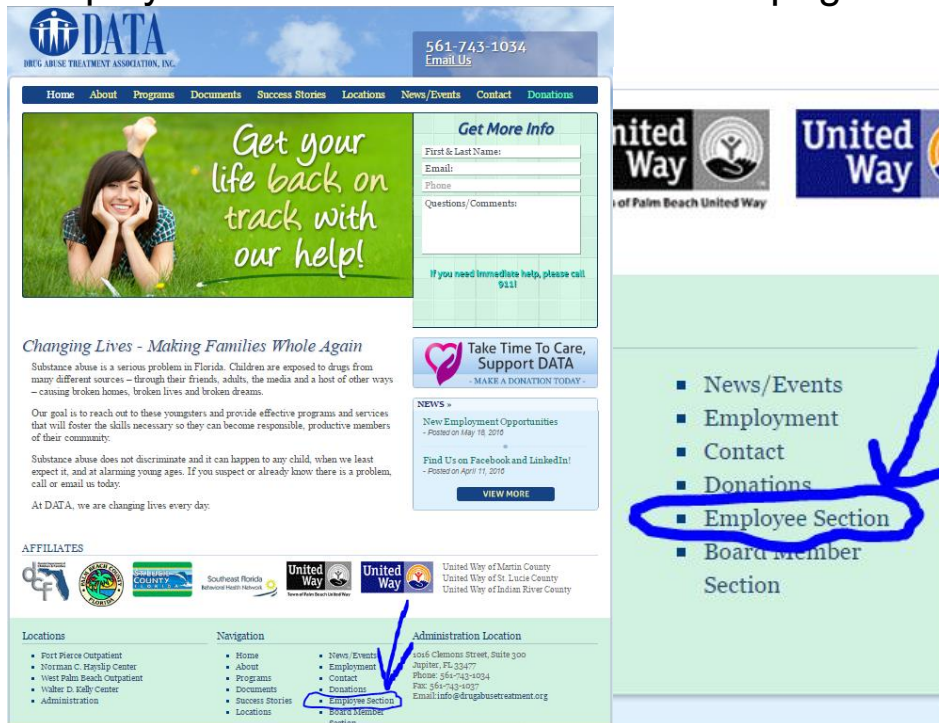# *Technical Bulletin*

How To Upload Timesheets to DATACloud

To upload your timesheets to the cloud server follow these steps:

