

Uploading Documents

This section describes how campaign-related documents are managed within MEplan. It covers uploading files to the plan's Documents tab, assigning document types, and downloading multiple documents in a single ZIP file to support efficient record-keeping and campaign documentation.

- [Uploading Documents](#)

Uploading Documents

The **Documents** tab, located within the **Detail** tab on the plan, stores all documents related to the campaign.

To upload a document:

1. Select the **options menu** (ⓘ).
2. Choose **Create Document**.
3. Select the appropriate **Document Type**.
4. Upload the file and select **Proceed** to save.

Multiple documents can be downloaded simultaneously by:

1. Selecting the checkbox next to each document
2. Opening the **options menu** (ⓘ) and selecting **Download to ZIP Folder**.

The selected documents will be compressed into a ZIP file and downloaded to the user's downloads folder.