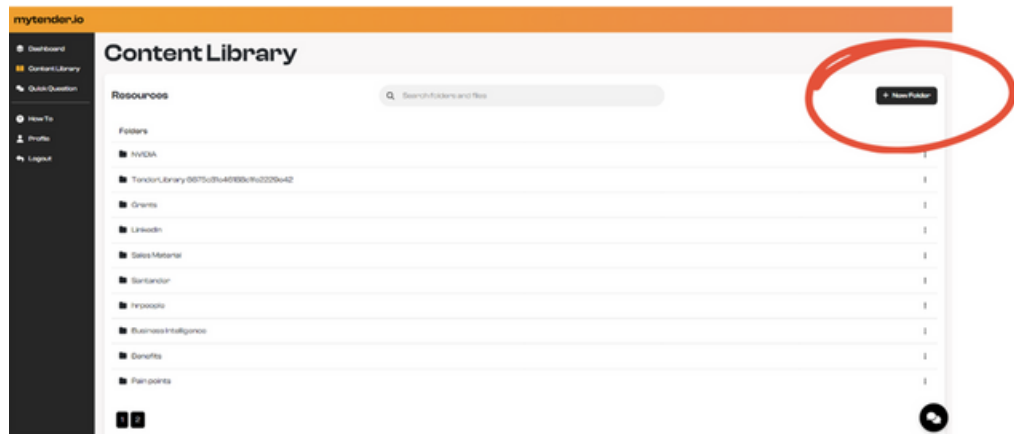
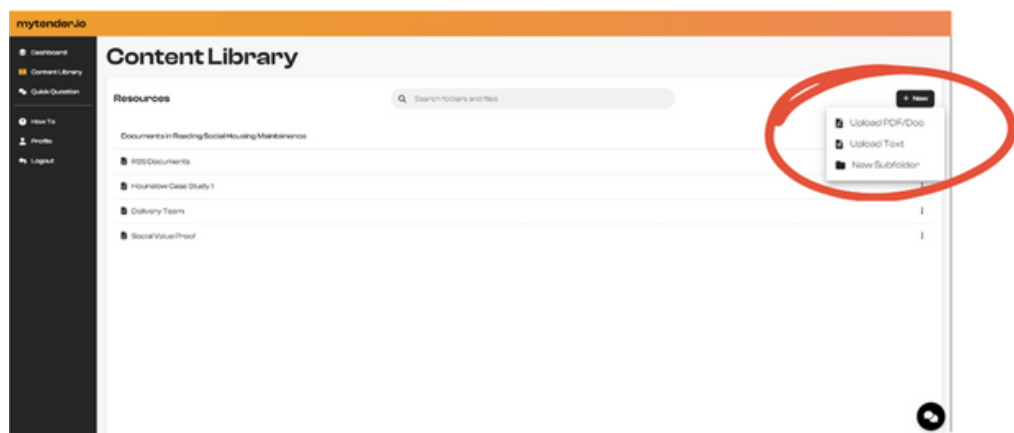


Content Library Quick Guide

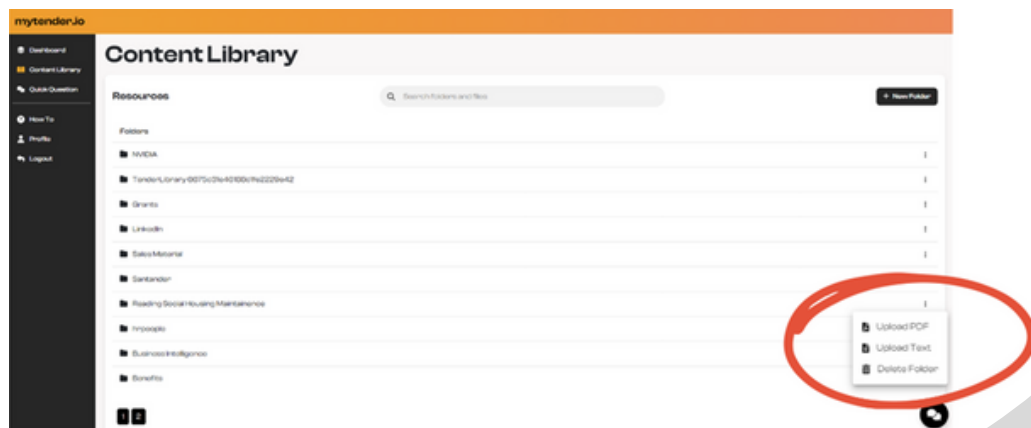
1) Create a folder and give it a name:



2) Upload either PDF or text:



3) Saving directly into folders:

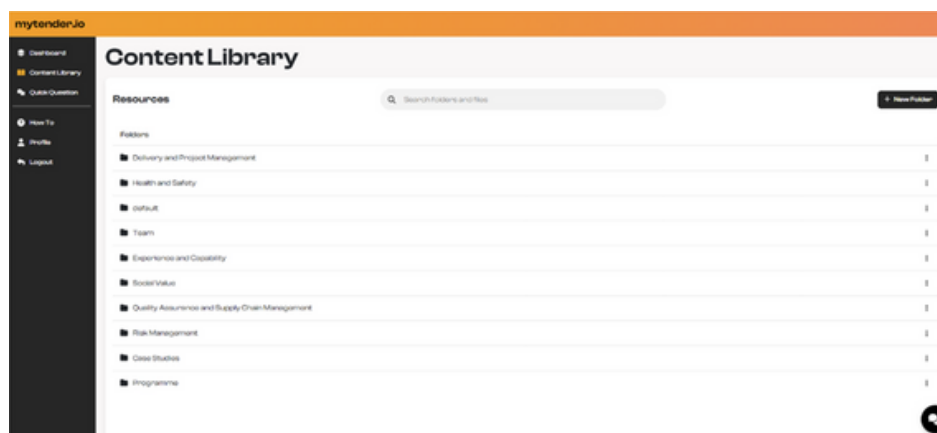


Content Library Quick Guide

4) Click on the documents to view and edit:



5) Recommended Folder Structure:



Contact  jamie@mytender.io for any questions regarding the company library or the mytender.io software in general 