

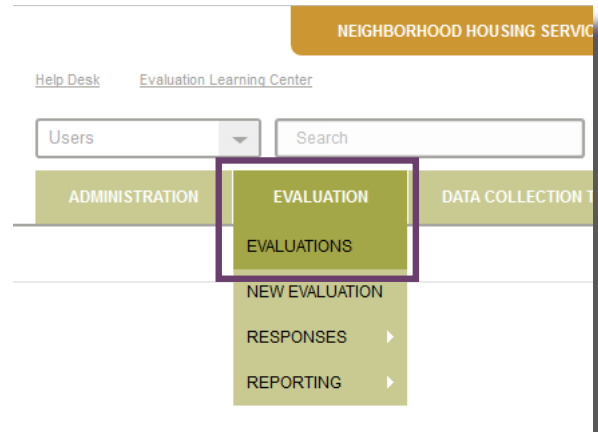
User Guide

Document Upload Instructions

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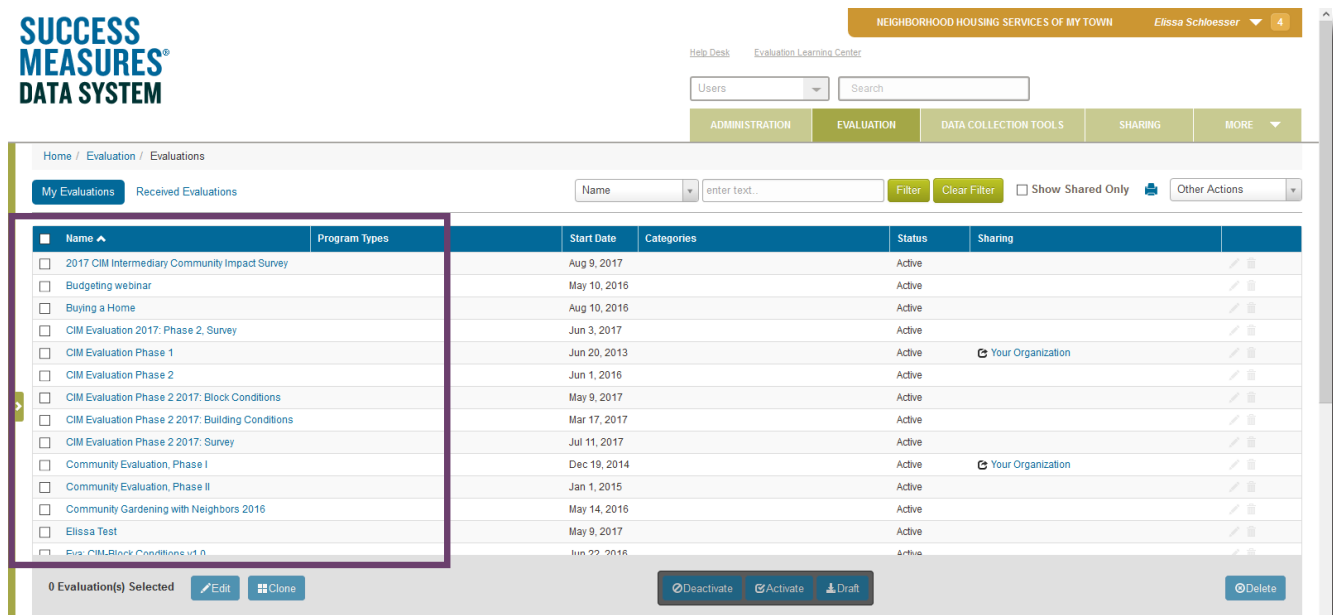
Uploading evaluation documents to SMDS is a great way to keep everything in one place. In this guide, we'll show you how to upload documents and project materials to SMDS.

- Log in to the Success Measures Data System (SMDS).
- Place your cursor over **Evaluation**
- Click **Evaluations**