1. Go to our website at www.drugabusetreatment.org and click on the "Employee Section" at the bottom of the page.
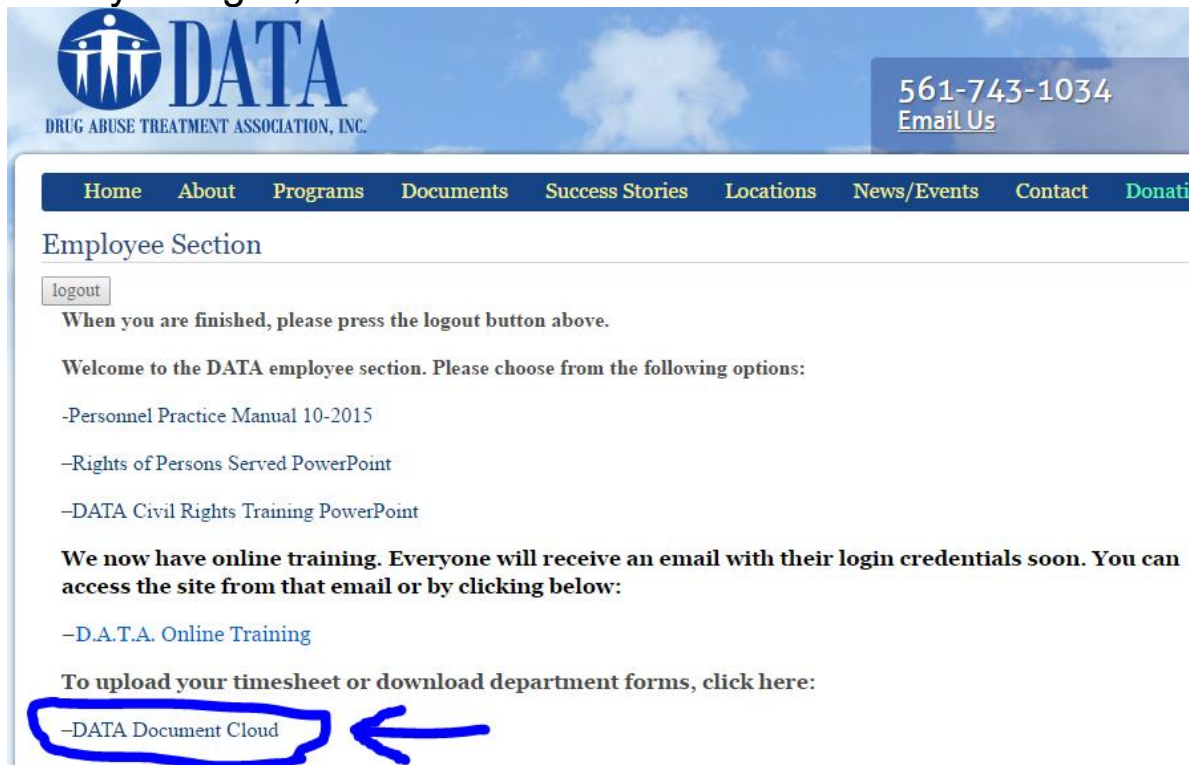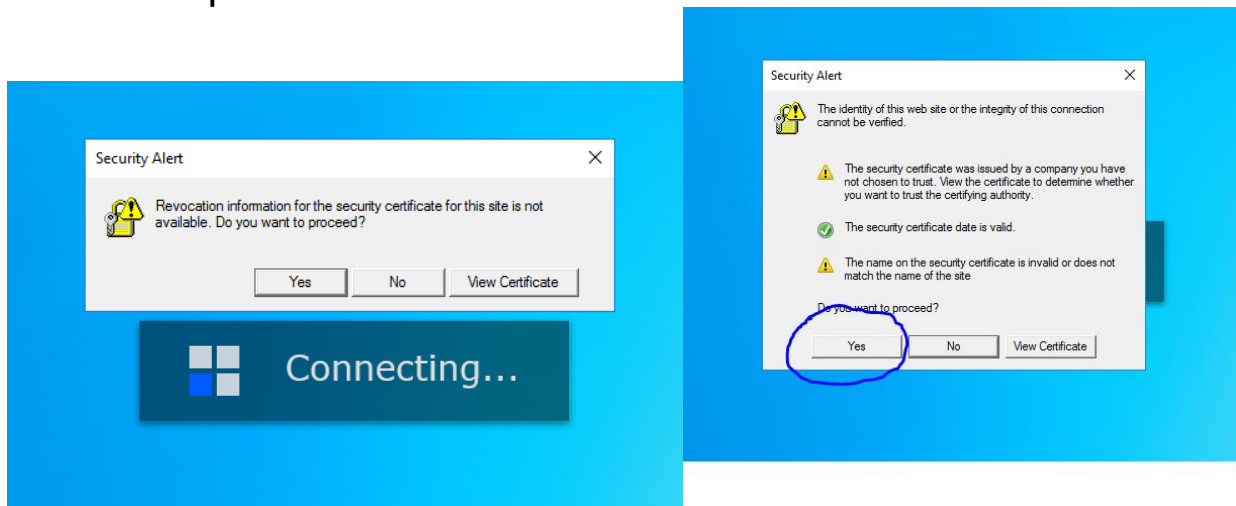

