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:

![FLUL Form Screenshot]

- **Target Directory**: The target directory for most purposes is _HOLD_.
- **Target File Name**: 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**: Enter "Y" to upload the file.
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Then, you tell it where the file is coming from:

![Image of the Upload File dialog box]

Click here to continue

![Image of the Open dialog box]

Select the desired file on your computer

![Image of the File upload complete dialog box]

OK