

YTM SOCIAL IMPACT GRANT

DOCUMENT SUBMISSION GUIDELINES

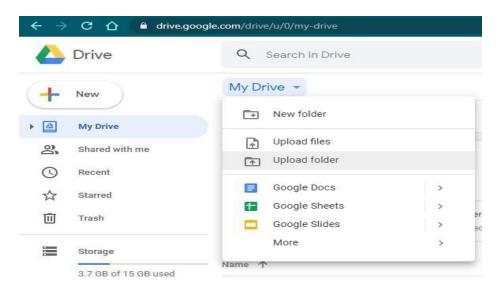
Version 1.0

15 May 2024

GOOGLE DRIVE DOCUMENT SUBMISISON GUIDELINES

(Advisable to use desktop/laptop)

- 1. Firstly, create a new folder named 'DOCUMENT SUBMISSION'.
- 2. Inside that folder, create a folder with your Organization Name as the folder name.
- Please put all the documents as per "Document Submission Checklist Appendix A"
- 4. Now you need to upload the folder into your google drive. Open your google drive, click '**My Drive**' then '**Upload folder**'.



5. Choose the main folder - 'DOCUMENT SUBMISSION' and click 'Upload'.

| | | | 5/15/2024 11:48 |
|-------------------|-----------------------|--------|-----------------|
| 🛄 Desktop | 🖈 🔁 New Folder 1 | | 2/21/2024 10:39 |
| 🛓 Downloads | 🖈 📃 New Folder 2 | | 2/21/2024 10:40 |
| Documents | * | | |
| Pictures | * | | |
| Music | * | | |
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| 🛅 Pelbagai | | | |
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| Fold | : DOCUMENT SUBMISSION | | |
| | | Upload | Cancel |

6. After the upload finished, right click on your main folder and click '**Get shareable link**'.

| | Drive | Q document submission | |
|-------|----------------------|--------------------------|------------|
| - New | | Search results | |
| - | | Name | |
| | My Drive | DOCUMENT SUBMISSION | |
| 8 | Shared with me | DOCOMENT SUBMISSION | |
| 0 | Recent | <∲⇒ Open with | > |
| | Starred | 2+ Share | |
| | Trash | GD Get shareable link | |
| | | Show folder location | |
| | Storage | Add shortcut to Drive | 0 |
| | 3.7 GB of 15 GB used | Move to | |
| | | Add to Starred | |
| | Buy storage | C Rename | |
| | | 💬 Change color | > |
| | | Q Search within DOCUMENT | SUBMISSION |
| | | i View details | |
| | | 🛃 Download | |
| | | III Remove | |

7. Make sure the setting is 'Link sharing is on' and 'Anyone with the link can view'. If not, click the toggle on the top right corner.

| Name | |
|------|---|
| | DOCUMENT SUBMISSION |
| | Link sharing on Co Anyone with the link can view |
| - | https://drive.google.com/open?id=1EVuT3A |
| M | Sharing settings |
| 17. | Labé daay II |

8. Send us the shareable link by clicking the link below.

Click here to submit your document.

 Should you have any further enquiries please contact Mohd Hanif Bin Md Zin -0133821983