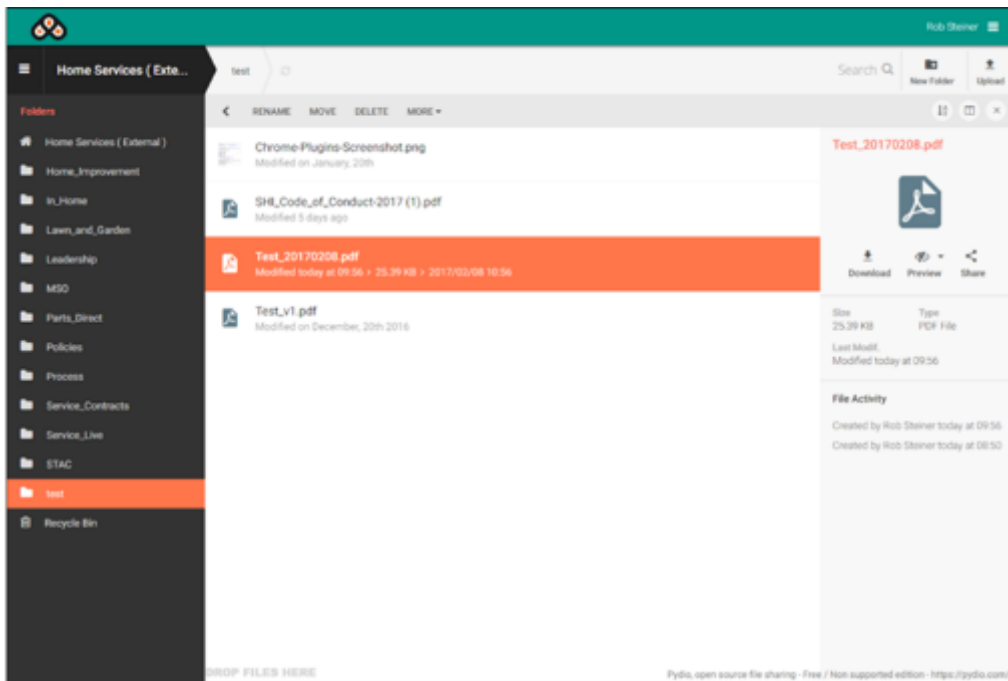


6. On the Upload pop-up, either (1) drag your files to the “Drop Files Here” space or (2) click **Select Files on your**

computer and navigate to the files you want to upload.



7. The file you selected (in this example, "Test\_20170208.pdf") will upload and display in the file section in the middle.



## Get a URL for *internal* Segno content

Follow these steps to add content to Segno that you only want to be viewed by **internal** learners (learners who are signed on to the SHC network).

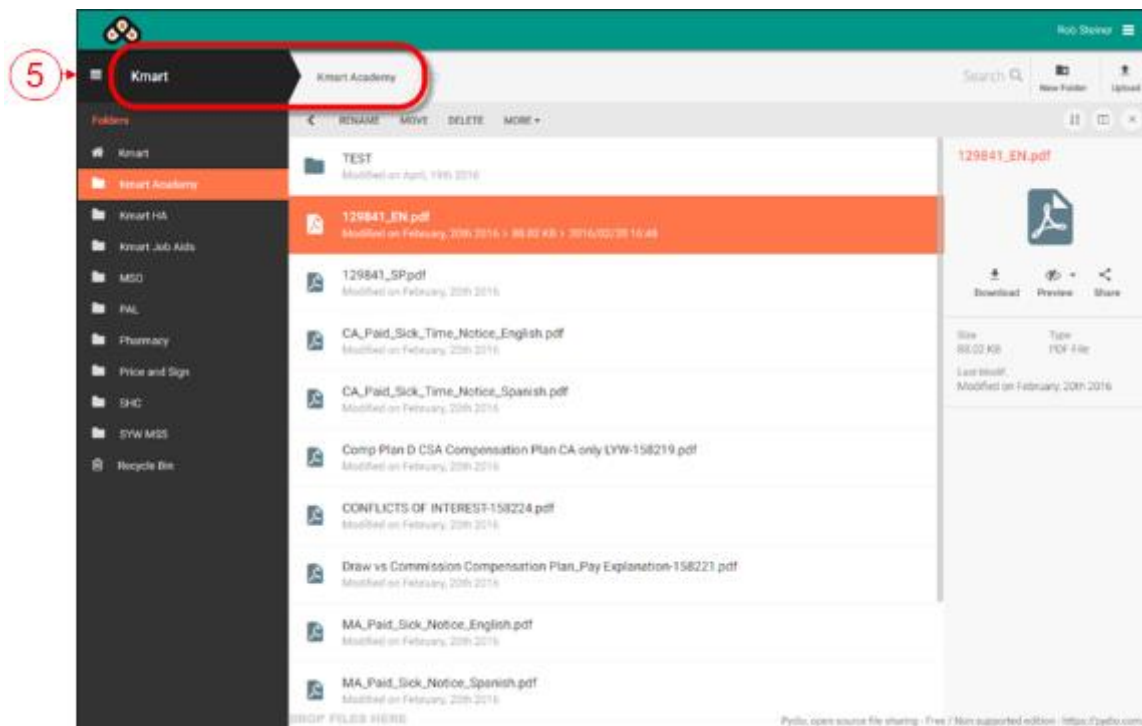
1. Open the ILP File Manager:

