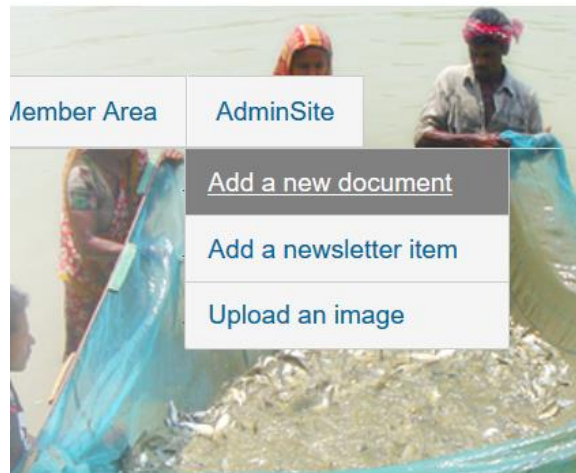


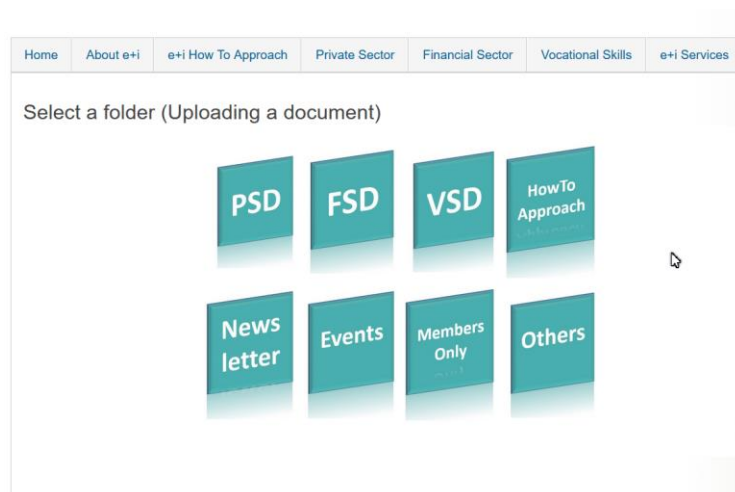
How do I upload a document?

At the moment only the e+i Task-Team should upload documents. Therefore the direct link is only visible for the Task Team:

Step 1: Click on 'AdminSite' and scroll down to "Add a new document"



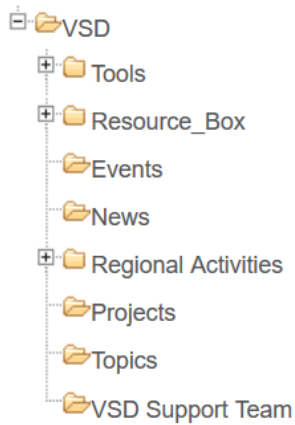
Step 2: Select the Main Folder you want to upload the document to:



Click on it and it will open the selected folder

Step 3: Select the right sub-folder

Upload document to a specific folder



Step 4: Drag & drop or add the document

You are now in the final destination folder (1). You can now drag and drop the documents in this folder (2) or click on “add document” to browse for the document you want to upload.

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Documents > FSD > Saving and Credits > ppt presentations > SC-Forum 2008-08 VSLA model **1**

▼ How to upload a document?

Option 1 (single document):
§ Click on "Add a document"

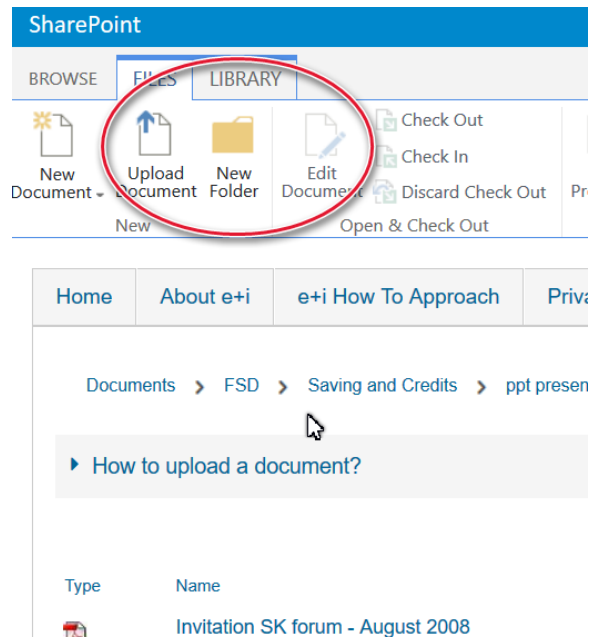
Option 2 (multiple documents):
§ Mark the documents
§ Drag & Drop them below **2**

Type Name

- Invitation SK forum - August 2008
- Invitation SK forum - August 2008
- final-minutes-SC-29AUG08 with new SDC-Logo
- fh-draft- list of reference- august08
- 3Present_CARE Eth - VSLA experience Aug 22
- 2Present_CMMFIs - how they work 29 8 08
- 1Present_CMMFoverture- rationale and performance 29 8 08

+ Add document **3**

Optional: Create a new folder



If you need to add a new folder, click on the ribbon on the top and click on 'new folder'.

For more information please contact the e+i Task Team.

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