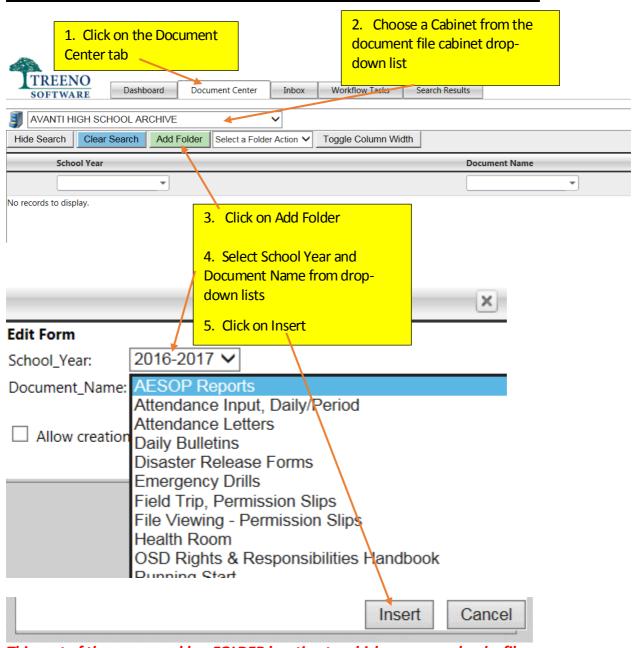
Log into Treeno by going to https://tr1.treenosoftware.com/Login/Login.aspx or, if you have your Importer set up, double clicking on the Treeno
Software Importer icon on your desktop.

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Log in with the same username and password as used for your computer and OSD email.

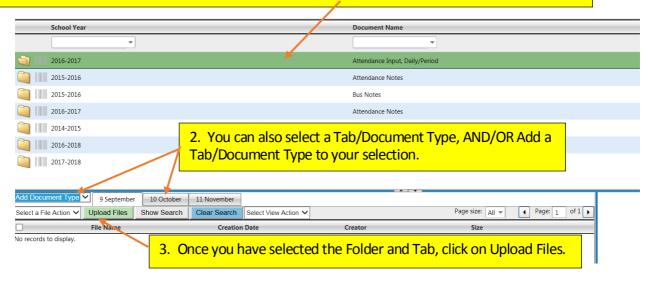
To add a Document Cabinet to the Treeno Document Center

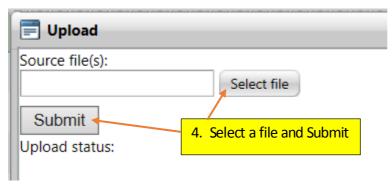


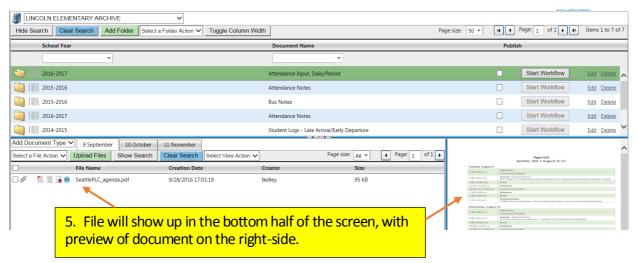
This part of the process adds a **FOLDER** location to which you can upload a file.

To Upload a File to a Folder

1. If you have multiple Folders you will need to select the folder you want to upload the file to. (The folder will show up green when selected).







Folder and Tab selections can only be added by Treeno District Administrators. Contact Business Services for additions or suggested changes.