



WellAware Walk Through

Summary: This walk through will assist you with uploading a document for a specific site. Documents can be used to organize site information that you wish to add into LIFT. Categories can be created for additional organization and filters.

[Click here for a video demonstration!](#)

Uploading Documents

1. To upload a document, you must first be on the documents tab for a specific site. Select your group of sites, then click on the summary tab. This will bring up an alphabetical list of all your sites.
2. Click on the site name for which you would like to upload a document.
3. Once on your desired site, click on the documents tab.
4. Find and click on the button called "Upload."
5. A box will pop up that will allow you to:
 - **Pick a file:** Select a file from your computer or drag a file to the indicated section.
 - **File name:** Give your document a name or use the default document title.
 - **Category:** Choose from created categories. If you have no created categories, or would like to set up additional categories, send a support ticket to support@wellaware.us.
6. Once you have your box filled out completely. Hit save.

