

# How to upload a project

- Create a new project on ClickUp with the name of the client Name with Country Like Name (Country)
- Create a folder with the client name in this account drive (smtp...) and paste this folder link to the click-up description section as shown in the photo.
- Take screenshots of all chats of the client bout conversion and order chat download and download all the images, videos, and files from the client chat.
- Upload all the data to the drive must use this account (SMTP...) when uploading the data to the client folder.
- Create a subdomain with the same name that we use for click-up and paste links in the clickup description section as shown in the photo.
- Upload client logins to the Client Login list.
- Upload client inspirational website links at the bottom of the click-up description as shown in the photo.

Note: Use the same format in the description section whenever uploading the project. As shown in the photo.

The diagram illustrates the layout of a ClickUp description section. It consists of several green-outlined rectangular boxes of varying sizes, each with a corresponding label to its right. From top to bottom, the elements are:

- A long horizontal box labeled "Drive folder link".
- A small horizontal box labeled "Our subdomain link".
- A small horizontal box labeled "Client website login".
- A small horizontal box labeled "Client email".
- A medium-sized vertical box labeled "Client hosting and domain logins".
- A medium-sized vertical box labeled "Inspirational website links".

- Send all the important links to the Discord Activity section that are difficult to copy from screenshots and other important links.
- Send if have done meeting. all the meeting links to the Discord Activity section.
- Update the order date on ClickUp if the order is in progress.
- Set the priority tag with the help of the Order Tag SOP's.

**Changes the status of that project with the help of Order Status SOP's.**

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