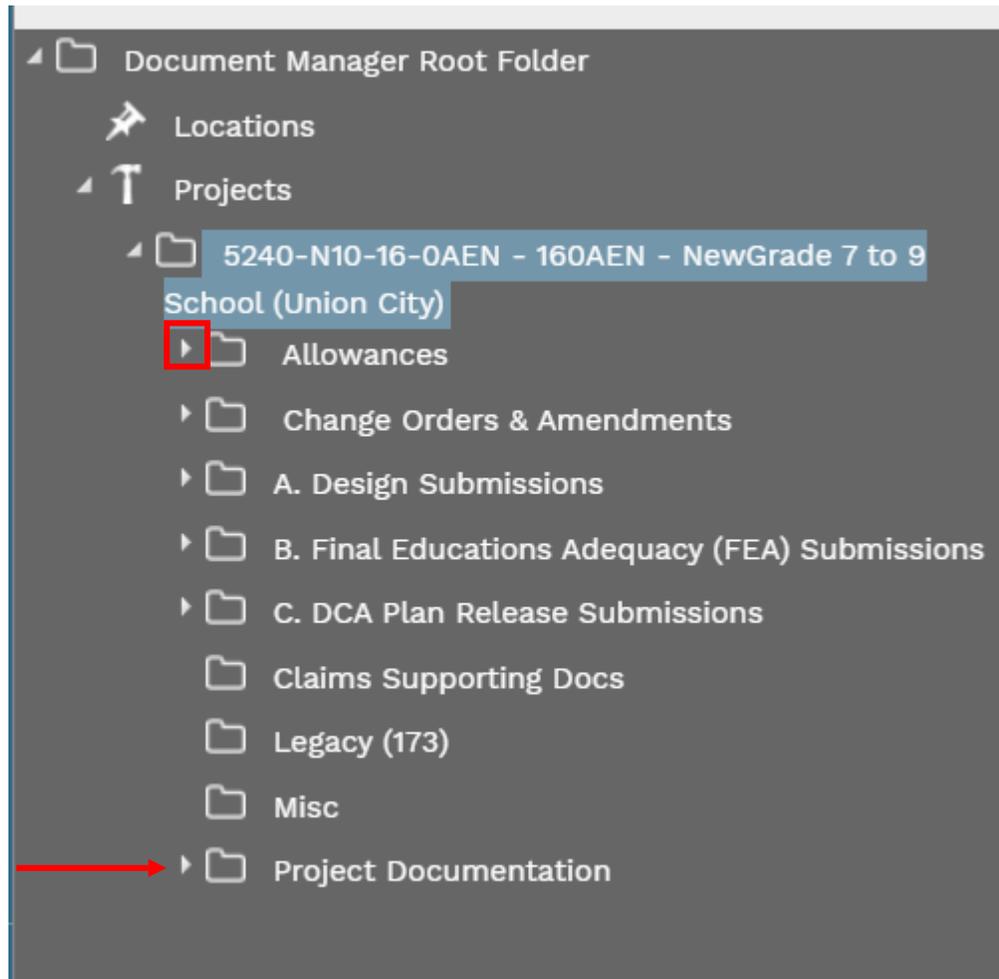# DOCUMENT MANAGER

The **Document Manager** provides a central location for all documentation within PMWeb that can be used throughout the system. Predefined folders have been established for each project for you to place your attachments.

To load files directly into the Document Manager

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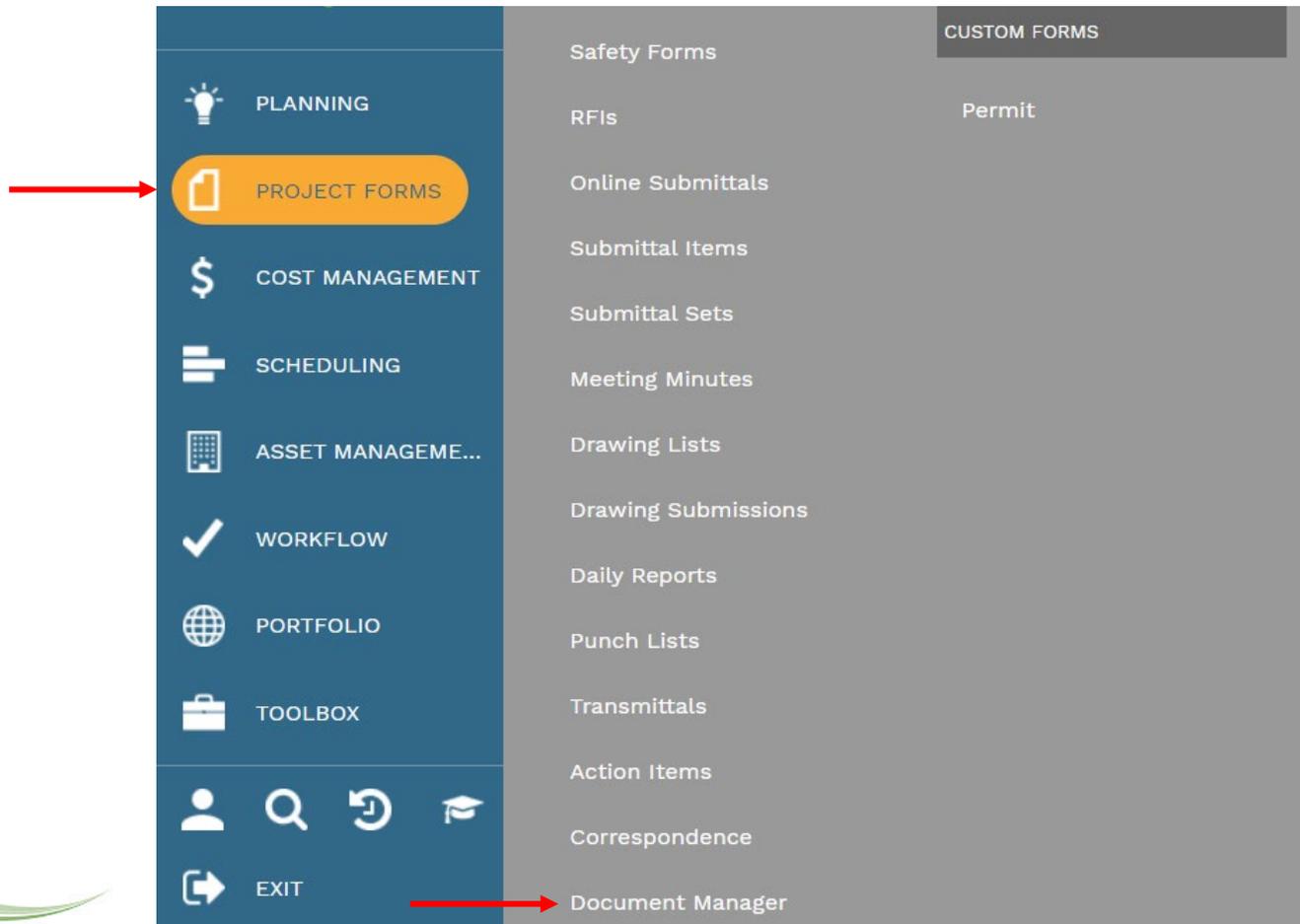
A sample view of the folder structure is shown. Click the **arrow (>)** next to the folder to expand more views. Most system documentation for end users will be loaded in the **Project Documentation** folder, but review all folders to ensure you are loading your documents in the correct location.

