

## Instructions for uploading a file on GMIS Online Budget Amendments and Progress Reports

\*\*\*Please upload only files that end in: .doc, .PDF .rtf .txt .zip

File names can be no longer than 30 characters long **including the file extension** (C:\Documents and Settings\...). If necessary save your file on a floppy disk, this will not have a file extension.

Please do not include any spaces or special characters (i.e. "&, /, periods, commas, etc.), in your file names.

4. You can use Microsoft Word to create an .rtf file or .txt file. To create this type of file (when you are finished with your document) click on Save As, name your file according to the instructions above, and below you will see Save File Type As, this is where you select Rich Text Format or Text File.

Up to 10 files can be uploaded per reporting period (Progress Reports).

Enter the number of files you will be uploading (up to 10).

Click on the Browse button beside a text box.

This will open up a window to search for your file. Locate your file and select it. The file name will appear to the left of the Browse button.

After selecting all files, click on Submit. Your file(s) will successfully upload into the GMIS Online system.