

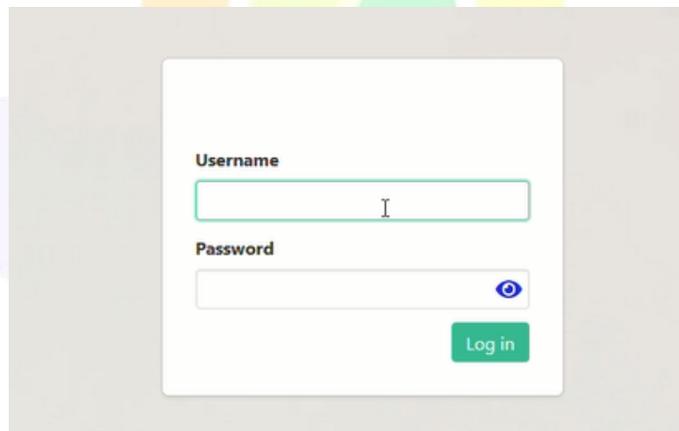
SOCIAL MEDIA UPLOAD USER GUIDE

1. Logging

- Follow link to site <https://theimaara.co.ke> then select Imaara Drive.



- To log in, enter **USERNAME** and **PASSWORD** provided.

A screenshot of a login form. The form has two input fields: 'Username' and 'Password'. The 'Username' field contains the letter 'I'. The 'Password' field has a blue eye icon to its right, indicating a toggle for visibility. Below the fields is a green 'Log in' button. The form is set against a light grey background with colorful abstract shapes.

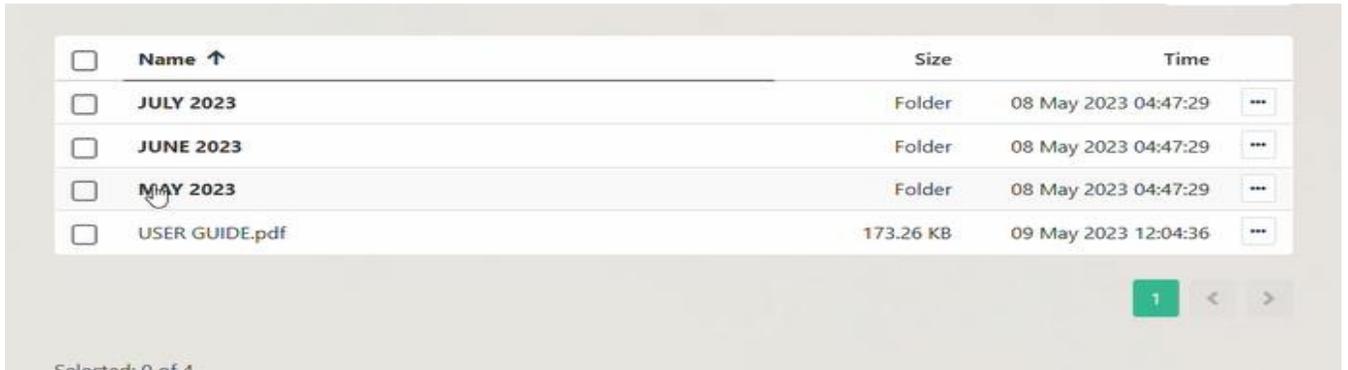
- In case of forgotten login details, contact the **TUFFSTEEL HELPDESK** for assistance.

