Uploading Projections

Note: Uploads allow users to use a template format to upload a large quantity of data at one time. Uploading data is a two-step process – creation of a spreadsheet as outlined in the steps below and then uploading the created spreadsheet is described. Failing to follow the steps as outlined may result in errors preventing the upload.

Accessing the Projection Upload in the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Click on the Budget tab and click on Projections.