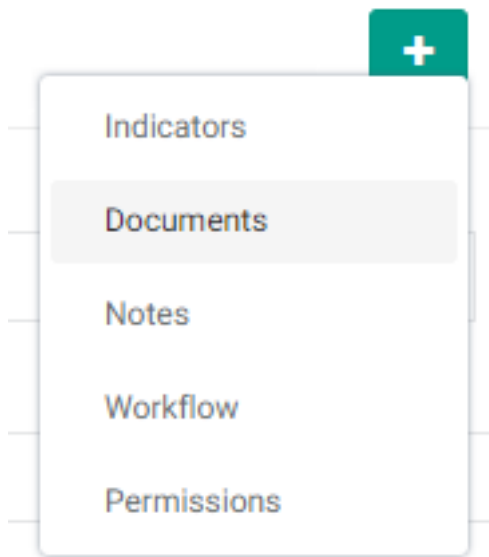


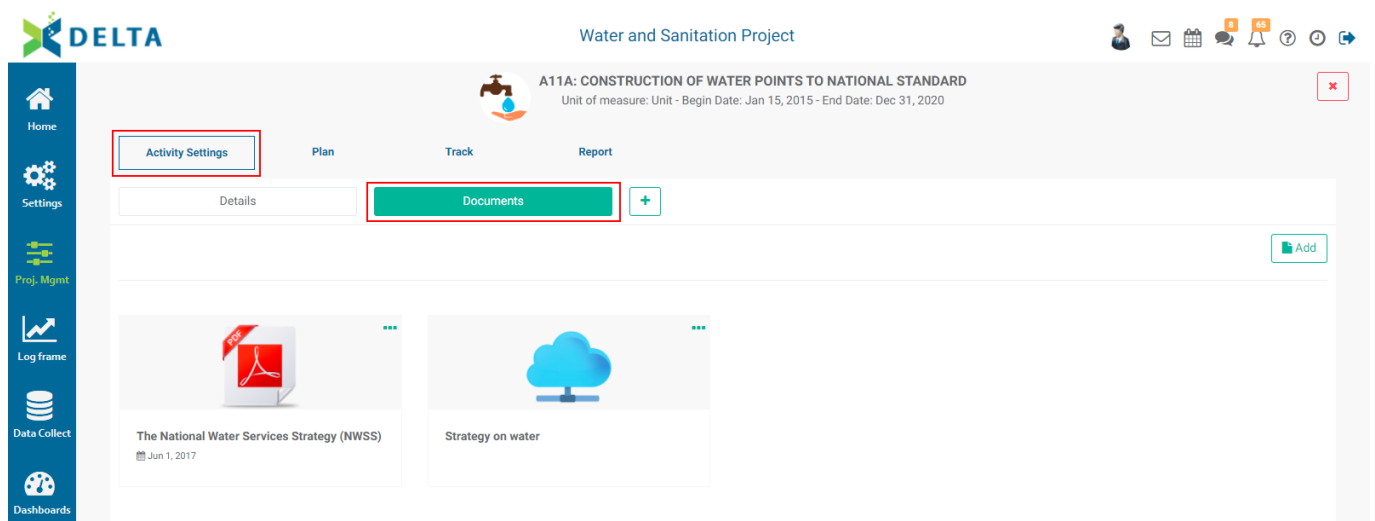
Project Management

PM: Activities: Documents

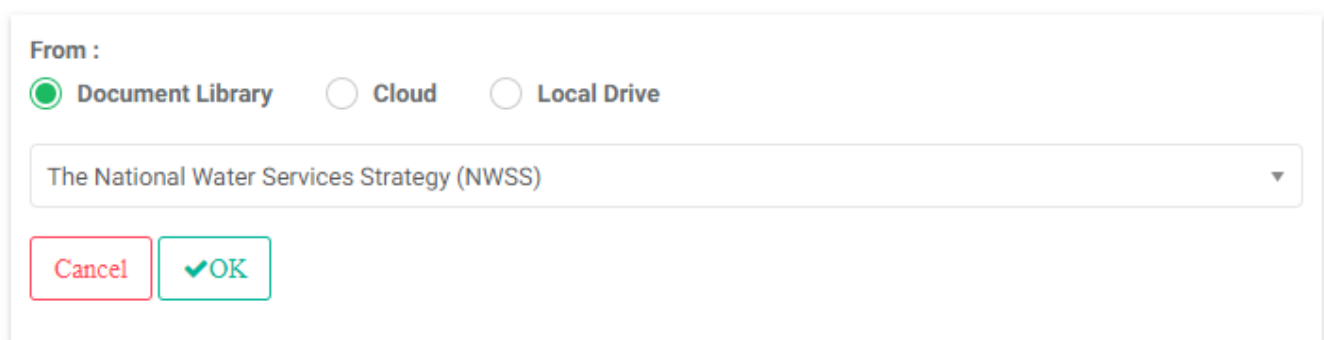
The **Activity Documents** screen serves as a repository of activity-specific documents. It's accessed from the Activity Settings