

Working with resources

Resources in Teamwork Cloud (TWCloud) are project and document. Only Project Manager and Project Reviewer roles provide the function for users to work on document resources. For other roles, they can assign a document scope, but this function is not yet available in this release.

One of the goals of TWCloud is to allow multiple users across different locations to access the same resource (project or document) and work on it concurrently. To share files and work on them with the other team members simultaneously, you have to first import them to the server and then open them on Teamwork Cloud Admin (TWAdmin). Resources listed on the [Repository Management page](#) in TWAdmin are either newly created or imported ones. With the project management capability, you can assign them to users, monitor their progress, and edit the resource properties such as rename and edit its category.

You can import resources to a specific category or you may import it first and create a category for that project/document later.

The [Repository Management page](#) in TWAdmin allows you to:

- Assign resources to users.
- See all available resources categories, versions and branches.
- Create, edit, or delete a resource category.
- Delete resources.
- Move resources from one category to another.
- Search for a resource.
- View a report containing all users assigned in each resource.
- Add or update a project password.

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