2. Enter the password and click "Submit".

3. After you log in, click the "DATA Document Cloud" link.
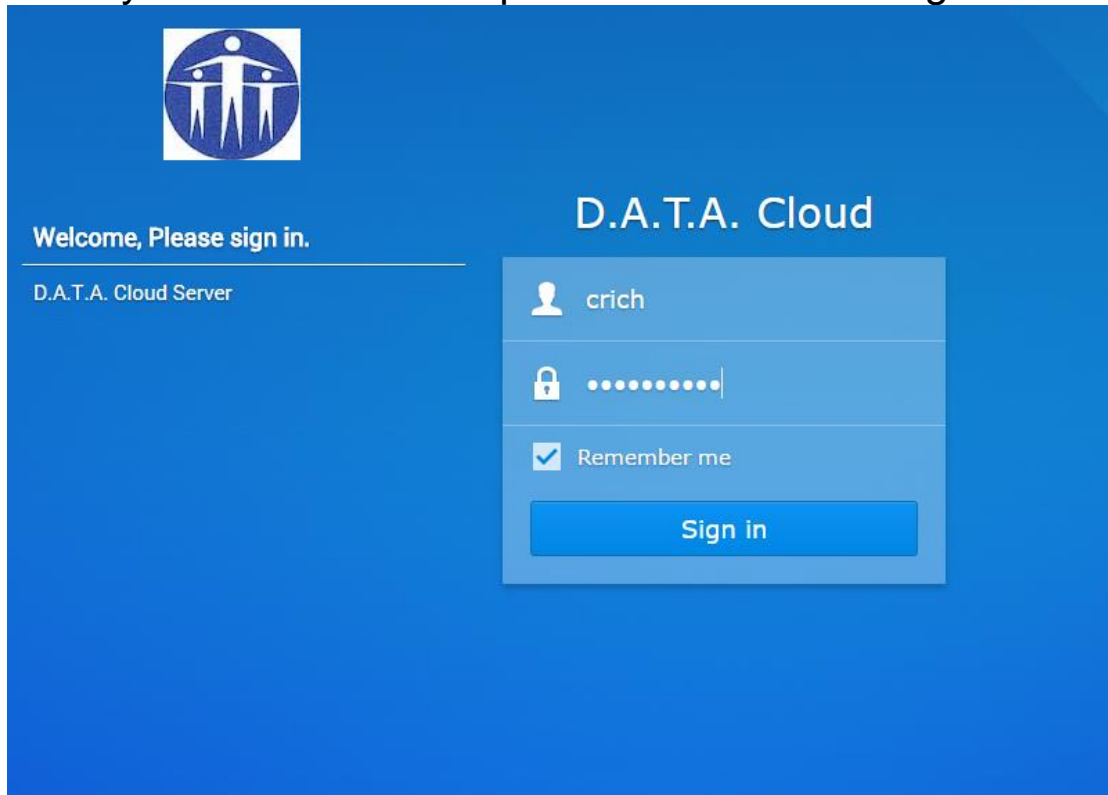

4. You may see a couple of notifications about certificates, click ok or yes to them to proceed.
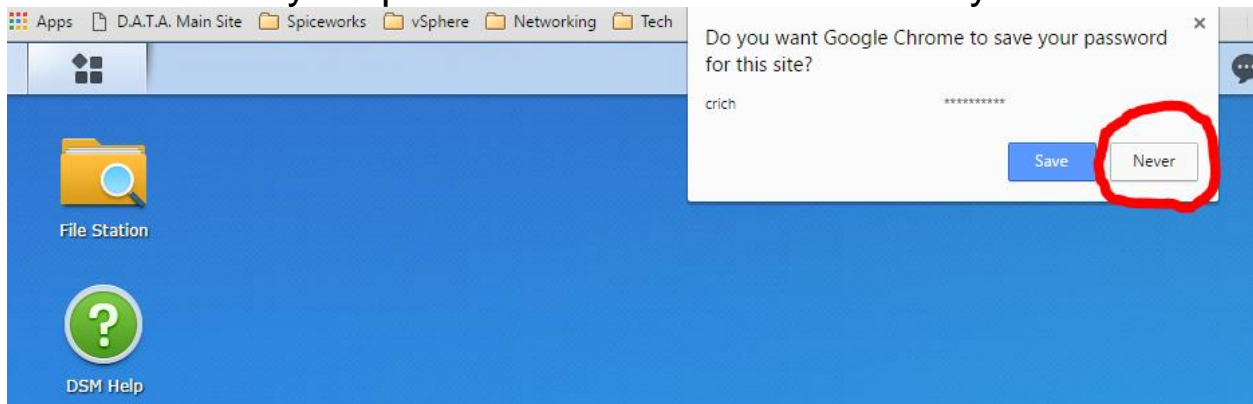
5. Enter your username and password and click "Sign In".

