Adding an Artifact

Follow these steps to add an artifact to your Tk20 account for safe storage of files:

1. Login to your Tk20 account.
2. Click on Artifacts in the menu.
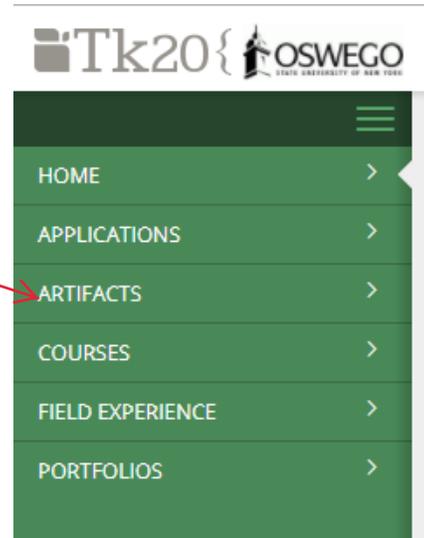
3. Once you are in the Artifacts page click + Create New Artifact
4. Select the type of artifact you would like to add
5. Click Select
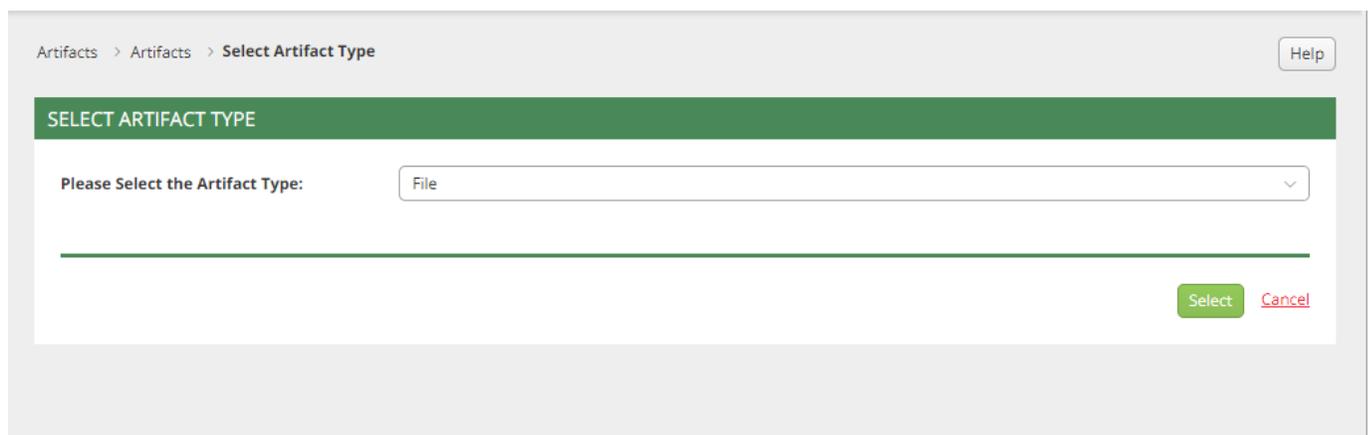
6. In this window you have the opportunity to edit three aspects of the artifact; the Title, the Description, and Attaching the Document.
7. When you are finished editing this information click the green Create button at the bottom of the window.

6. Once you have clicked on Create, your artifact will now be under the Artifacts tab in the side navigation.

Note(s): You can cancel adding an artifact at any time by clicking Cancel.