aptem.

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

Version 1.0

Contents

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.
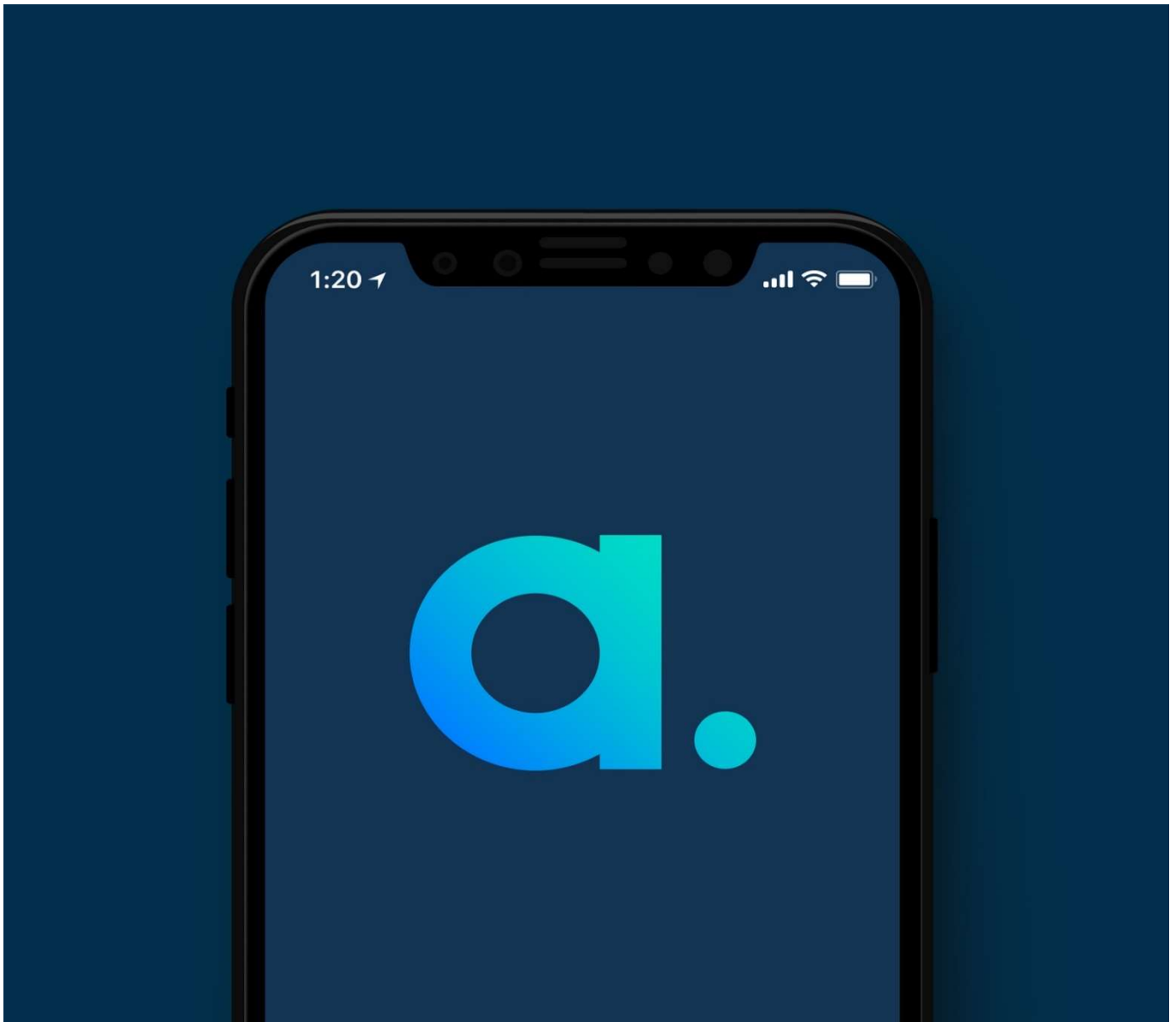
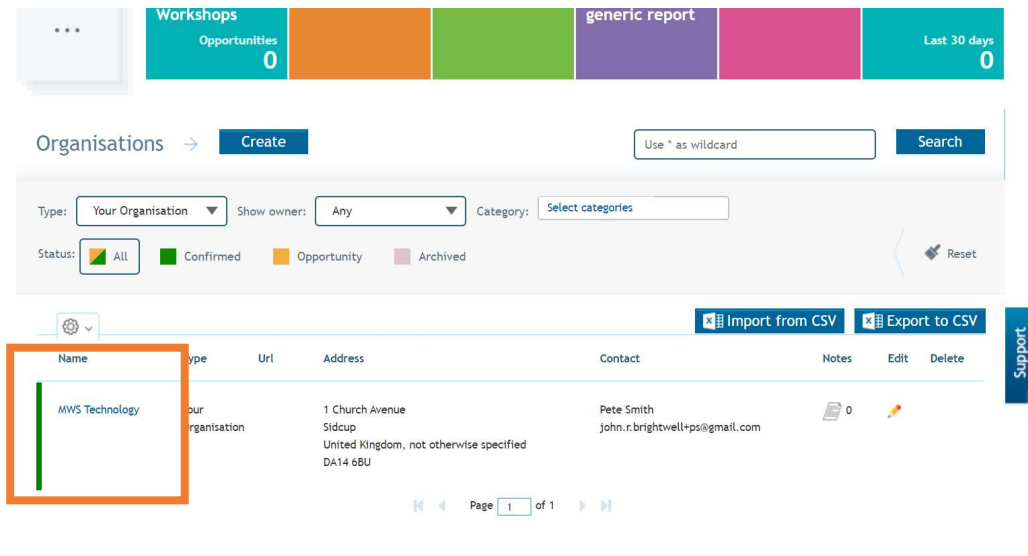# Uploading your documents

