

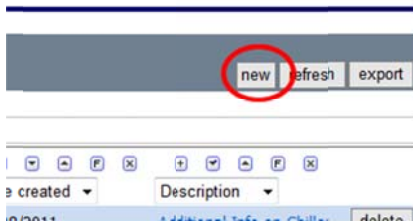
GHGERF File Upload Process

Summary

This is a username/password protected system that allows you to upload documents to Carbon Solutions New England (CSNE) to meet the reporting requirements for your GHGERF grant. Note: any problems with using the system should be directed to Matt Magnusson at CSNE, his number is 603-285-5735 and email is matt.magnusson@unh.edu.

How to Use

1. Go to the website <http://ghgerf.sr.unh.edu/>
2. Click the **Login** link
3. Enter the username and password that has been given to you by CSNE. Click the Login button.
4. Click on the **Documents** link
5. Select the **New** button on the right hand side of the screen to upload a document.



6. In the **File description** textbox name the file you are uploading. You may have a specific naming convention specified in other documentation provided by CSNE for your grant, otherwise use a brief descriptive name.

Upload Document

File description: File:

[Add another file](#)

7. Click the **Browse** button and navigate to the file that you want to upload to CSNE.
8. If you need to add another file click the **Add another file** link and repeat steps 6 and 7. There is no limit to the number of files that you can upload using the form.
9. When you are done click the **Submit** button.
10. Your file will upload and show in a listing of Documents

Key: add column sort reverse sort filter column close column

filter: [Username] contains 'mfm2'

sort: [Username], [Date created], [Description]

| | Username | Name | Organization | Date created | Description | |
|------|----------|-----------------|--------------|--------------|------------------------------------|--------|
| edit | mfm2 | Magnusson, Matt | | 01/27/2011 | File A | delete |
| edit | mfm2 | Magnusson, Matt | | 02/03/2011 | Example Audit File | delete |

View All results Page (1 of 1)

- At this point you are done and can logout. You can delete an uploaded file by clicking the **delete** button or update the file you uploaded, including upload a new version by clicking the **edit** button.
- If you select the **Edit** button, you can change the **File description**, view the current file that is uploaded or click the **Browse** button to upload a new file over the existing.

Modify Document

File description:

audit file

File:

Current file: [summary final mult scores fall 2010.txt](#)

Uploading a new file will overwrite the currently saved one.