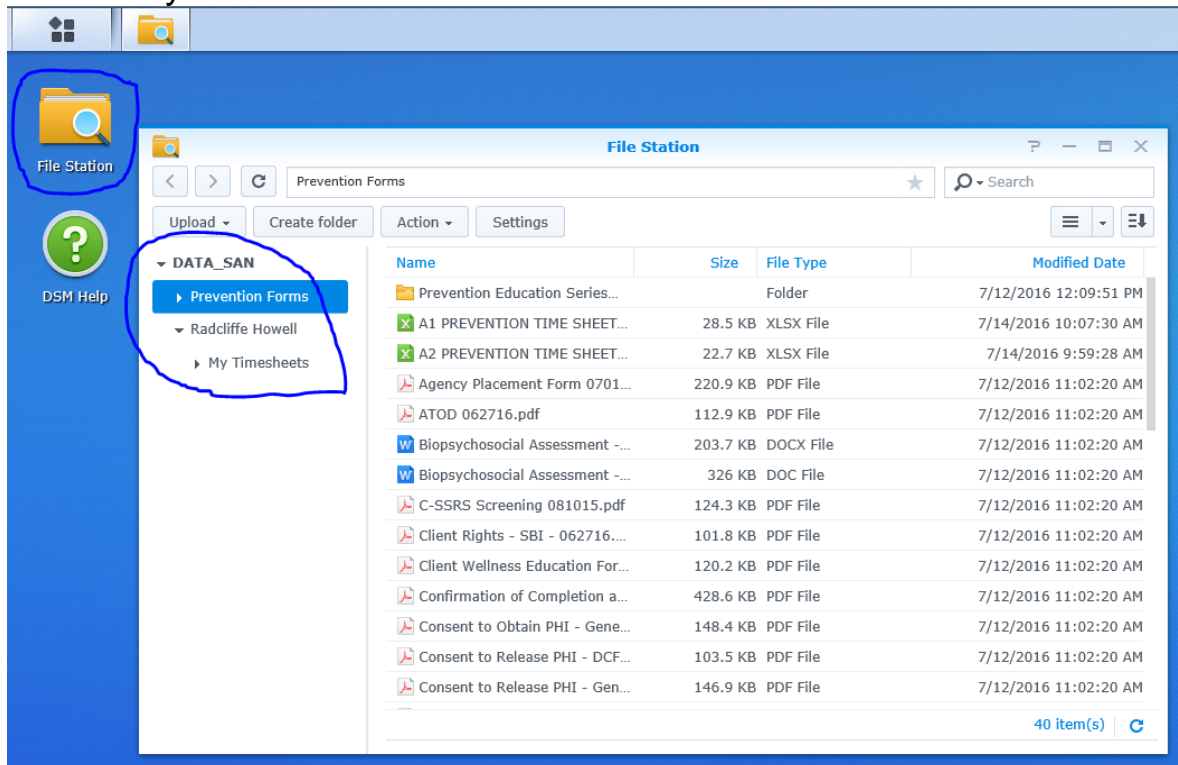

6. DO NOT save your password access to this site in your browser.
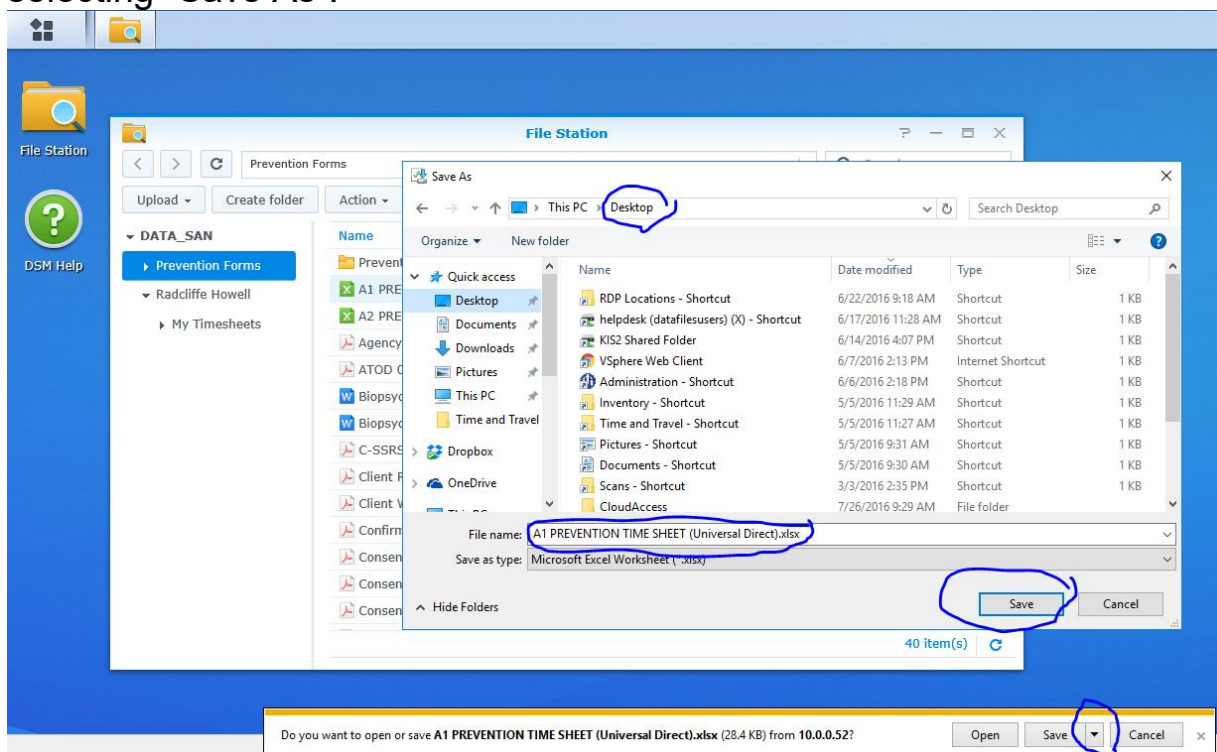
7. After you log in here, you will see a folder for the group that you belong to and a folder for your documents.

