



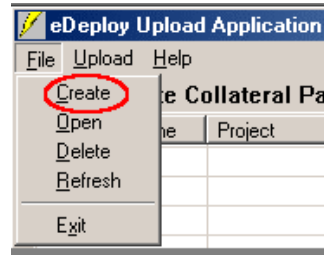
Upload Manager 2.0

Create a New Package

Step 1: Select a Project

- Click the File pull-down menu, and select Create.
- Select the correct project from the list of available projects. This list is generated by your eDeploy user ID, and should correspond to your current, active projects. If your project is not listed, try updating your project information from the Upload menu.
- Click Next to continue.

Note: If projects are still unlisted, contact your Project Manager.



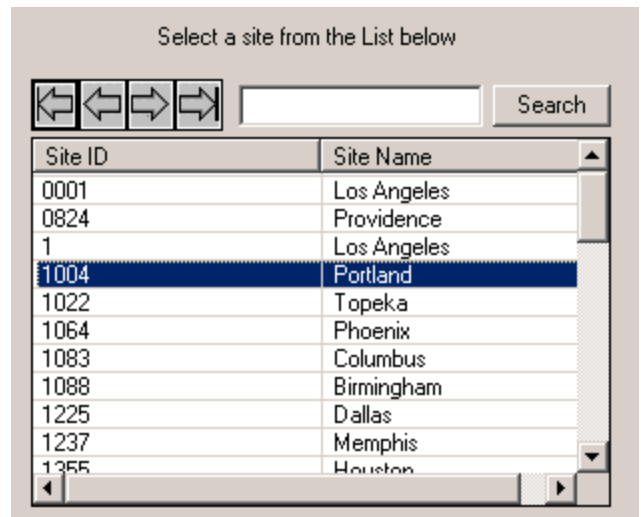
Project ID	Project Name
13455	Router Upgrade
13455-ED101-121300	eLearning
13458	eLearning Practice Project

Step 2: Select a Site

- Select the Site ID that is associated with the collateral you are uploading.
- Once you have selected a Site ID number, click Next.

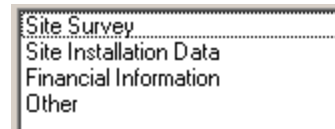
Note: If you accidentally chose the wrong project, click the Back button to select a different project.

Arrow Buttons & Search: The two outermost arrows will display the Project Site list from the beginning of the list, or the end of the list, respectively. The two inner arrows will display the previous or next 100 site entries in the Project Site List. To search the site list enter in the Site ID into the text box and click search.



Step 3: Select a Category

- Select the category of files you will be uploading in this package.
- Once you have selected a category click Next.



Step 4: Select Files

- Select directory where files are located, and select the files. The selected file(s) will appear in the file name text box. The current directory is displayed at the top of the screen.
- Click the Profile Selected Files >> button. This will take you to the File Description Editor screen so you can enter information about the files you selected.

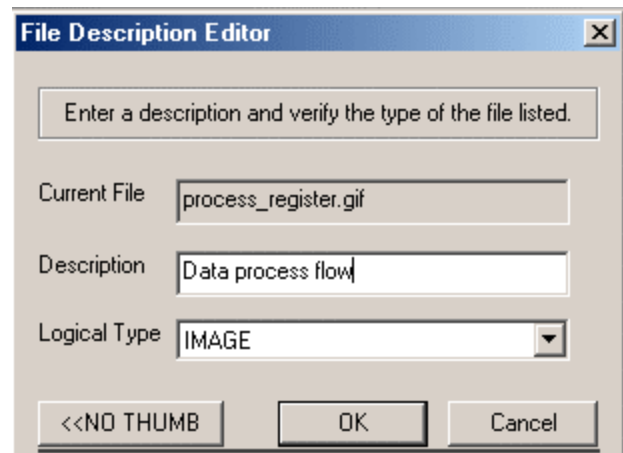


Note: You may select multiple files by using Shift Click or Ctrl Click.

Upload Manager 2.0: Create a New Package





Step 5: Profile Selected Files

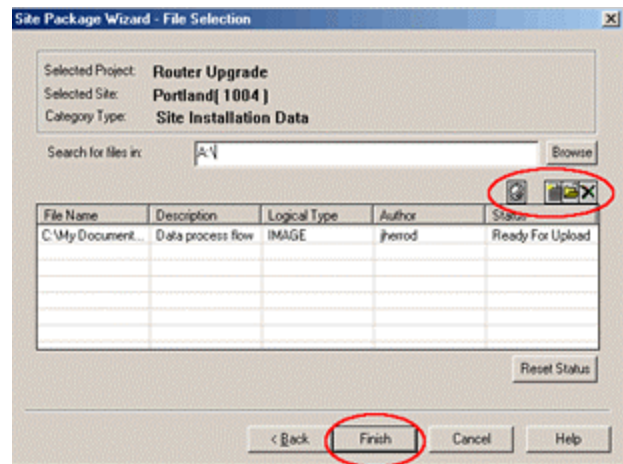
- Enter a description of the file you selected
- Select the Logical Type from the drop down menu.
- Click OK.



Step 6: Review File Selection

- Review files selected for upload.
- Make any necessary changes, and click Finish.

-  Save Site Package to File
-  Create New Site Package Entry
-  Edit Selected Site Package Entry
-  Delete Selected Site Package Entries



Note: The Reset Status button located in the bottom right hand corner is for changing the status.

Step 7: Upload Package

*You **must** be connected to the Internet to complete this step.*

There may be more than one package listed in the Existing Site Collateral list. You must have an active connection to the Internet to complete this step.

- Select Upload Packages from the Upload pull-down menu.
- Select one or more packages from the Available Site Packages list. More than one package may be uploaded at a time
- Click Add.
- When finished, click Upload.

Note: Your eDeploy username and password will be validated during this process. If you typed either incorrectly you will be prompted to re-enter them. A window appears to show the ftp connection, and the progress of your data package upload. You will be notified of any errors if any break in your connection should occur.