- **Contacts:**
 - helpdesk@tuffsteel.co.ke

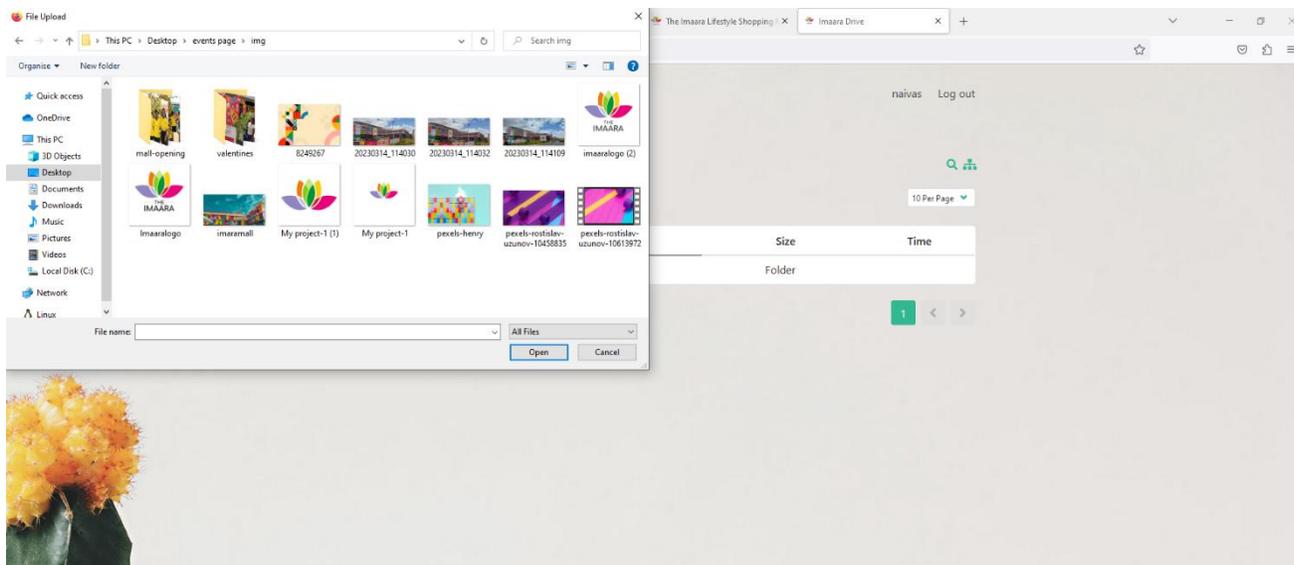
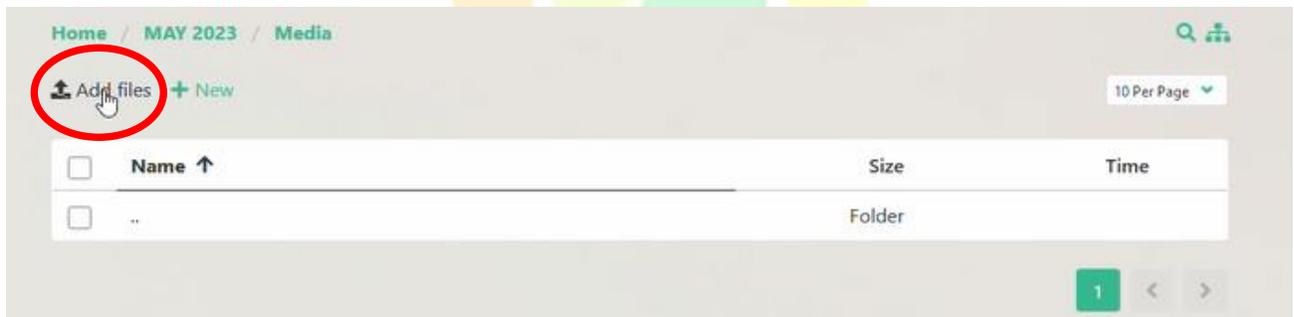


2. Adding Media

- To add media, click the relevant month then the Media folder.
- Similarly, you can drag and drop the files right into the folder when using a computer.