8. Open the group folder and double click the Timesheet documents that you need to fill out and save them to your computer. By default, the computer saves downloads to the downloads folder unless you specify a different location by selecting "Save As".

9. Rename the saved document to include your name and the week ending date. Using RadcliffeH as an example, if Saturday is the 16th of July, you would rename the form "A1-Prevention-RadcliffeH-7-30-2016".

After you fill out the timesheet including digitally signing it, save it, then go back to the cloud server.

On the server, click on your name to see the My Timesheets folder and then double click on that to open it.
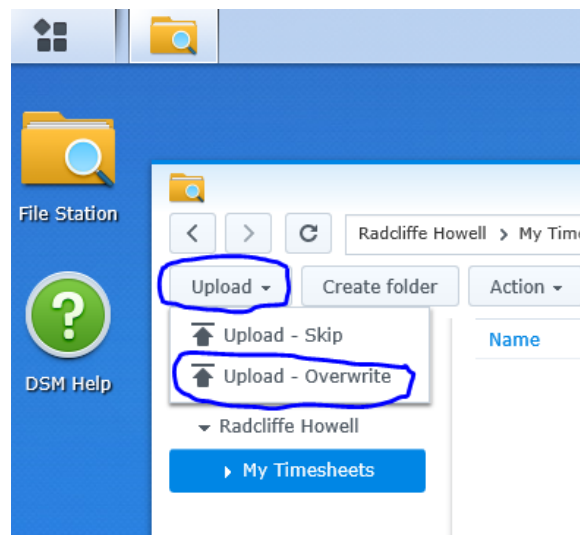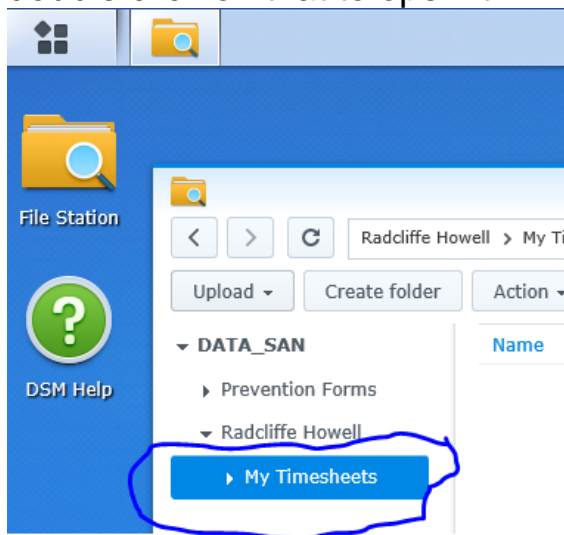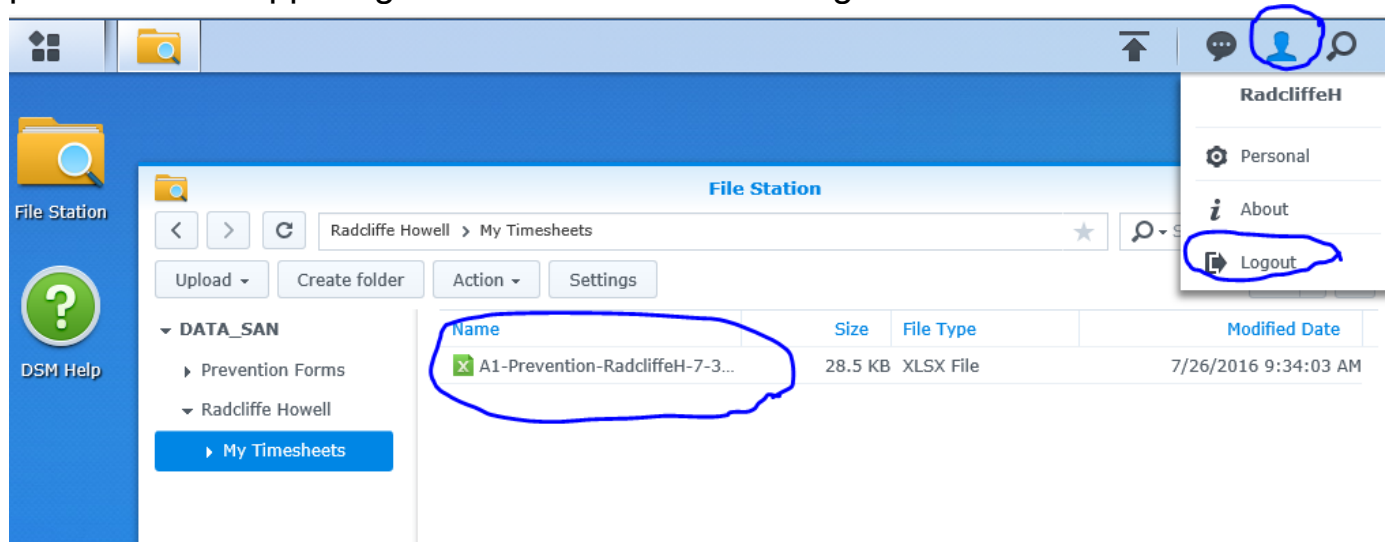