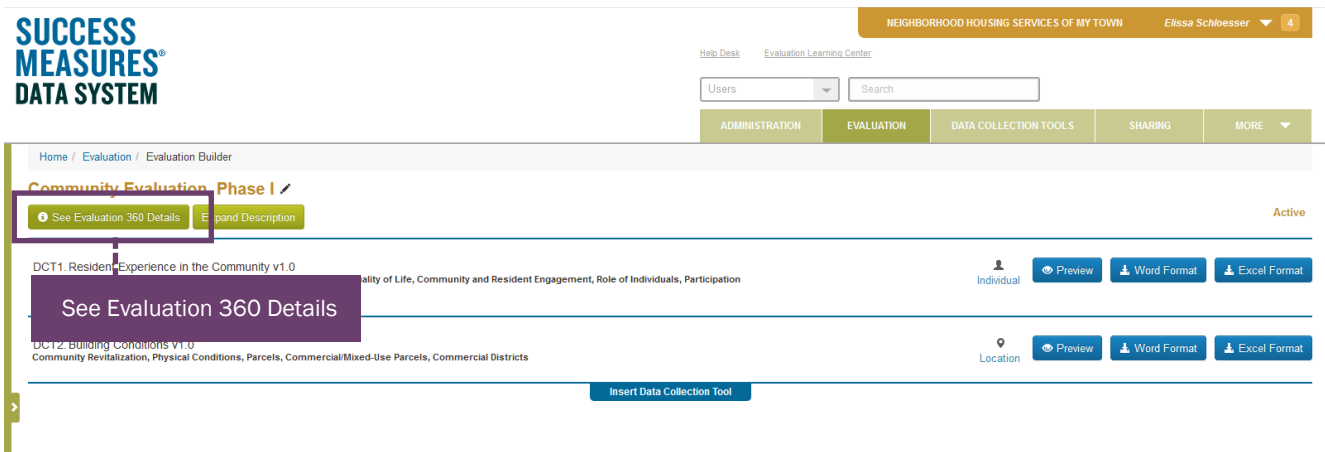


- Select the evaluation you'd like to use to upload documents.

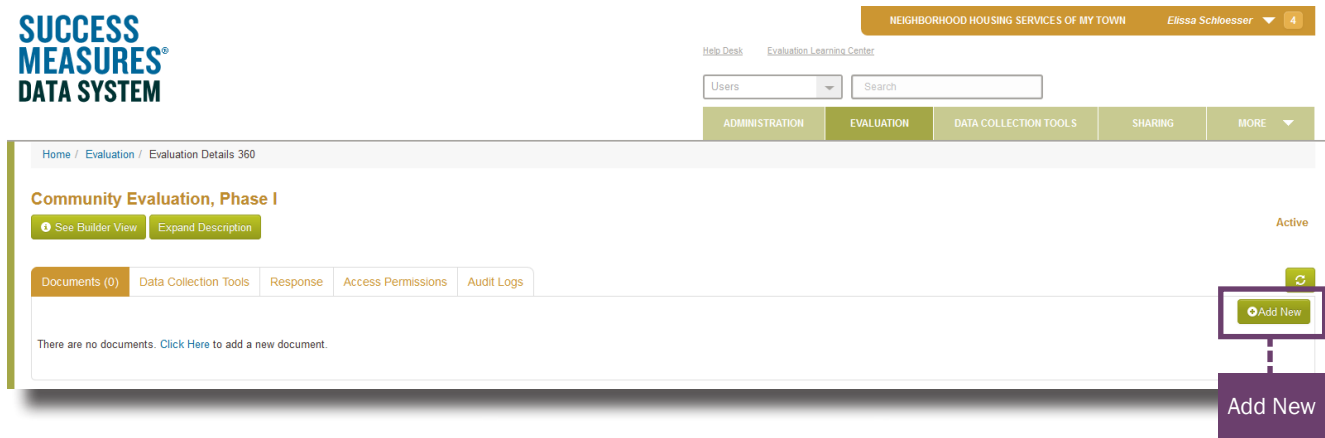
**SUCCESS
MEASURES®
DATA SYSTEM**



- Once in the evaluation, click the **See Evaluation 360 Details** button.



- Under the **Documents** tab, click the green **Add New** button.



- Choose a file from your computer to upload.

Document Information ✕

Name *

File * No file selected.

Please upload a file less than 4.00 MB.
Supported file types: .pdf, .txt, .rtf ...

Description

212 characters left of 250

Upload a file

Add description

TIP: You can add a description if you'd like.

- Click **Submit**.

Document Information ✕

Name *

File * No file selected.

Please upload a file less than 4.00 MB.
Supported file types: .pdf, .txt, .rtf ...

Description

212 characters left of 250

Submit

- **Repeat** for all relevant documents

Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.

The screenshot displays the SUCCESS MEASURES DATA SYSTEM interface. At the top left is the logo. The top right shows the user name 'Elissa Schloesser' and the role 'NEIGHBORHOOD HOUSING SERVICES OF MY TOWN'. A 'Help Desk' link is highlighted with a purple box and a dashed line. Below the navigation bar, there is a search bar and a list of tools under the 'Data Collection Tools' category. The table below lists several tools with their respective details.

Display Name	Questions	Status	Categories	Type	Languages	Sharing
Accessibility and Perception of Amenities v2.0	3	Published	Health ...	SM Library	EN, SP	
Accessibility of Health Care Services v2.0	19	Published	Health ...	SM Library	EN, SP	
Accountability to Community v2.0	9	Published	Role of Organizations ...	SM Library	EN	
Alcohol, Tobacco, and Drug Use Behavior v1.0	9	Published	Health ...	SM Library	EN, SP	
Apartment Community and Neighborhood Change Module v1.0	8	Published	Housing ...	SM Library	EN	
Apartment Community Facilities	25	Published	Resident Services ...	SM Library	EN, SP	