

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 regularly 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.

Select	Date	Topic	Agenda/Sign-In Sheets	Minutes/Invitational Letter(s) or Flyer(s)
<input checked="" type="checkbox"/>	01/09/2021	Comprehensive Data Analysis and Needs Assessment, Priority Performance Needs and Root Cause Analysis	Save meeting to upload files.	Save meeting to upload files.

Save

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

Select	Date	Topic	Agenda/Sign-In Sheets	Minutes/Invitational Letter(s) or Flyer(s)
<input checked="" type="checkbox"/>	01/09/2021	Prior Year Evaluation	<p>Document will not be uploaded until you click Upload</p> <p><input type="checkbox"/> Document Uploaded</p> <p>Choose File No file chosen</p> <p>Upload</p>	<p>Document will not be uploaded until you click Upload</p> <p><input type="checkbox"/> Document Uploaded</p> <p>Choose File No file chosen</p> <p>Upload</p>

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

Select	Date	Topic	Agenda/Sign-In Sheets	Minutes/Invitational Letter(s) or Flyer(s)
<input checked="" type="checkbox"/>	01/09/2021	Prior Year Evaluation	<p>Document will not be uploaded until you click Upload</p> <p><input type="checkbox"/> Document Uploaded</p> <p>Choose File No file chosen</p> <p>Upload</p>	<p>Document will not be uploaded until you click Upload</p> <p><input type="checkbox"/> Document Uploaded</p> <p>Choose File No file chosen</p> <p>Upload</p>

Click the "SAVE" button.