

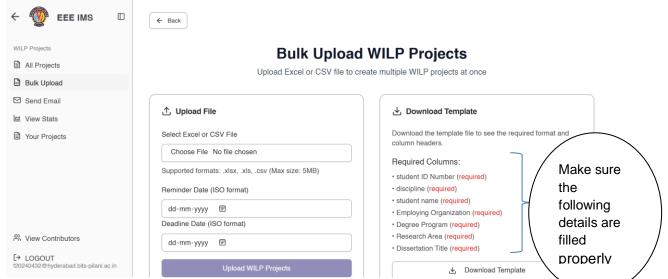
1. Open the WILP ROJECT module by clicking on the sam

2. A page similar to the one below opens up.

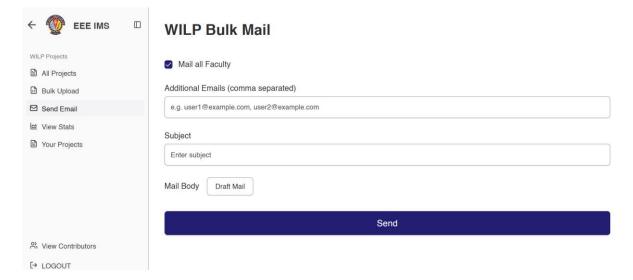
Click here to download all items in an excel file



3. Click on Bulk upload to upload projects, below window pops up,



- 4. Fill up all the details by downloading and editing the template and up the files(NOTE: the uploaded files should be in CSV OR EXCEL format only)
  - 5. You can also send Emails in bulk by clicking on "send emails" option on the sidebar, select all the email ids you want to mail, then click on draft mail



6. Type your email body you want to send, then click on send .

