

How to add files into eLumen for evidence, reports, action plans, or reflections.

1. Click on Reports
2. Click on the Document Library link.
3. Click on Upload Files.
4. Click on Choose File.
5. Select a file from your computer or flash drive.
6. Add a description of the file.
7. Click on Add Document.
8. There is a notification that the file loaded.
9. Click on Close. This takes you back to the Document Library.
10. Click on the checkbox to the left of a file to Delete, Download, Share (the document with others uses or Share a link to the document), or Move it to another folder.