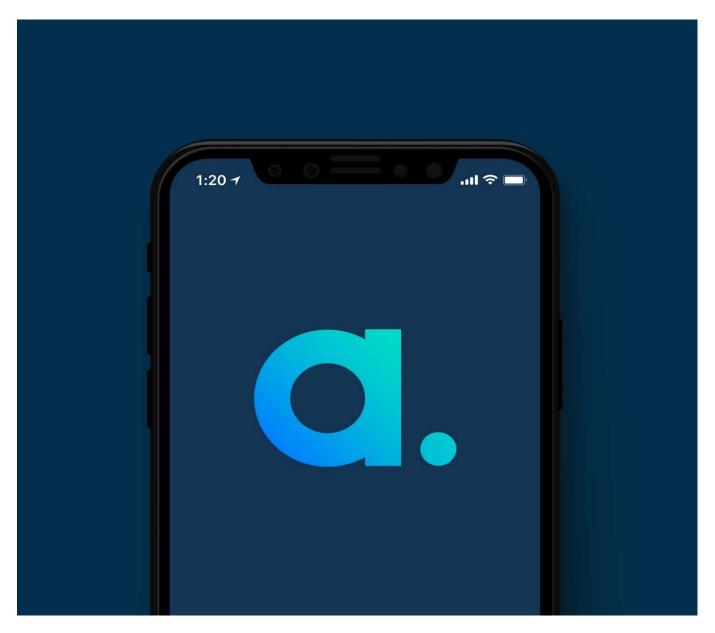


A How-To-Guide to Uploading Documents for Project Managers

Version 1.0



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Introduction

This guide explains how project managers can securely share confidential documents such as the ILR XML file via the organisation profile in their tenant, ready for uploading into Aptem.

Uploading your documents

- 1. Log into your Aptem account, when you first log in to Aptem you will see the screen below.
- 2. Click on the 3 dots to open the active tiles.

🤹 Onboarding Project Plan - 11Mai 🗴 🔹 Implementation - Home 🛛 🗴 🖪 Aptem Demonstration Group 🗙 🕇	- 0	×
← → C	\$	e :
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elearning Help (2) Gary Harvey ∨		-
Powered by Aptem		- 1
How to use Active Tiles		- 1
Iacements/ /orkshops Unverified hours Users overview Organisations generic report Tracker Found work Opportunities 0 0 0 0 0 0		
USE'TS Create		-
	age users	
There are no users. Please add.		
https://demo.aptem.co.uk/WorkPlacement/Placements		
🕂 🔎 Type here to search O 🛱 🤮 📴 👘 💻 - ^ 🛛 🛥 🖆 🧖 🕸 🖿	G 10:23 G 21/04/2020) 2 2

3. Find and click into the organisations tile.

					Help	Gary Harvey ∨	
						Powered by Aptem	
						How to use Active Tiles	
•	Placements/ Workshops	Unverified hours	Users overview	Organisations generic report	Tracker	Found work	
	Opportunities 0					Last 30 days O	
	Webinars	Users usage 🛛 😑	My calendar	Organisations	Isers time 🛛 🗧	Activations	
		Have overdue tasks	Agenda Done To do 0 / 0	To contact	Avg time spent 00:20		
	Administrators usage	Administrators overview	Groups	Access on the	lsers 🔴	Users generic report	
					Active 134		
	System report	Directory	Competencies	Supporting materials	Courses	ILR	

4. Search for your organisation and click into the profile page.

Wo	rkshops ^{Opportunities} O		generic report			Last 30 days O
ganisations	→ Create		Use * as wildcard]	Search
e: Your Organisatic tus: 🚺 All		Any Category: Select	t categories			🖋 Reset
@ ~			⊠ ≣ Import fro	om CSV	∎ Ехро	ort to CSV
Name	ype Url	Address	Contact	Notes	Edit	Delete
MWS Technology	bur rganisation	1 Church Avenue Sidcup United Kingdom, not otherwise specified DA14 68U	Pete Smith john.r.brightwell+ps⊚gmail.com	0	1	
		Page 1 of 1	►н			

5. Once in your organisation's profile page, scroll down to documents and click upload.

Categories	Media	
Contact	Pete Smith john.r.brightwell+ps@gmail.com	n
Working hours		
Location	1 Church Avenue Sidcup United Kingdom, not otherwise DA14 6BU	specified
Url		
Contacts (Click the contact name to add a	activities for this contact)	🔝 add contact
Contacts (Click the contact name to add a Address	activities for this contact)	i add contact
	activities for this contact)	
 Address 	activities for this contact)	
AddressActivities	activities for this contact)	i add address

6. Provide a description for your file, choose select file and upload the file from your computer. The file formats that can be uploaded are listed in the pop up box.

Categories	Media
categories	Media
Contact	Pete Smith john.r.brightwell+ps@gmail.com
Working hours	
Location	1 Church Avenue Sidcup
	Description wise specified
Url	Add your file name here eg LB upload BO4
	Select file
► Contacts (Click the	You can upload the following document types: .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pos, .pptx, .pps, .txt, .cxv, .eml, .mg, .tp, .ppe, .pg, .pm, .gf, .pg, .npg, .gr, .pma, .mga, .mas, .flac, .mp-ta, .at, .flqm, .nd, .st, .flac, .webm, .ymr, .ott, .cds, .ods, .ods
 Address 	Save Cancel
 Activities 	
Notes	iiii add new note
Documents	iii upload
Events	I add aven

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7. Send an email to your Implementation Consultant to let them know that a file has been uploaded for them to action.

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