ENTERING RESULTS INTO IMPROVE WITH SUPPORTING DOCUMENTS
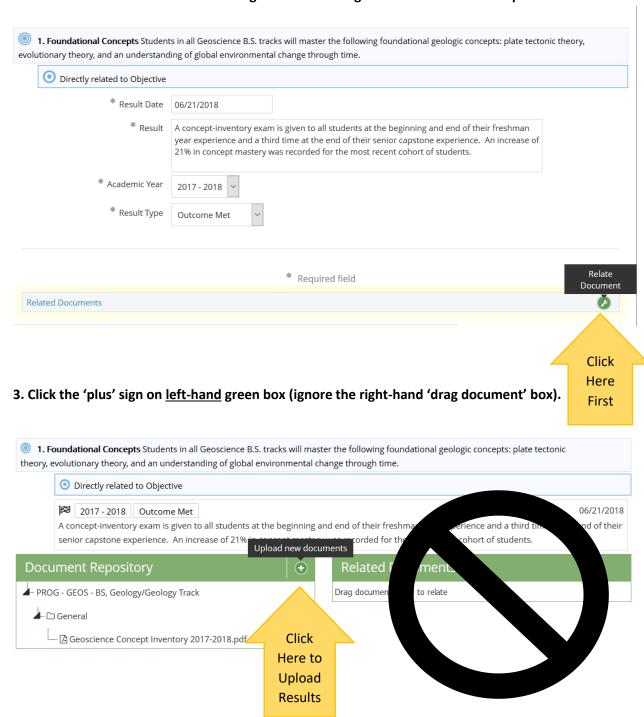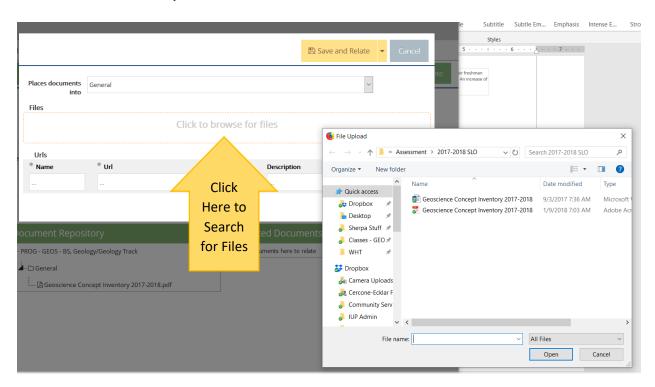
(Note – if these instructions do not work for you, please notify kcercone@iup.edu ASAP. Thanks!

1. Type text into empty field boxes, select year and result type from pull-down menus.

2. Click on the wrench inside the small green circle to begin the 'relate document' process.

3. Click the 'plus' sign on <u>left-hand</u> green box (ignore the right-hand 'drag document' box).

4. The next screen shows possible folders in archive. Click on 'Click to browse' field.

5. Once file has been uploaded, click on 'Save and Relate'. File will now be attached to result!