

Save your documents to Accolade

There are 3 different ways to save information to Accolade:

- The data relative to your project : Save as a **DELIVERABLE STREAM**
- The tool you want to attach to you project : Save as a **RELATED DOCUMENT**
- The documents relative to the phase changes : Save as a **GATE DOCUMENT**

Using Excel

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1. Save as a DELIVERABLE STREAM:

Another window opens :

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- Change : to be used if the document must be saved under another project
- Publish : it should be ticked to make the data available for dashboards and reports
- Mark as completed to let the project leader knows that this deliverable is done
- Note here relevant information regarding this deliverable
- Save
- Save and send by email, not available yet with Gmail

2. Save as a RELATED DOCUMENT:

Accolade offers the possibility to attach documents relative to the project: SPM analysis, Risk Analysis, etc... Open your document directly from your computer, then click File > Save to Accolade > Save as a related document.

This related document has to be attached to your project in the Production server : check the URL is <http://wego.solvay.com.80/> OR <http://biarritz.solvay.com.80/> and select your project.

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Your file will be attached to the tab Reports in your project homepage.

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3. Save as a GATE DOCUMENT:

The 3rd way to attach a document is at gate level, and for each gate of the process. The number is limited to 3 documents per gate. For instance : the presentation Powerpoint made during the steering committee + minutes of the meeting + another file

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Other related content

- [How to Accolade define the Initial target for the Kick Off](#)
- [How to add additional metrics in the Budget&Costs Report](#)
- [How to create my own project report](#)
- [How to Delete Temporary Internet Files, Cookies, and Browsing History of the Internet Browser](#)
- [How to enable macro using automatic reports in Excel](#)
- [How to verify if Accolade addins v11 have been properly installed?](#)
- [How to verify if Accolade of addins v12... have been properly installed?](#)
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- [Update planned cost in BIARRITZ - Video](#)
- [Update your project status in BIARRITZ - Video](#)
- [Use the Table Wizards](#)