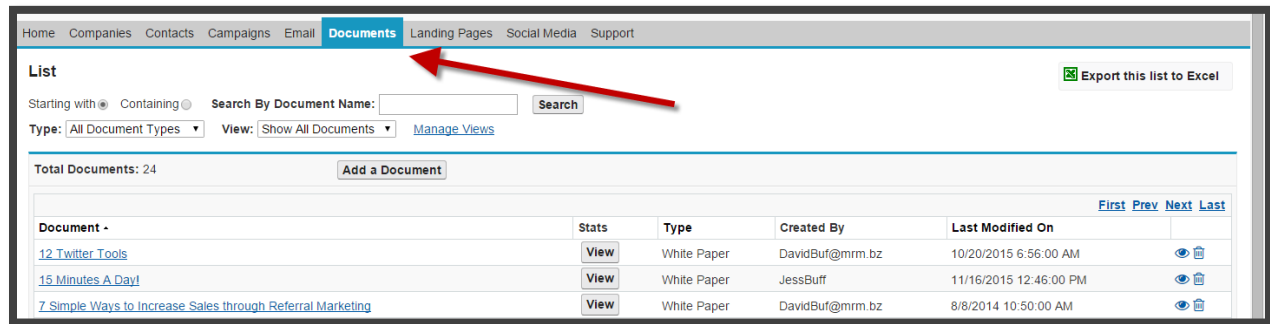


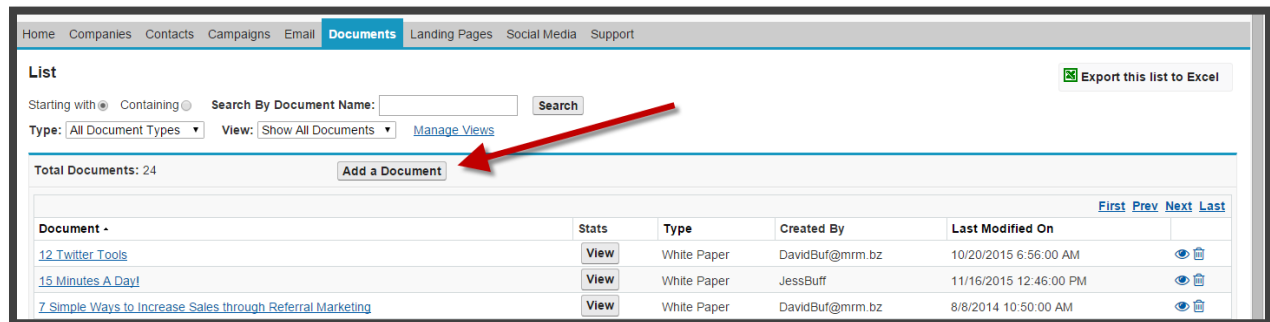
# How To Upload Documents

1) Click Documents on the menu bar.



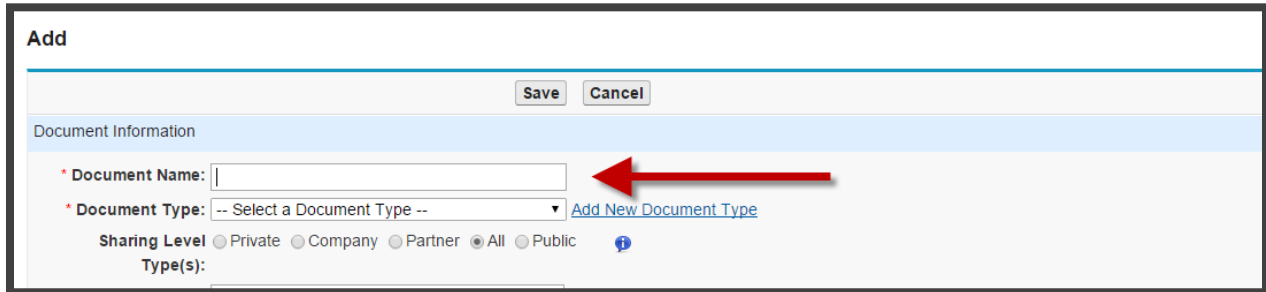
The screenshot shows the MioDatos web interface. The top navigation bar includes 'Home', 'Companies', 'Contacts', 'Campaigns', 'Email', 'Documents', 'Landing Pages', 'Social Media', and 'Support'. The 'Documents' menu item is highlighted in blue and has a red arrow pointing to it. Below the navigation bar, there is a 'List' section with search filters and a table of documents. The table has columns for 'Document -', 'Stats', 'Type', 'Created By', and 'Last Modified On'. Three documents are listed: '12 Twitter Tools', '15 Minutes A Day!', and '7 Simple Ways to Increase Sales through Referral Marketing'.