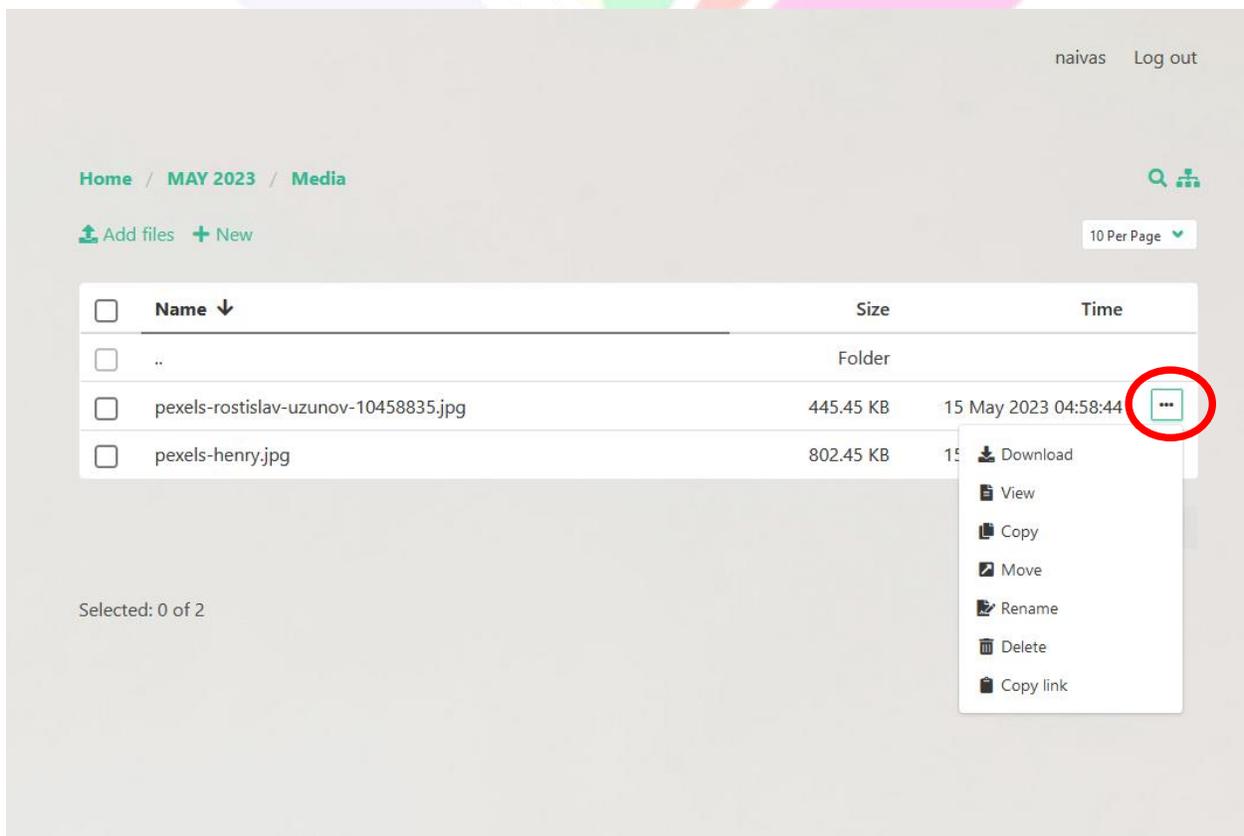
- Click on add files and select the files you want to upload



- In case you have your own **HASHTAGS AND CAPTIONS** that you want to use, save them in a:
 - **PDF,**
 - **WORD DOCUMENT** or
 - **TEXT FILE**
- and add them in the **TAGS** folder.
- Please name files according to the applicable artwork.

3. Moving/ Renaming/ Deleting files

- The files and folders can be manipulated in that they can be copied, moved, deleted or renamed. Click on the 3 dots at the end of the selected media and select the desired options.



