UPLOADING DOCUMENTS IN THE ASP SYSTEM

Guidelines for uploading documents

- Data upload documents: these can be of any type (Word, Excel, etc) with a size limit of 25M.
- The file name cannot contain special characters (&,*,/, etc).
- Remember to click "SAVE" and to save your work <u>regularly</u> during your time in the system.

Where can I upload documents in the ASP system?

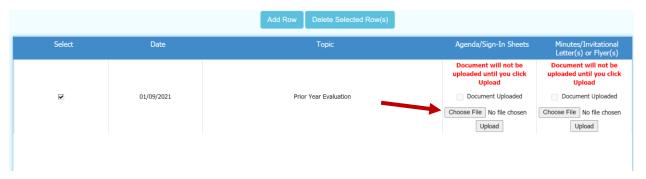
- ASP Development Team Meetings tab
- Evaluation of Prior Year Interventions and Data Analysis Tab

Upload Instructions

After adding a row, complete the "Select," "Date," and "Topic" columns, then click on the blue SAVE button below.



Next, click on "Choose File" button. Then select the file that you would like to upload.



Once the file is selected, click the "Upload" button.



Click the "SAVE" button.