



**DAMSTRA**

CONNECT + PROTECT YOUR WORLD



# TWMS Mobile

## How to Upload Documents

**PRODUCT:** Damstra Workforce Management

**VERSION:**

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**APPROVED BY:**

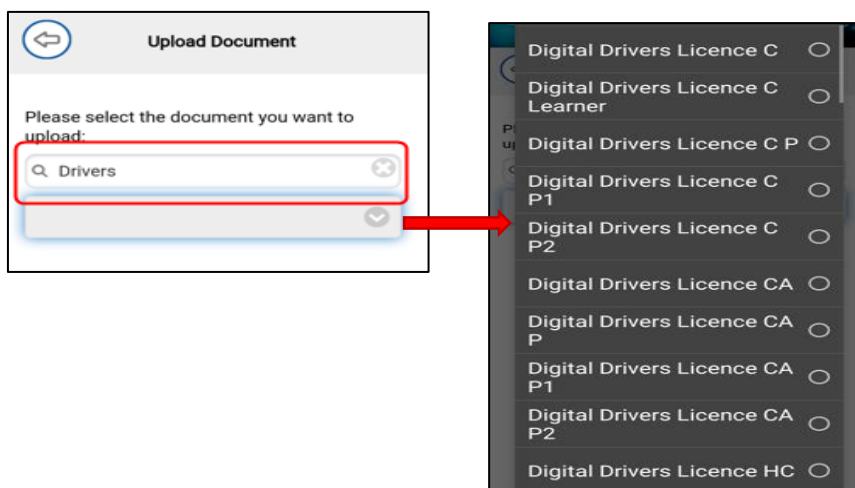
## How to Upload Documents

Upload documents anytime through the convenience of your mobile phone. Just download the TWMS Mobile App and follow these easy steps:

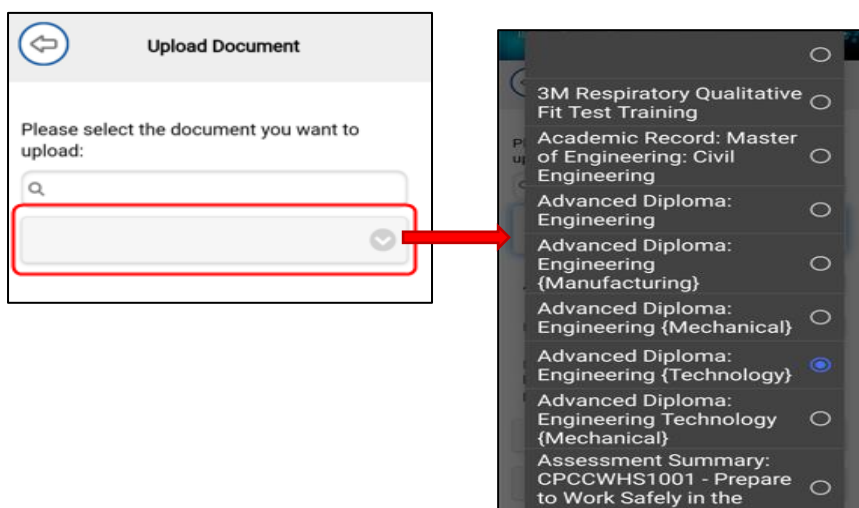
1. Login to your employee portal account
2. Click *Upload Document*



3. Enter a key word on the search bar then click the dropdown



OR click the dropdown and select a skill from the selection



4. Enter the acquired and expiry date
5. Attach the document by selecting it from library or taking a picture of it

Upload Document

Please select the document you want to upload:

Advanced Diploma: Engineering (Mechanical)

Acquired Date: 12/02/2005

Expiry Date: 01/01/3000

Please attach the scanned image. Either by taking a picture of it now or using your phone stored pictures:

Photo Library

Take Photo

6. Click *Submit*

**Note:** Submit button won't show up until dates are filled out and attachment is selected. Paperwork will be reviewed within 24-48 hours. A notification will be sent if declined.