2) Click Add a Document.



The screenshot shows the same MioDatos web interface as the previous one. The 'Documents' menu item is still highlighted. A red arrow now points to the 'Add a Document' button located below the 'Total Documents: 24' text. The table of documents remains the same.

- 3) Enter the Document name. This will be the name under which your Document will be found on the MioDatos server, as well as the title of the document when it is inserted into an email.



**Add**

Save Cancel

Document Information

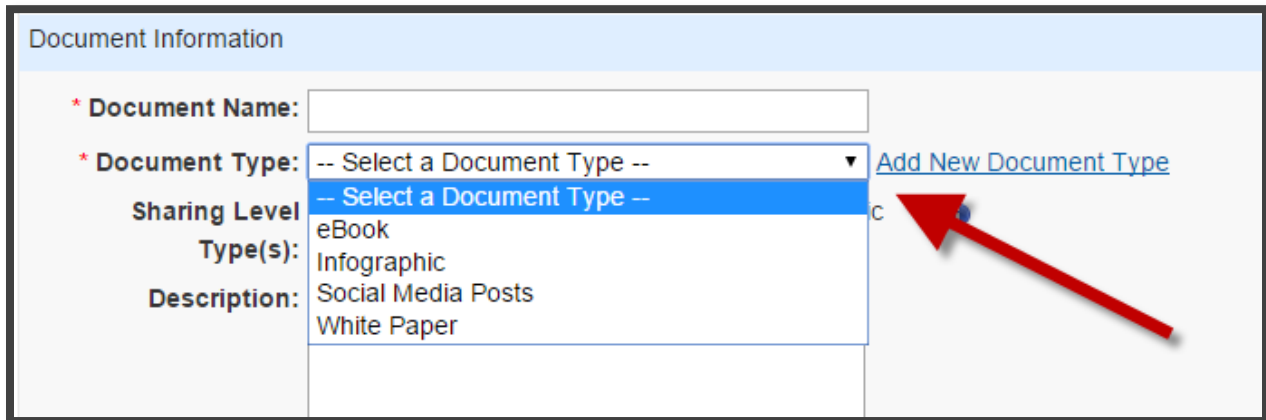
\* Document Name:

\* Document Type: -- Select a Document Type -- [Add New Document Type](#)

Sharing Level  Private  Company  Partner  All  Public [?](#)

Type(s):

- 4) Select the document type. If you are uploading a type of document, you can add a new one by clicking Add New Document Type.



Document Information

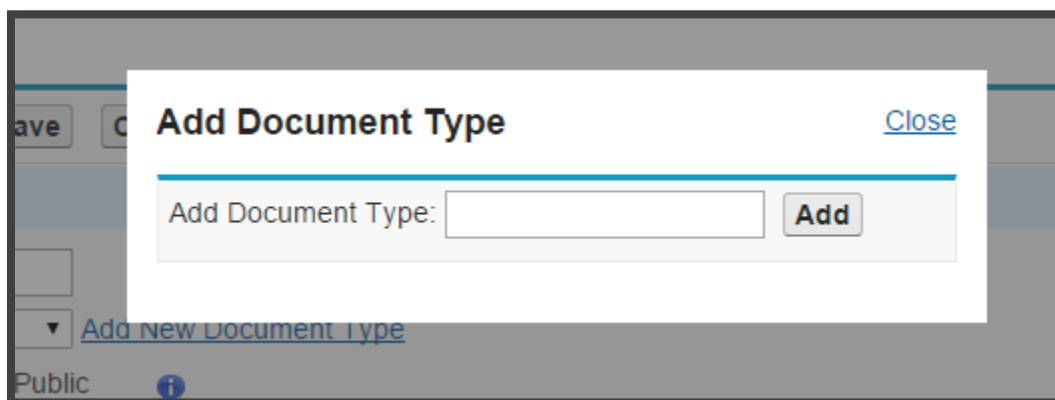
\* Document Name:

\* Document Type: -- Select a Document Type -- [Add New Document Type](#)

Sharing Level  Private  Company  Partner  All  Public [?](#)

Type(s): eBook  
Infographic  
Social Media Posts  
White Paper

Description:



