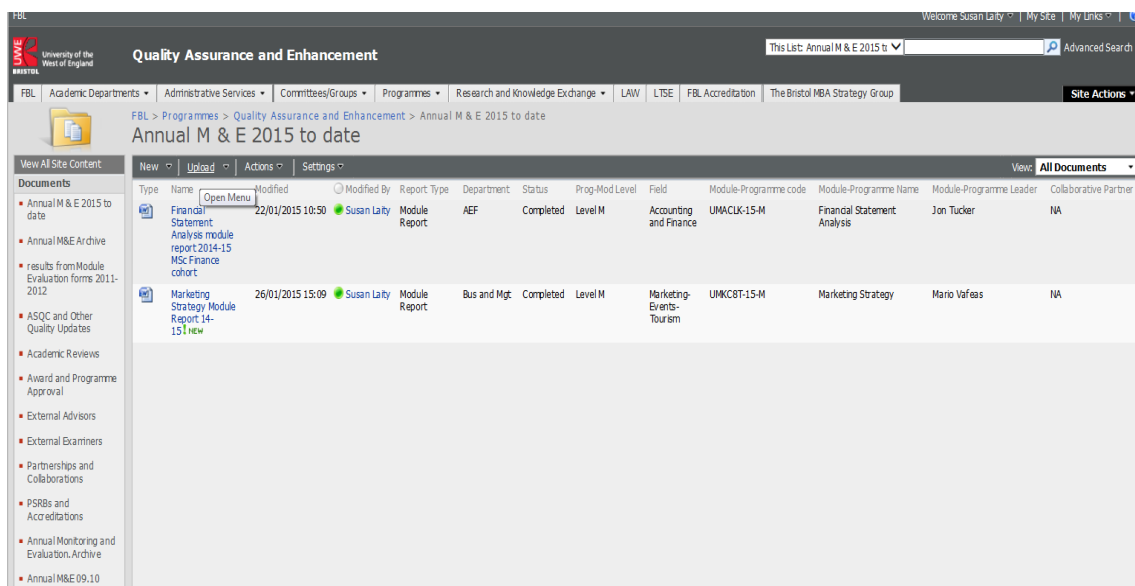


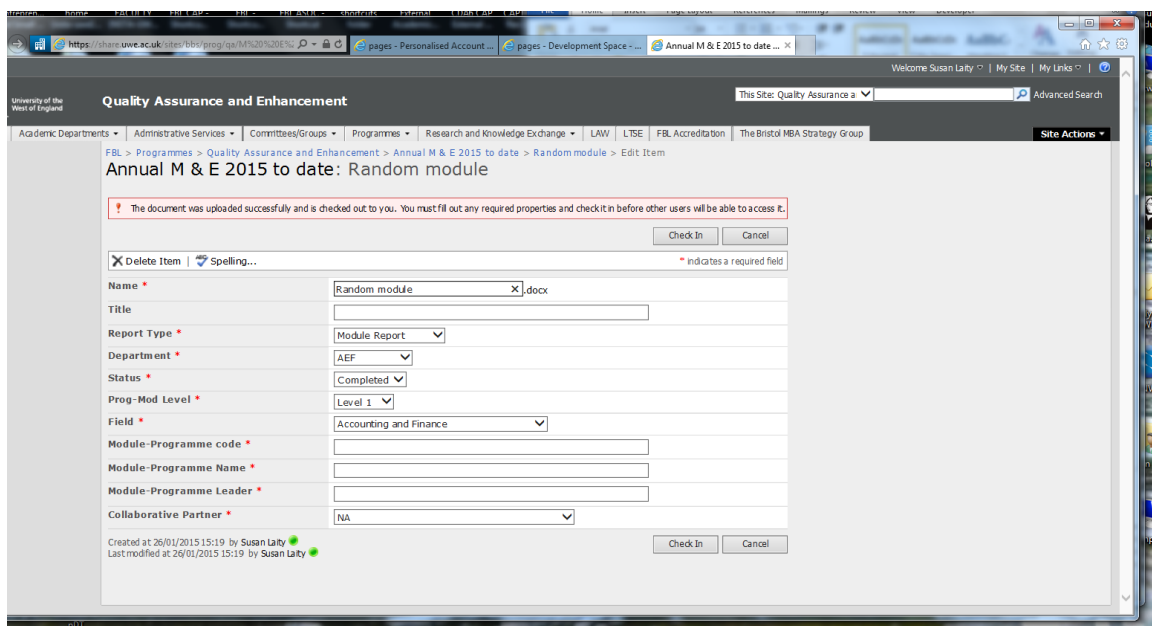
## Uploading a report to the FBL Annual M & E SharePoint site. 15-16

This is the same link for Department Reports, Programme Reports and Module Reports, and is organised through the required fields when you upload, and can be filtered by using the Views.

The SharePoint link is here [FBL M & E SharePoint](#)



Click on 'Upload' and select 'Upload document' Browse for document and 'OK'. You will then see:



These are all required fields. Some are drop down and some are free text. The drops down menus have a default so be sure to check that you have selected the correct choice.

Prog/Mod Level - there are Module levels 0-M, and Programme levels UG and PG, and for Dept reports select N/A.

Field – select relevant for module reports, and N/A for Programme and Departmental reports

If a module report is from a collaborative partner please select the partner from the drop down list.

Once all fields have been completed please click 'check in'.

There are custom views set up to allow you to filter by Type of Report, Dept, Field, PG and UG etc

Click on Views for the drop down