<https://learningportal.intra.searshc.com/ilpfilemanager/>

2. Log in with your Enterprise ID and password.
3. Select the Workspace that your business uses to store Segno files.
4. Navigate to the file that you want to add to Segno. In this example, we will open the “**Kmart**” Workspace, the “**Kmart Academy**” sub-folder, and navigate to the “**129841\_EN.pdf**” file.

**NOTE:** If you know the exact file name, you can click the **Search** button in the upper right corner to search for it rather than drill down through the folders.

5. Note the folder path at the top. In this case it is “**Kmart**” and then “**Kmart Academy**” sub-folder.



6. Now go to a new tab in your browser and type the **base URL** below:

<https://learningportal.intra.searshc.com/docs/>

7. Now type “**Kmart**”, “**Kmart Academy**”, and the **file name** (all case-sensitive), separated by “/”.

For example:

[https://learningportal.intra.searshc.com/docs/Kmart/Kmart Academy/129841\\_EN.pdf](https://learningportal.intra.searshc.com/docs/Kmart/Kmart%20Academy/129841_EN.pdf)

**TIP:** To copy the file name, click the file once, click **Rename** at the top, highlight the file name, and press **<CTRL>+C** to copy it. **But be careful not to change the file name!**

**IMPORTANT:** By using the **base URL** from step 6, your content will **only** display for users signed onto the SHC internal network.

8. Once you finish typing the URL into your browser, test it by pressing **<ENTER>**. If the URL is valid, the document will display in your browser. If not, ensure you typed the folder names and file name correctly.
9. Save the copied URL. You will use it when you build its content piece in Segno.

## Get a URL for *external* Segno content

Follow these steps to add content to Segno that you want to be viewed by **external** learners (learners who are not signed on to the SHC network).

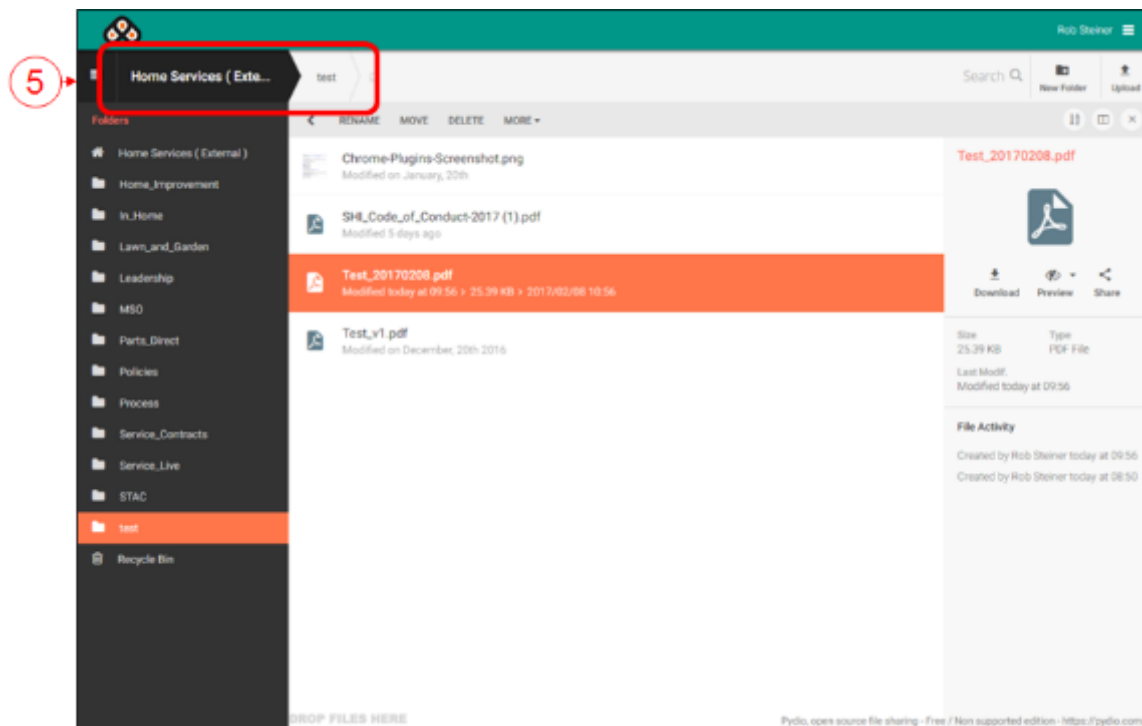
1. Open the ILP File Manager:

