

## ProjectSend Instructions

ProjectSend is a secure file-sharing software that will allow museums to submit all required documents for each pillar of the TRACK program.

A ProjectSend account has been created for each museum registered for TRACK. Each museum will receive a username and password to login to their account. The e-mail address and/or password associated with your account can be changed if necessary.

### Logging in

The login page for ProjectSend is [send.ansmcollections.ca](http://send.ansmcollections.ca). Enter your username (or e-mail address associated with your account) and password in the appropriate fields and click “Log In”.

If you wish to change your password or e-mail address associated with your account, click “My Account” at the top of the page once you have logged in. Enter your new password and/or e-mail address and then click “Update account”. Please keep this information documented somewhere secure.

If you forget your password, there is a prompt on the login page to “Set up a new one”. You can also contact ANSM to provide you with your password.

### Home page

Upon logging into ProjectSend, you will enter the home page. Across the top bar, you can change the site language under “Language”, edit your account details under “My Account”, or log out. On the left side of the page, you will find your file management options: “Upload”, “Manage files”, and “View my files”.

### Changing languages

ProjectSend is set up by default in English. We are exploring how to allow users to work in French and other languages.

### Uploading Files

To upload a file, click “Upload” on the left side of the page. Click “Add Files” to browse your computer system for the file(s) you want to upload. Note that the maximum file size

allowed is 2048 mb. Once you have the desired file selected, click “Open”. Once all desired files have been added, click “Upload files” at the bottom of the page.

You will then be prompted to edit the files you have uploaded. Here, you can change the title of the file or enter a description if you wish. Click “Save” once you are finished.

## Managing Files

To view your uploaded files, click on “Manage files” on the left side of the page. You can then browse all uploaded files or use the search bar to type in a keyword to find the file you are looking to change.

This page will show the date the file was added, the file type, the name of the file, a description (if you entered one), and the size of the file.

To edit a file, click the pencil icon under “Actions”. This will allow you to change the name of the file or add a description.

Alternatively, if you wish to edit multiple files at once, you can check the box on the left of each file to be edited. Once all files have been selected, click “Select action” at the top right above the table of files, and then click “Edit”. Click “Proceed” to view the editing page.

To download your files, click “View my files” on the left side of the page. There are several ways to download a file. First, you can click “Download” on the right side of the file. Second, you can click the hyperlink of the file name and it will automatically download the file. Third, if you wish to download multiple files at once, you can check the box on the left of each file to be downloaded. Once all files have been selected, click “Select action” at the top right above the table of files, and then click “Download zipped”. Click “Proceed” to download your files as a zip folder.

You cannot delete files from your account. If you wish to delete a file (i.e., if something was accidentally uploaded or the master file has been changed), please contact ANSM.