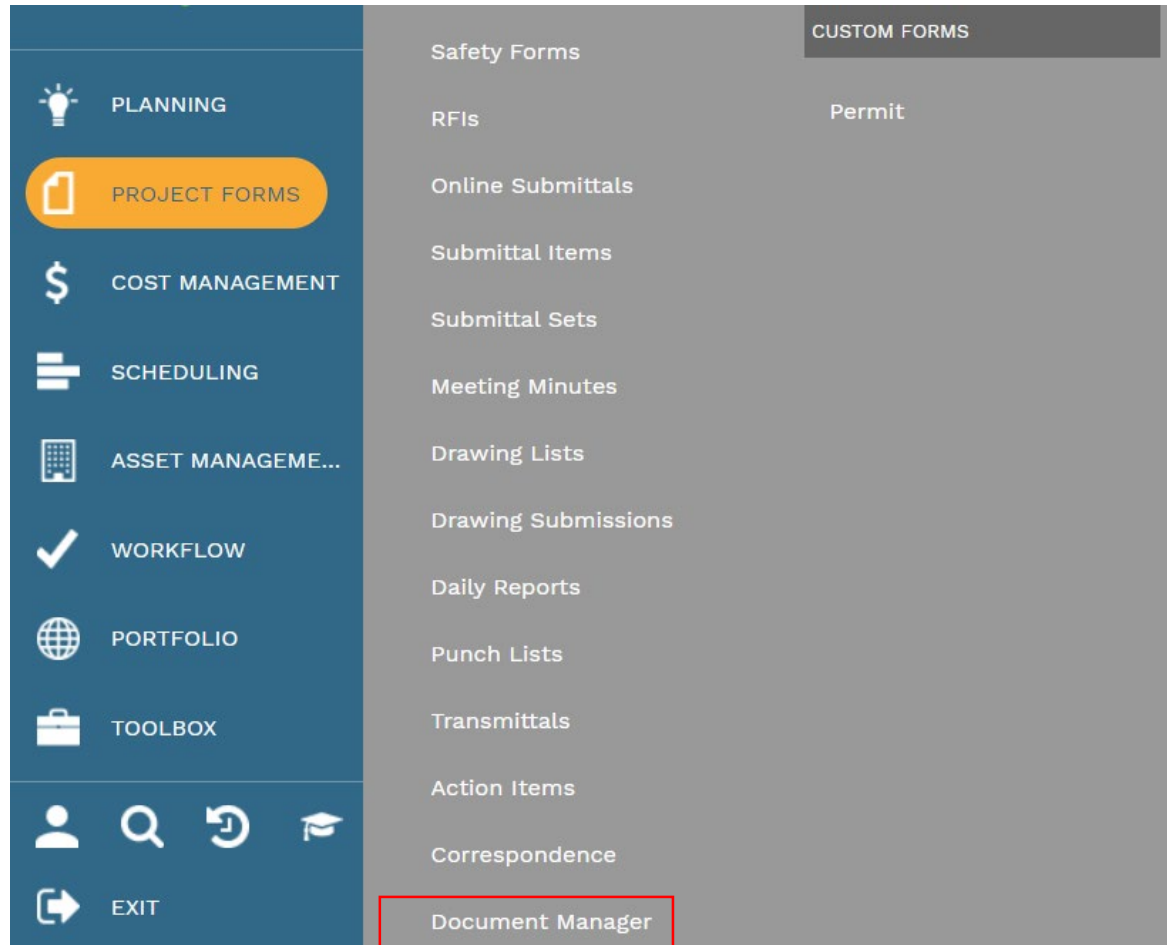


# NAVIGATING TO DOCUMENT MANAGER

Click Project Forms, then Document Manager from the left menu.



A sample view of the folder structure is shown. Click the **arrow (>)** next to the folder to expand more views. Most system documentation for end users will be loaded in the **Project Documentation** folder, but review all folders to ensure you are loading your documents in the correct location.

From the Document Manager toolbar, click the **Add** button, then select **From Your Computer**. Navigate to your selected file location, choose the file and click **Open**. You should see your file in the document view.

You can also choose to drag and drop your selected files to the Document Manager. Choose your selected file(s) from your desired location, click your left mouse button, and drag and drop them in the section below the grid. This option will allow you to upload more than one file at a time.