Click "Upload-Overwrite" and then select your new timesheet to upload it to your My Timesheets folder.
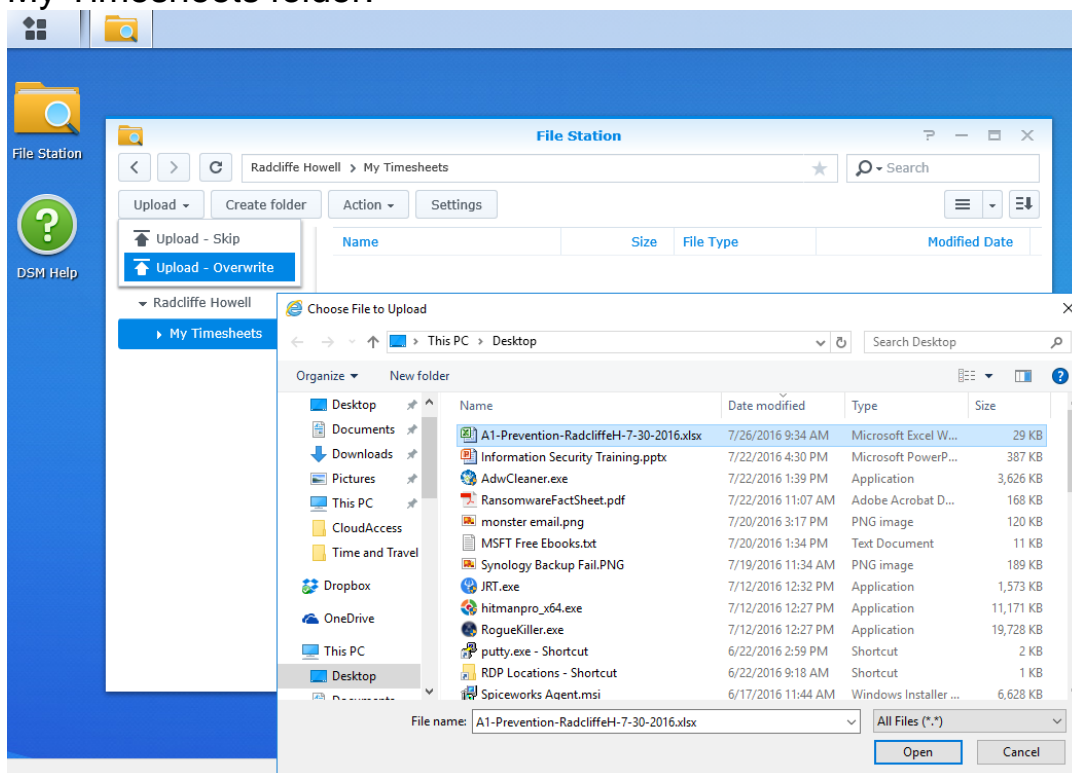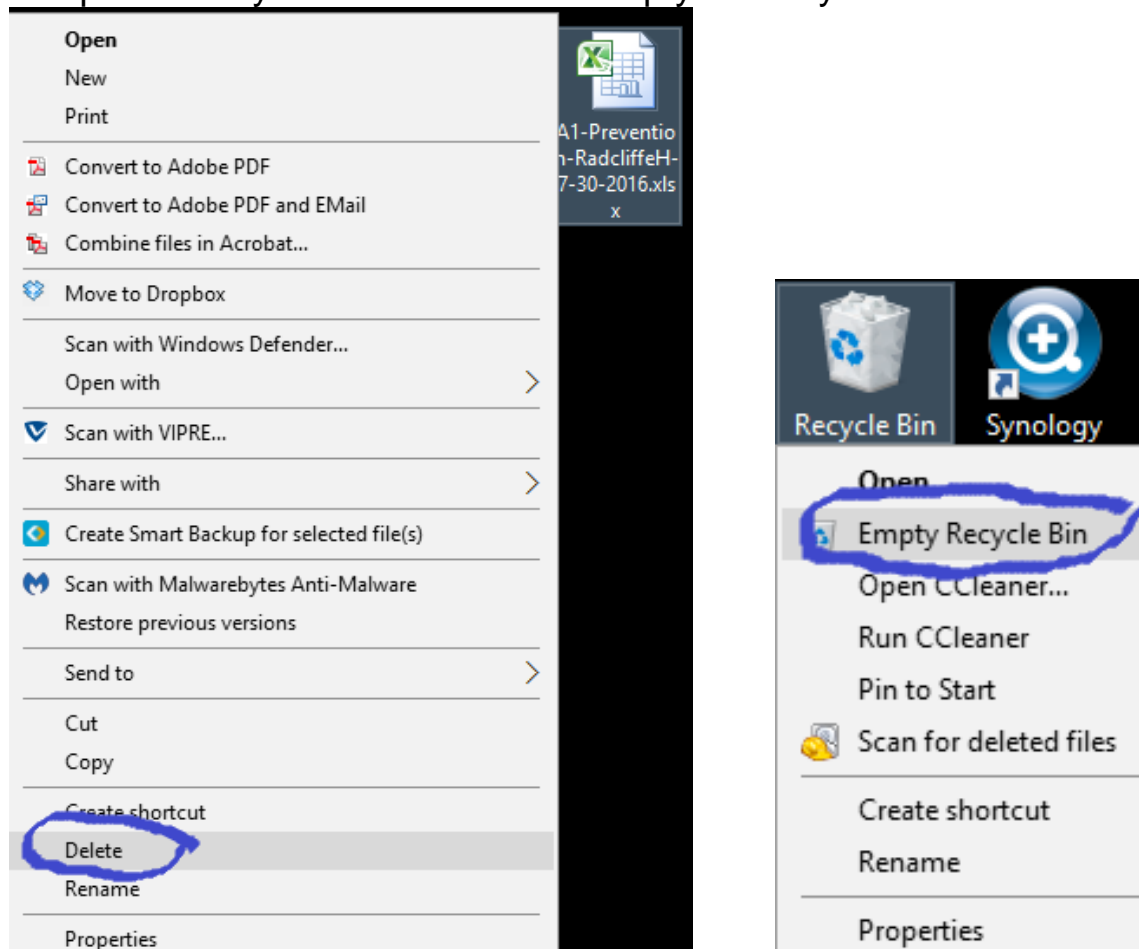
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10. When you see that the timesheet has been uploaded, click the icon of the person on the upper right side and then select "Logout".

