11. PROJECT REPORTING – UPLOAD A DOCUMENT

Phase	This plan is not yet approved This plan has been submitted for approval This plan has been approved	
Access Level	☑ **ADMIN**	☒ **EDITOR**

You may wish to submit supplementary documentation to support the information entered into an activity form.

For example:
- brochures
- management plans
- videos
- flyers
- activity and outcome photos
- sound bytes

Programme Logic documents can also be uploaded using the instructions below (refer to Information Sheet 5 for guidance on Programme logic).

To upload a document into MERIT:

1. Log in to MERIT.

2. Click the **My Projects** button on the menu bar. Select the relevant project.

3. Click the **Admin** tab on the Project home page.

4. Click **Documents** sub-tab on the left of the screen.
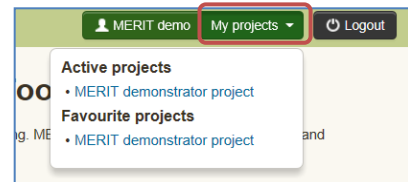
5. Click the **Attach Document** button and complete the fields in the pop-up window:

Field	Option
Title	Type an easily understood title for the document.
Attribution	The person who created the document/ took the photo. The contact person for further information on the document.
Document type	Choose from the drop down list. Information – document will appear on the Overview tab. Programme logic – document will appear on the MERI Plan tab.
Associate to Stage	Use if the document relates to an activity conducted during a specific stage.
License	Entity who owns the document. May be a regional body or government department.
Settings	Tick this box if you want your document to be visible to the public on the project overview page. This box cannot be ticked if you chose 'programme logic' as the document type.
Image settings	Tick this box if you want your document to be one of the main project images on the Overview tab.

6. Click **+ Attach file**. Navigate to where your document is stored. Click **Open**.

> (i) If you ticked the 'make this document public on the project overview tab' checkbox and the file you are uploading has a graphic file format (e.g. .jpeg, .gif, etc), a privacy declaration statement appears in the pop-up window. This declaration must be agreed (ticked) in order to save/upload the file. Refer to your funding agreement for the documentation required.

7. Click **Save**.

8. The document will be added to the list on the Admin/Documents sub-tab. It will also appear on the **MERI Plan** tab (programme logic only) or **Overview** tab (all other information).

9. To delete a document, or edit the document details, navigate to the list of project documents on the Admin/Documents sub- tab and click either 🖉 Edit or ✖ Delete.