tab, under the optional screens menu More button.



Select **Documents** from the menu to bring up the Documents tab, then click on the tab to enter the Documents screen proper.



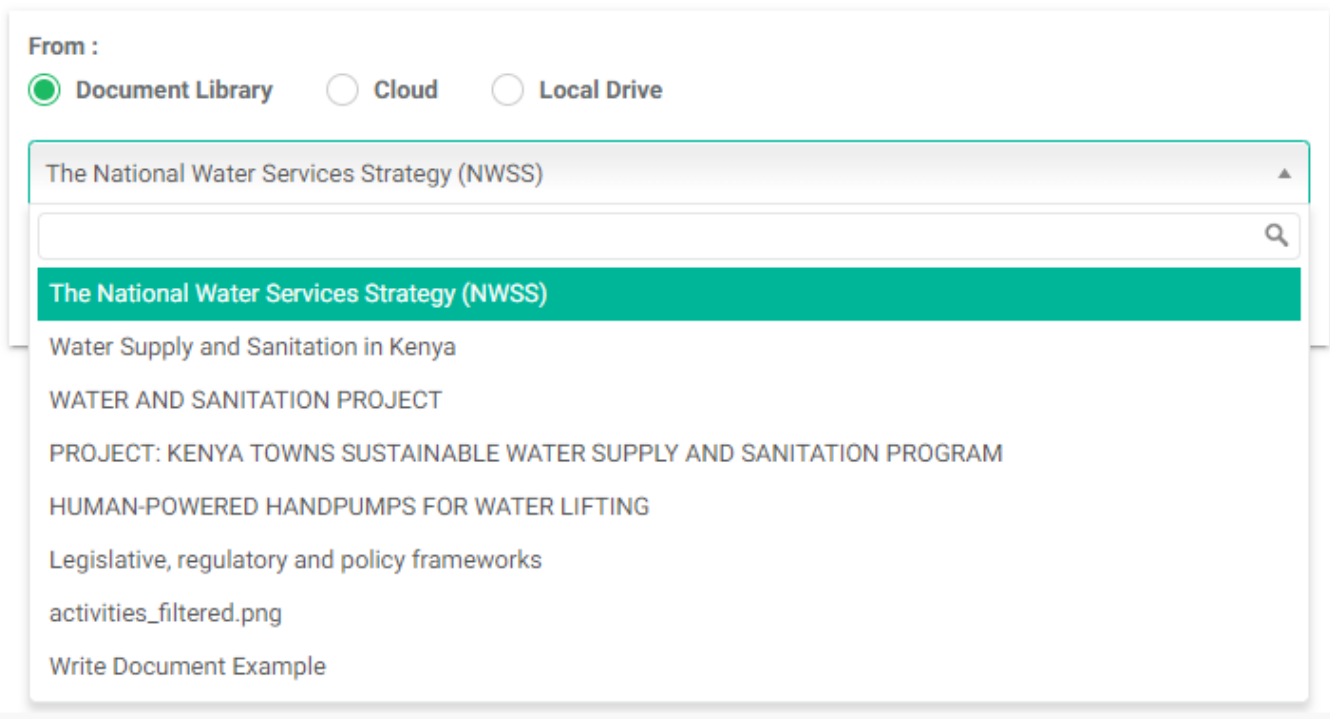
To **add a document**, click the Add button at top right to bring up an inline form.

