Freshdesk

File Upload Process

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[INTERNAL USE]

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+61 8 7078 5939 | mail@teamgage.com | teamgage.com

# File Upload.

## Steps:

1. Sign In to Teamgage at <https://www.teamgage.com/>



1. In the left hand menu, you will see a new option: “Files”



1. Click on the dropdown arrow next to files and select: “New”



This will launch the “Upload New File” screen



1. Upload your spreadsheet ensuring that it is using the correct format.
2. Teamgage will download your spreadsheet and process it. You will receive automated emails advising on the status of the spreadsheet during this process.