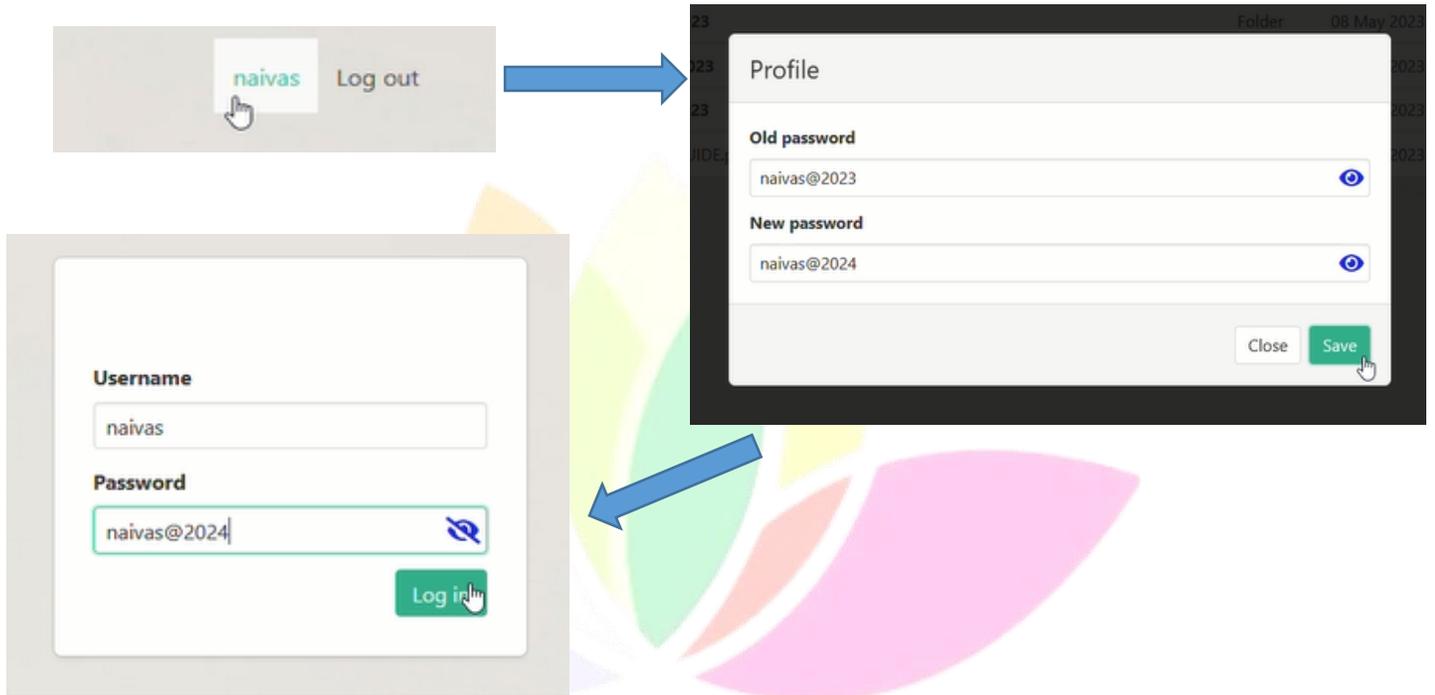
The screenshot shows a file management interface. At the top right, the user is logged in as 'naivas' and can click 'Log out'. The breadcrumb navigation is 'Home / MAY 2023 / Media'. There are icons for search and a grid view. Below the navigation, there are links for 'Add files' and '+ New', and a '10 Per Page' dropdown menu. The main content is a table with columns for 'Name', 'Size', and 'Time'. The table lists a folder '..' and two files: 'pexels-rostislav-uzunov-10458835.jpg' (445.45 KB, 15 May 2023 04:58:44) and 'pexels-henry.jpg' (802.45 KB, 15 May 2023 04:58:44). A context menu is open for the first file, with options: Download, View, Copy, Move, Rename, Delete, and Copy link. The '3 dots' icon in the table is circled in red. At the bottom left, it says 'Selected: 0 of 2'.

<input type="checkbox"/>	Name ↓	Size	Time
<input type="checkbox"/>	..	Folder	
<input type="checkbox"/>	pexels-rostislav-uzunov-10458835.jpg	445.45 KB	15 May 2023 04:58:44
<input type="checkbox"/>	pexels-henry.jpg	802.45 KB	15 May 2023 04:58:44



4. Password Change

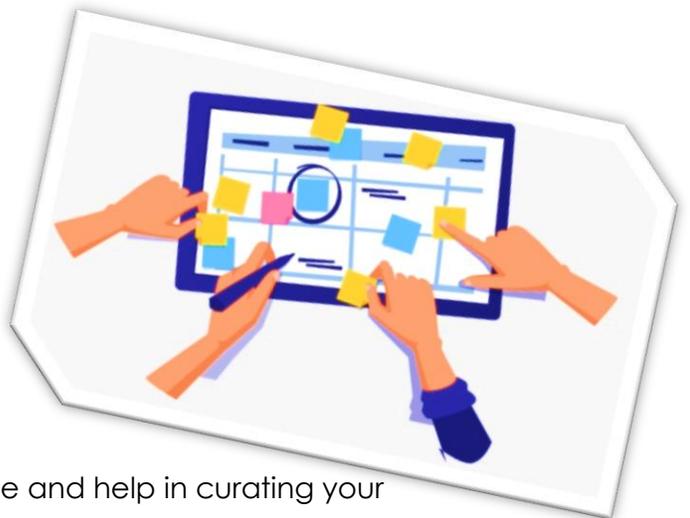
- You can change your password by clicking on your **shop name** and enter the old password before changing.
- In case of any complications, contact the helpdesk for assistance.



NOTE:

Do you have a campaign coming up?

Do you have a marketing calendar?



Kindly let us know as we would love to collaborate and help in curating your campaigns to give you maximum exposure on our social media platforms.

Send your content through the **Imaara Drive** or reach out via email at imaara@tuffsteel.co.ke or helpdesk@tuffsteel.co.ke