A screenshot of a web form titled 'Add Document'. At the top, it says 'From :'. Below this are three radio button options: 'Document Library' (which is selected), 'Cloud', and 'Local Drive'. Below the radio buttons is a dropdown menu that is open, showing the text 'The National Water Services Strategy (NWSS)'. At the bottom of the form are two buttons: 'Cancel' and 'OK'.

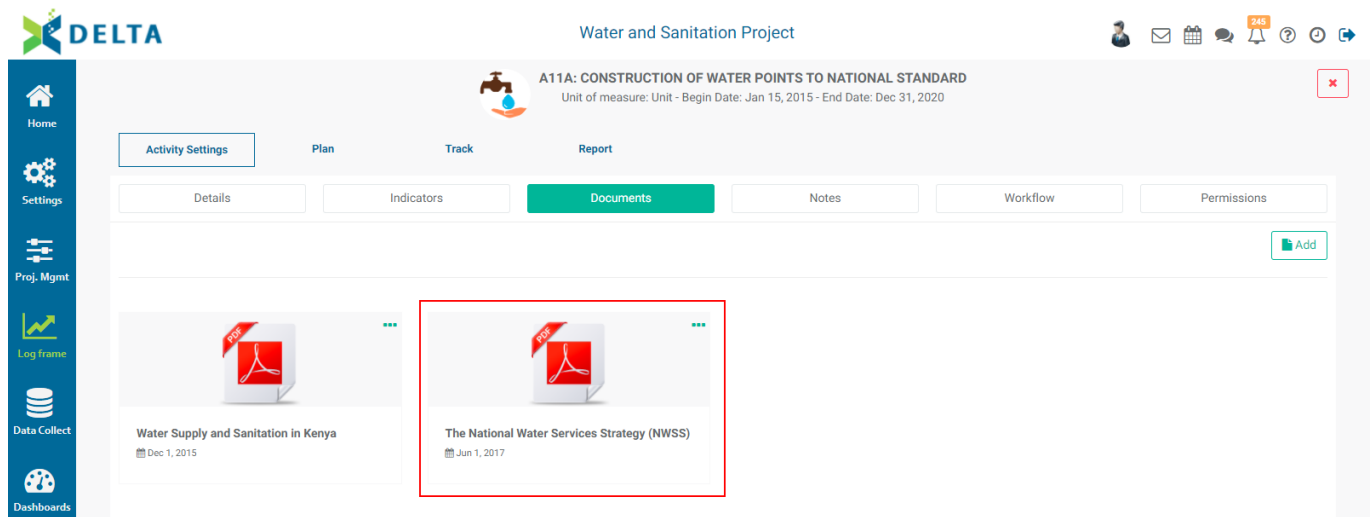
Project Management

Three options are available: link to a Learning Module library document, link to a cloud document, and upload a document.

To **link to a library document**, click the Document Library radio button. The pick list below it contains all the documents currently available in the project's **Learning** module.



Select the desired document and click OK. The document will appear on the screen.



To **link to a cloud document**, click the Cloud radio button, then enter the file name and the external link for the file. This is particularly useful when linking to a master or authoritative version of a document, for example on a Sharepoint server, Dropbox, or Google Drive. This helps keep the proliferation of multiple versions of a document.

Project Management

From :

☐ Document Library ☒ Cloud ☐ Local Drive

Geography List

https://www.dropbox.com/s/352axuab927wy3b/geography_list.xlsx?dl=0

Click OK when you're done. The document will appear on the screen.