<https://learningportal.intra.searshc.com/ilpfilemanager/>

2. Log in with your Enterprise ID and password.
3. Click your group's "**(External)**" workspace.
4. Navigate to the file that you want to add to Segno. In this example, we will open the "**Home Services (External)**" workspace, the "**test**" folder, and then navigate to the "**Test\_20170208.pdf**" file.

**NOTE:** If you know the exact file name, you can click the **Search** button in the upper right corner to search for it rather than drill down through the folders.

5. Note the folder path at the top. In this case it is the "**Home Services (External)**" workspace and the "**test**" folder.



6. Now go to a new tab in your browser and type the **base URL** below:

<https://learningportal.searshc.com/>

7. Now type “**Home Services**” (always leave off the “(External)” part), “**test**”, and then the **file name** (all case-sensitive), separated by a “/”.

For example:

[https://learningportal.searshc.com/Home\\_Services/test/Test\\_20170208.pdf](https://learningportal.searshc.com/Home_Services/test/Test_20170208.pdf)

**TIP:** To copy the file name, click the file once, click **Rename** at the top, highlight the file name, and press **<CTRL>+C** to copy it. **But be careful not to change the file name!**

**IMPORTANT:** By using the **base URL** from step 6, your content will display for users inside **and** outside the SHC network.

8. Once you finish typing the URL into your browser, test it by pressing **<ENTER>**. If the URL is valid, the document will display in your browser. If not, ensure you typed the folder names and file name correctly.
9. Save the copied URL. You will use it when you build its content piece in Segno.

## Update an existing file on ILP File Manager

Use this task to update an existing file that is linked as a content piece on Segno.

For example, if the text has changed within a PDF file that's linked on Segno, you can overwrite the existing file in ILP File Manager with a new one of the *same exact file name*. After you do that, the new text will display when users open that content piece on Segno.

### IMPORTANT!

Ensure your updated file has the **exact same file name** as the one you're replacing, including the same letter case. Otherwise you will break the link in Segno and users will **not** be able to open the updated content item.

For example, do **not** replace "HA-Dishwasher.pdf" with an updated file called "HA-Dishwasher\_v2.pdf". Make sure you change "HA-Dishwasher\_v2.pdf" to the pre-existing file name "HA-Dishwasher.pdf" **before** uploading.