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.
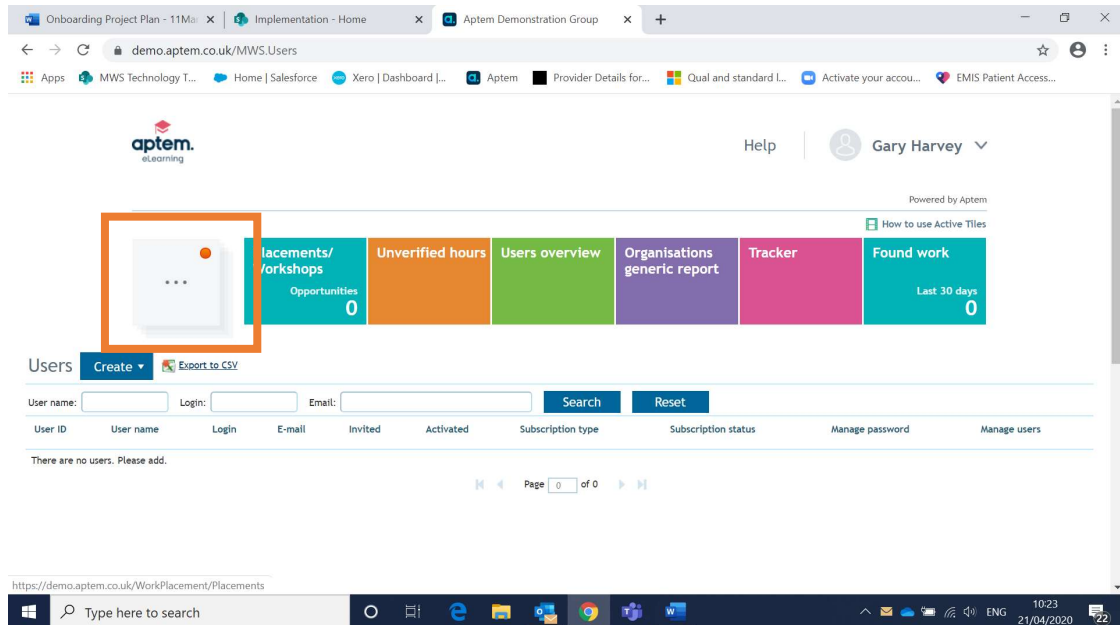
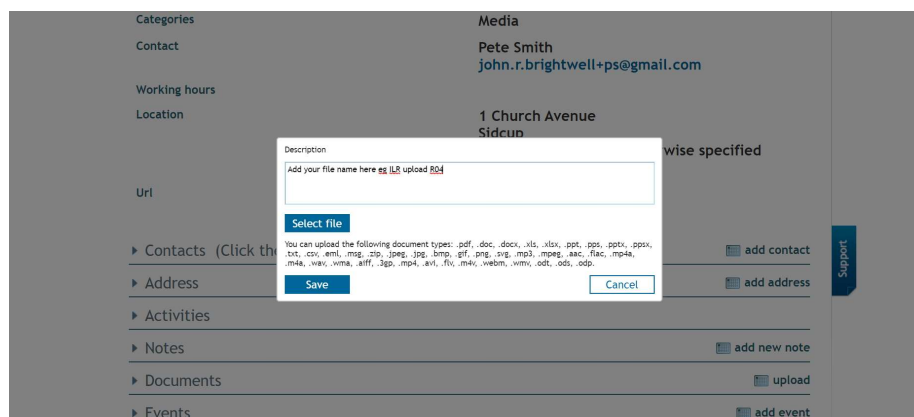3. Find and click into the organisations tile.
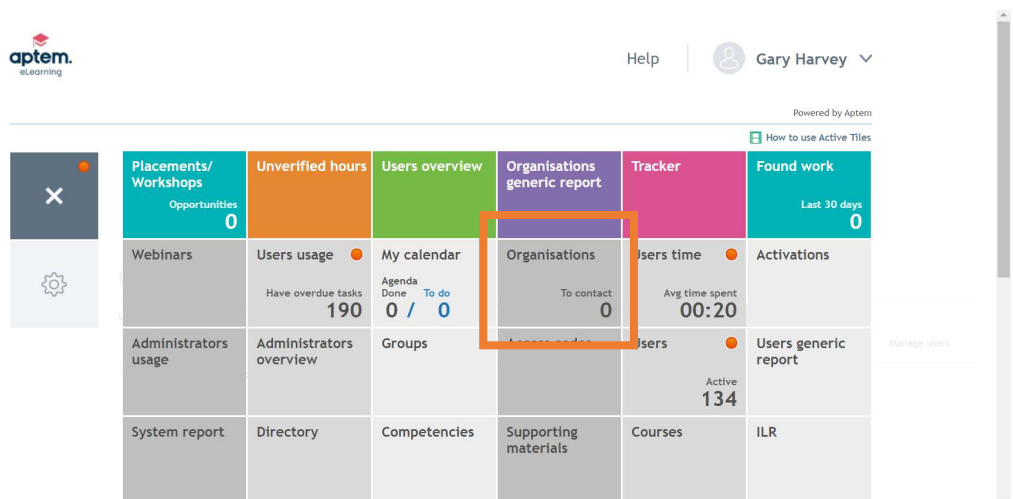
4. Search for your organisation and click into the profile page.

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

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.

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