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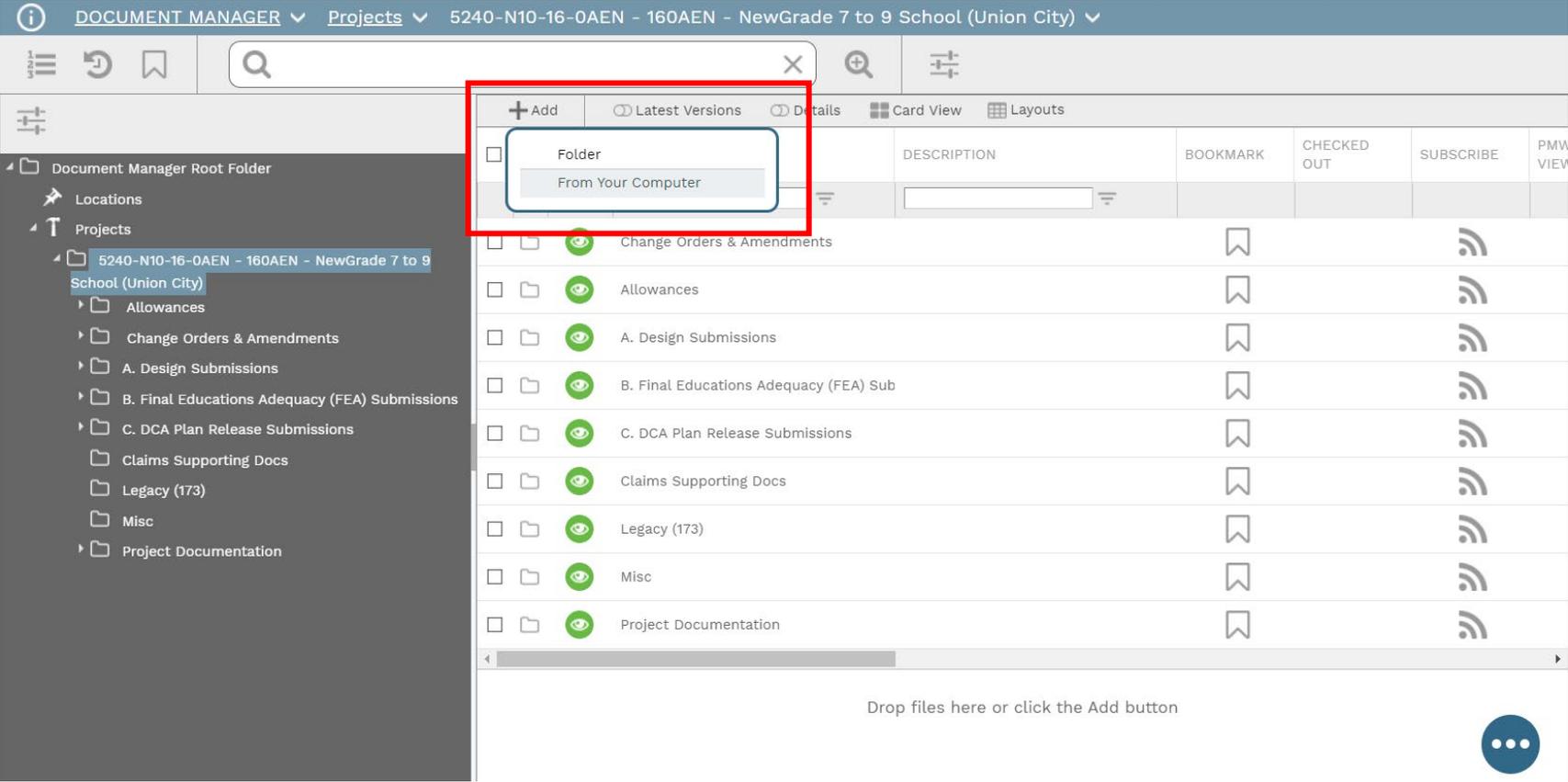
Navigate to your selected file location, choose the file and click **Open**. You should see your file in the document view.

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.