IMPORTANT: Don't forget to delete the timesheet that you created on that computer with your name on it and empty the recycle bin.

11.   Back at the DATA main webisite, don't forget to click on the "Logout" button of the Employee Section.
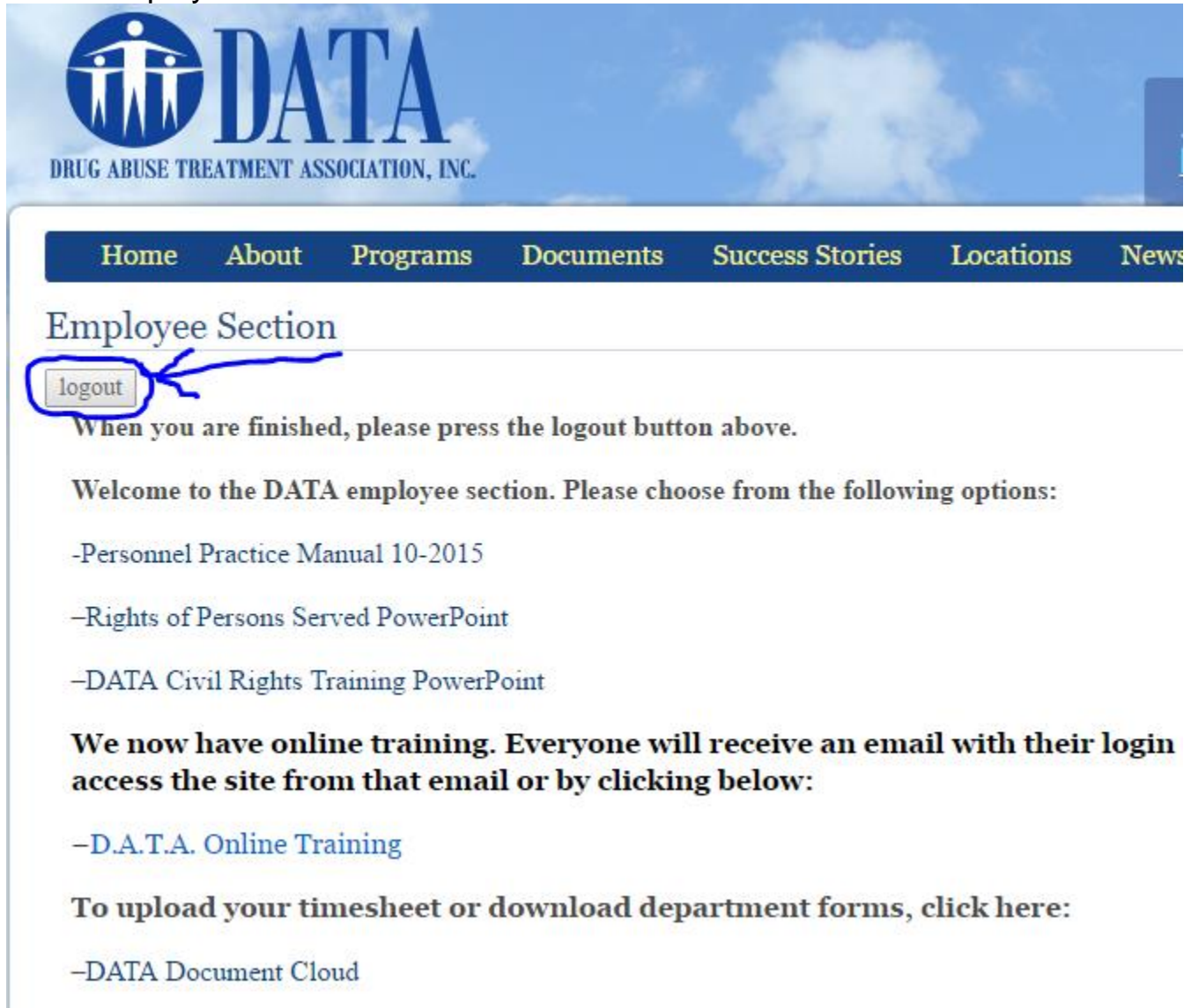
If you have any questions, please contact me.

Thanks,
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