**NOTE:** The screen shots in this job aid may look slightly different depending on the browser you use.

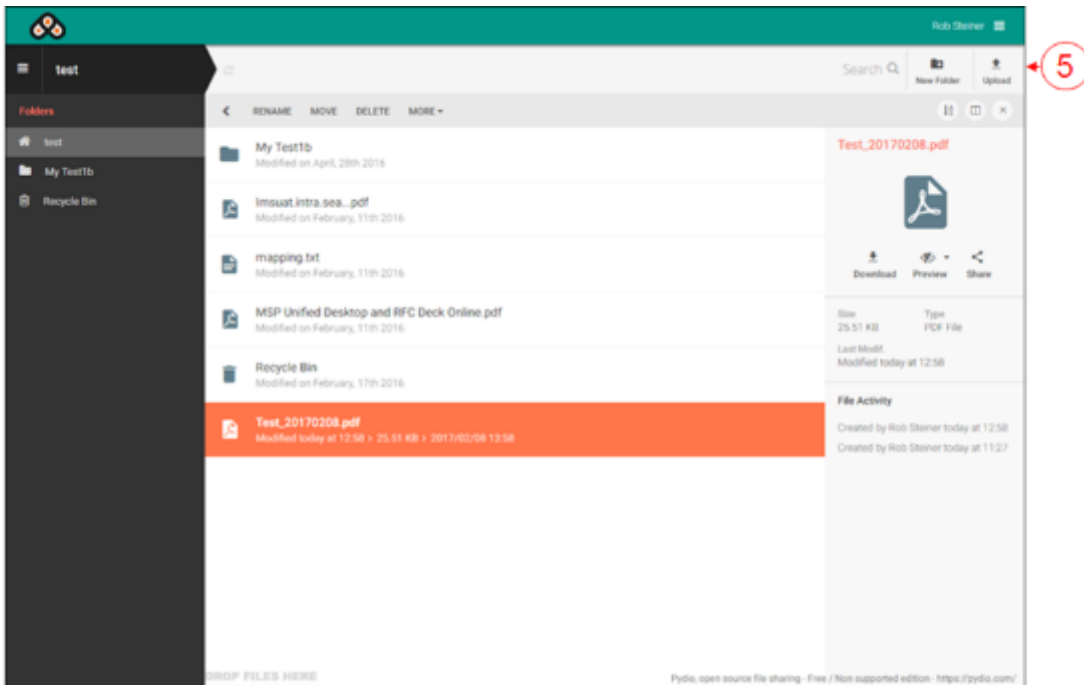
1. Open the ILP File Manager:

<https://learningportal.intra.searshc.com/ilpfilemanager/>

2. Log in with your Enterprise ID and password.
3. Select the Workspace where your Segno file is stored.
4. Navigate to the folder containing the file that you want to update on Segno. In this example, we will update the "Test\_20170208.pdf" file in the "test" folder.

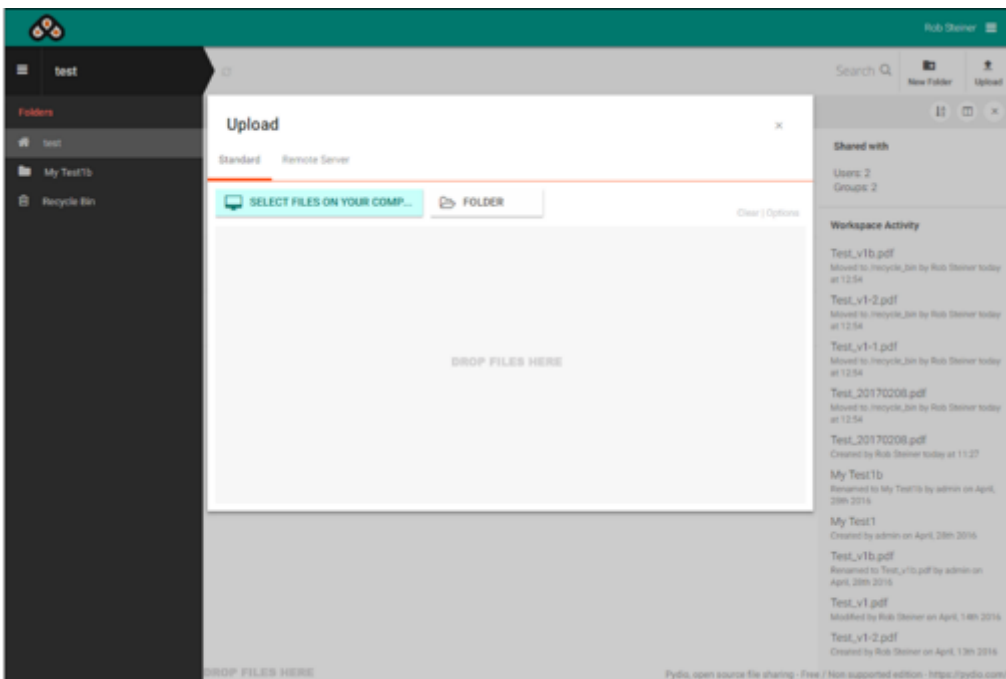
**NOTE:** If you know the exact file name, you can use the Search field in the upper right corner to search for it, rather than drill down through the folders.

- Click once on the file to highlight it, and then click the **Upload** button in the toolbar at the top.



- On the Upload pop-up, either (1) drag your files to the “Drop Files Here” space or (2) click **Select Files** on your computer and navigate to the files you want to upload.

**REMEMBER**, the update file must have the *exact same file name* as the one you want to replace!



- After the file is uploaded, go to Segno and test the content item that is linked to this file. As long as you kept the file names *exactly same*, the updated file will display.