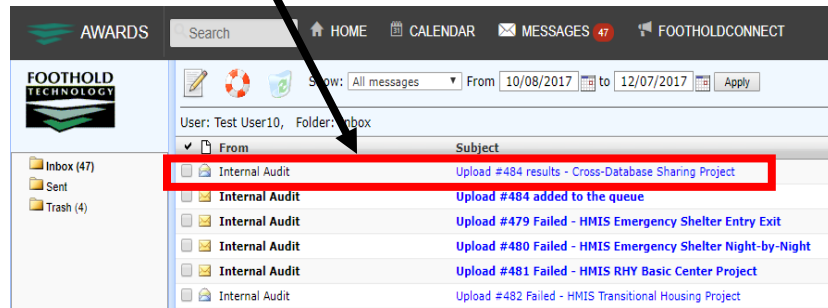


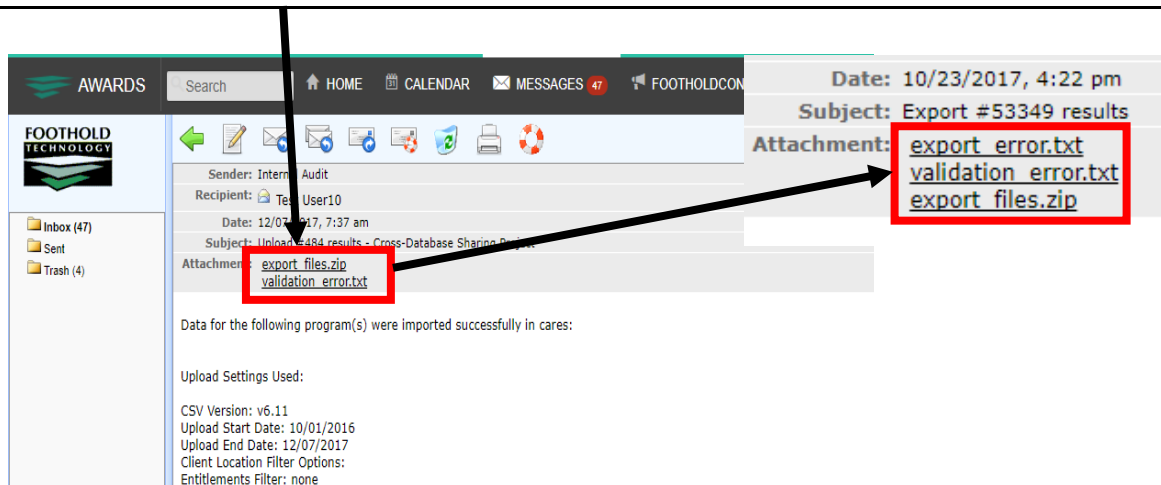
UPLOADING AGENCY INSTRUCTIONS: SEND VALIDATION ERRORS TO CARES



1. **Once you have completed your upload**, open the **AWARDS Messages** module.
2. You should see a new message from “Internal Audit” with the subject “Upload # results”. **Click to open**.



3. If the email contains an attachment called “validation error.txt” or “export_errors.txt”, **download and save all attachment files** in the email to your computer.

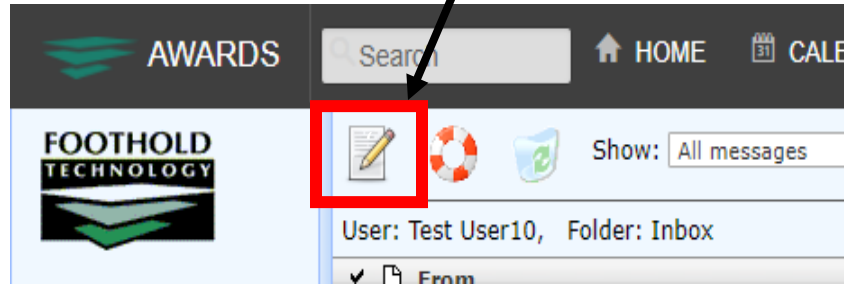


4. **Go to CARES’ AWARDS** database at <https://cares.footholdtechnology.com/>
5. **Log in** using the username and password provided to you by CARES. If you do not remember this information, please email Rachel Bradt rbradt@caresny.org.

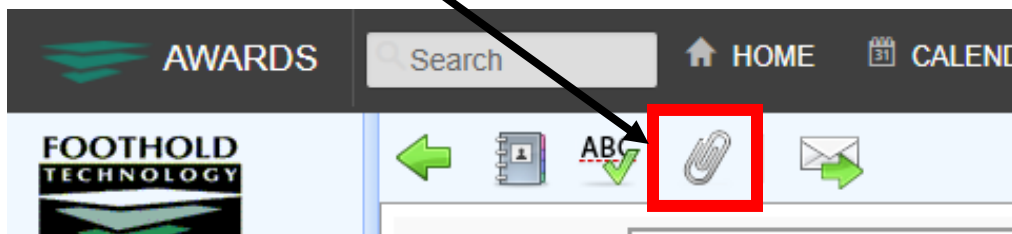


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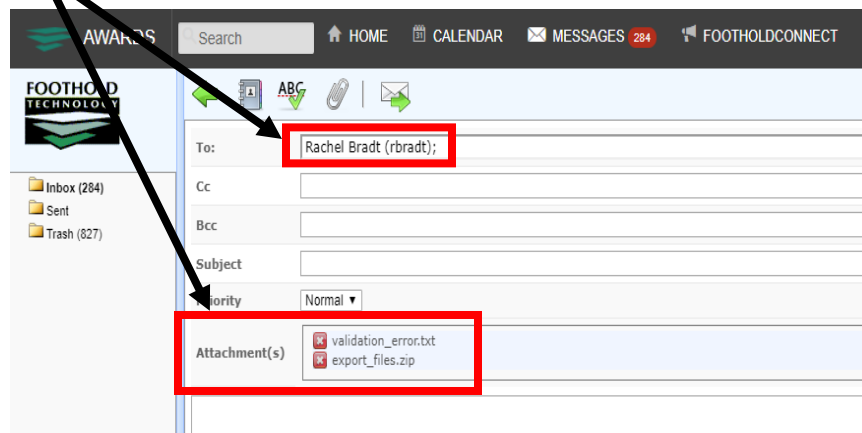
6. Open the AWARDS Messages module and **click on the paper and pencil icon** to create a new message.



7. Within the new message, **click on the paperclip icon** to include attachments.



8. When the file window appears, **find and select all the files you downloaded** and saved to your computer. (Tip: holding down the CTRL key and then clicking on the files will allow you to select more than one.) Click Select on the file window box to add them to the message. *Once selected, the files should be visible in the "Attachment(s)" section of the email.*
9. Please **send this to Rachel Bradt** (RBradt), then **delete the attachment files from your computer.**



IMPORTANT: PLEASE READ

After sending the message to Rachel, PLEASE be sure to delete the attachment files **completely** from your computer – delete and then empty your computer recycle bin/trash. These files contain private client information, and **CANNOT** be left on the computer.