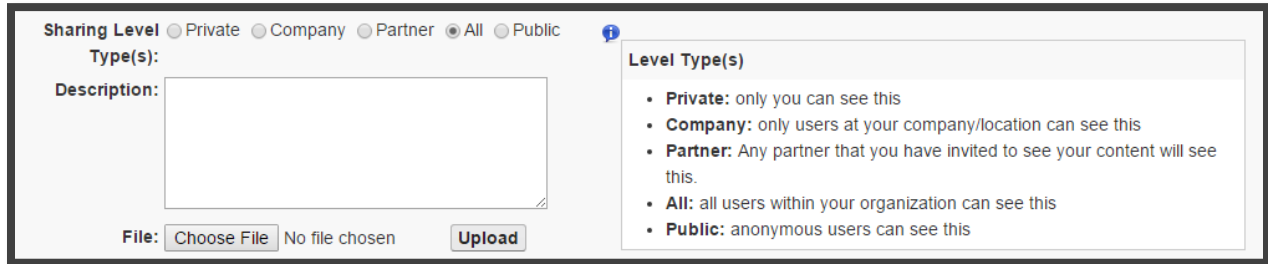
ave c **Add Document Type** [Close](#)

Add Document Type:  **Add**

▼ [Add New Document Type](#)

Public [?](#)

5) Choose the sharing level for your document.



Sharing Level  Private  Company  Partner  All  Public

Type(s):

Description:

File:  No file chosen

Level Type(s)

- **Private:** only you can see this
- **Company:** only users at your company/location can see this
- **Partner:** Any partner that you have invited to see your content will see this.
- **All:** all users within your organization can see this
- **Public:** anonymous users can see this

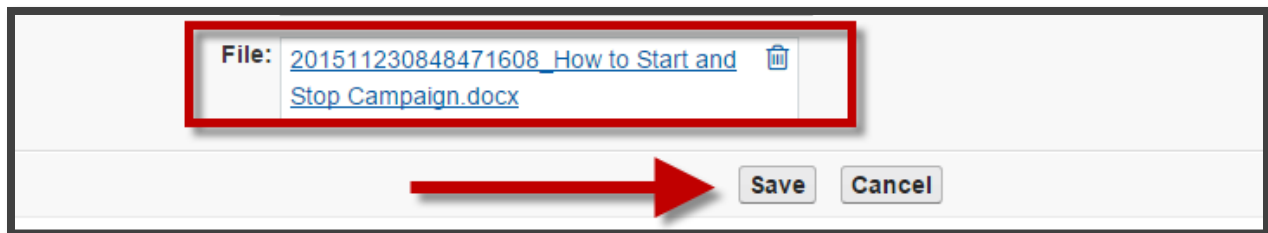
6) Enter a description of your document if desired, and click Choose File. Once you have selected the file you would like to upload, click Upload.




Description:

File:  How to S...ign.docx

7) Confirm your file has been uploaded, and then click Save.



File: [201511230848471608\\_How to Start and Stop Campaign.docx](#) 



**8) You can then find your document within the Document list on MioDatos.**

- To make changes to the document title, sharing settings or description, click the title of the document.
- To preview the document, click the eye icon.
- To view the analytics for this document, which include downloads, click the View button.

A screenshot of the MioDatos document list interface. The table contains five rows of document information. The row for 'Test Document' is highlighted in light blue. Red boxes are drawn around the 'Test Document' title, the 'View' button, the 'White Paper' title, and the eye icon.

|   |                      |             |                 |                       |  |
|---|----------------------|-------------|-----------------|-----------------------|--|
| <a href="#">Storage around the World (full)</a> | <a href="#">View</a> | Infographic | JessBuff        | 10/14/2015 8:06:00 AM |  |
| <a href="#">Storage Pool</a>                    | <a href="#">View</a> | Infographic | DavidBuf@mrm.bz | 6/17/2015 7:40:00 AM  |  |
| <a href="#">Test Document</a>                   | <a href="#">View</a> | White Paper | JessBuff        | 11/23/2015 8:51:00 AM |  |
| <a href="#">Video Surveillance (Full)</a>       | <a href="#">View</a> | Infographic | JessBuff        | 10/30/2015 8:00:00 AM |  |
| <a href="#">Video Surveillance Infographic</a>  | <a href="#">View</a> | Infographic | DavidBuf@mrm.bz | 6/17/2015 7:40:00 AM  |  |