DELTA Water and Sanitation Project

A11A: CONSTRUCTION OF WATER POINTS TO NATIONAL STANDARD
Unit of measure: Unit - Begin Date: Jan 15, 2015 - End Date: Dec 31, 2020

Activity Settings Plan Track Report

Details Indicators Documents Notes Workflow Permissions

Add

Water Supply and Sanitation in Kenya
Dec 1, 2015

The National Water Services Strategy (NWSS)
Jun 1, 2017

Geography List

Currently Connected: 1 User Copyright DELTA Monitoring & Evaluation ©

To **upload a document**, click the Local Drive radio button, then click the More (...) icon at the right end of the File field, and navigate to the desired document on your local hard drive or available network drive. Click the file once to select it, and press Enter on your keyboard.

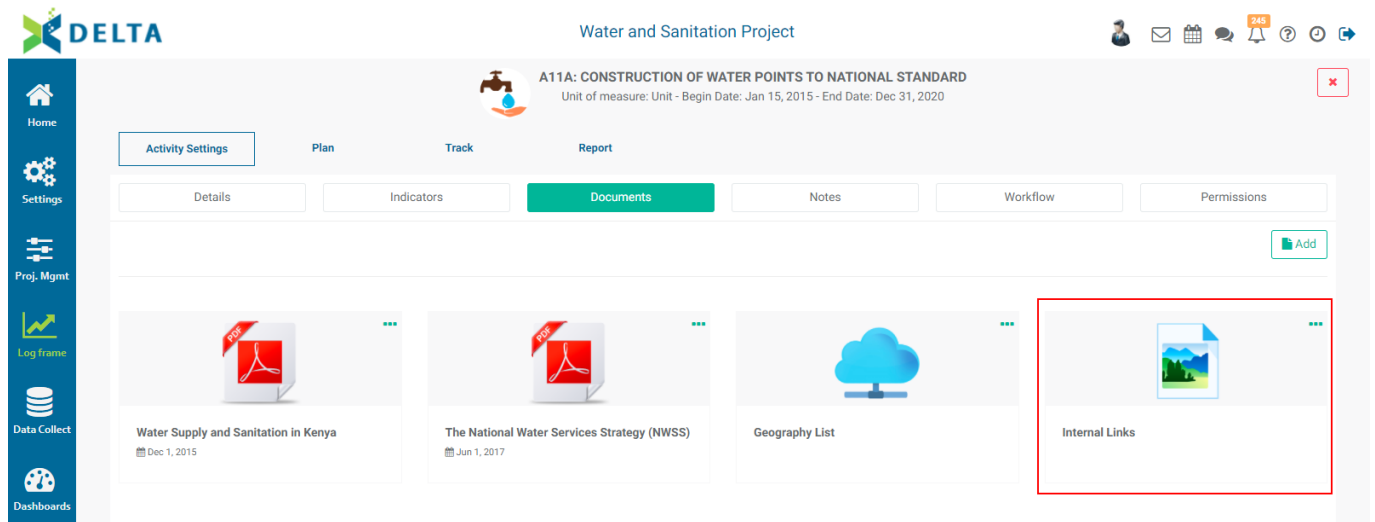
From :

☐ Document Library ☐ Cloud ☒ Local Drive

File Name

Click OK to save your work and return to the Documents screen. The document will appear on the screen.

Project Management



To **remove a document**, click the More (...) icon in the upper right corner of its tile and select Delete. **NOTE:** this does not delete the actual document, only the link to it.

NOTE: you can remove the Documents tab from the interface by clicking its Delete icon. This will not delete any of the associated document; it will only hide the tab and screen. To restore the tab, select it again from the More menu.

Previous: [PM: Activities: Associating Indicators to an Activity](#) | Next: [PM: Activities: Notes](#)

Unique solution ID: #1128

Author: n/a

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