

# Using FLUL

Use the Colleague File Import (**FLUL**) form to import, or upload, a file from your local computer to Colleague.

FLUL is a two-step process.

First, you tell it where you want the file to go:

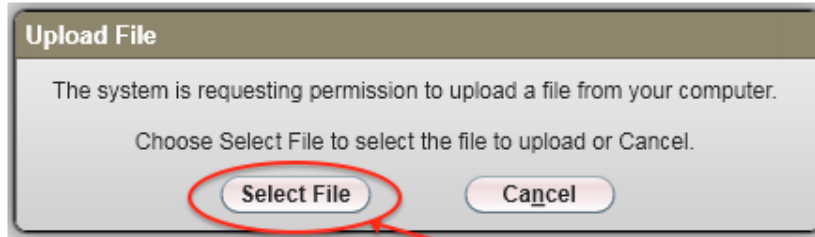
The screenshot shows the 'FLUL - Colleague File Import' form within a web application. The form has three input fields and one button, each highlighted with a red oval and a callout box:

- Target Directory:** The input field contains the text '\_HOLD\_'. A callout box points to it with the text: "The target directory for most purposes is \_HOLD\_".
- Target File Name:** The input field contains the text 'kt.txt'. A callout box points to it with the text: "The target file name is what you want the Colleague file to be called. It is case sensitive, and can be different from the name of your local file."
- Execute Upload:** A button labeled 'Yes'. A callout box points to it with the text: "Enter 'Y' to upload the file".

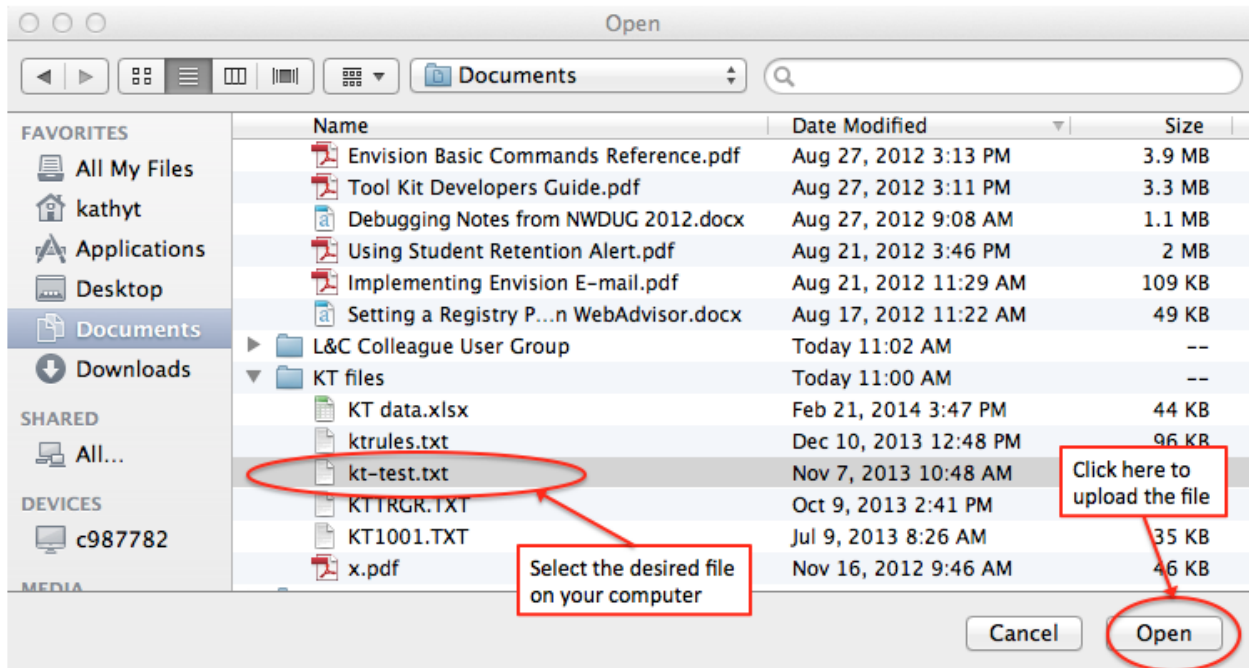
The form also features a menu bar with 'File', 'Options', and 'Help', and several action buttons: 'Auto-Close Context', 'Save', 'Save All', 'Cancel', and 'Cancel All'. The top of the page includes a search bar and navigation links for 'SEARCH RESULTS' and 'NAVIGATION'.

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Then, you tell it where the file is coming from:



Click here to continue



Click here to upload the file

Select the desired file on your computer

