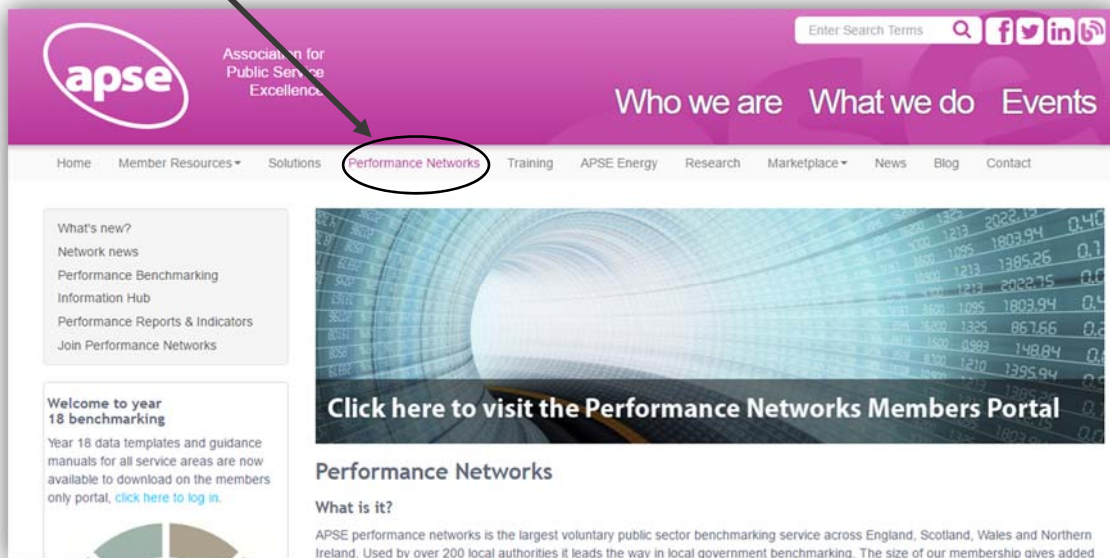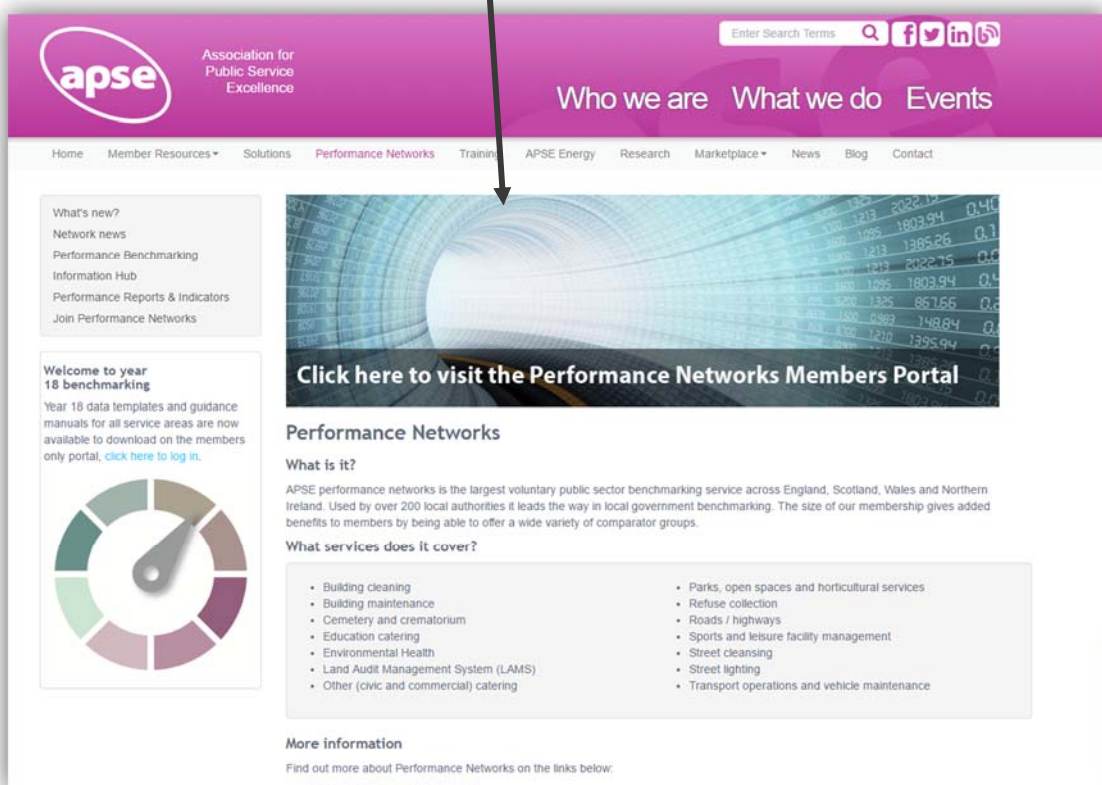# Web portal step by step guide
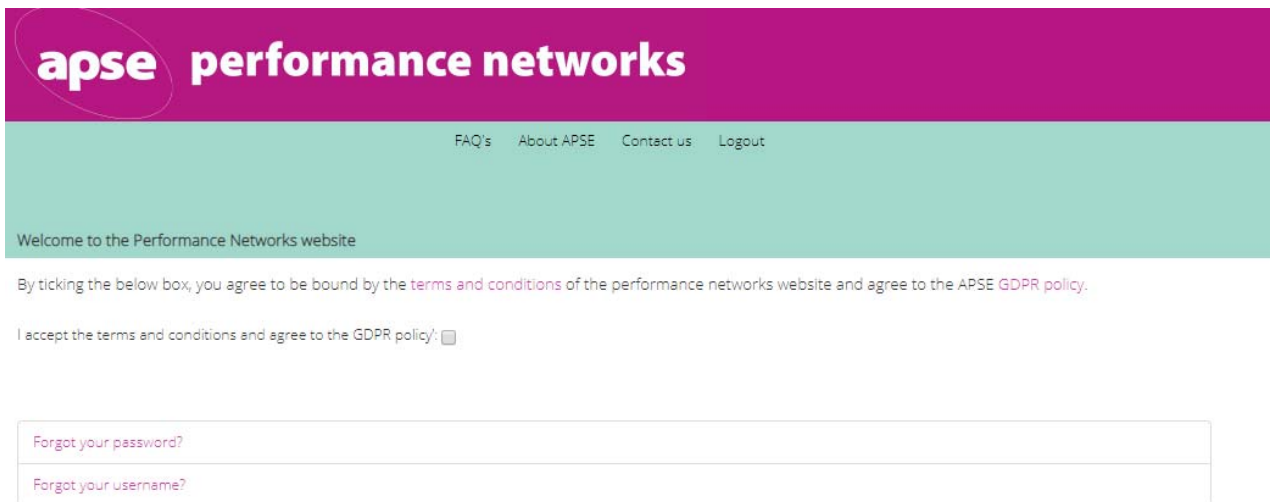
Download the data templates

Step 1: Go on to the APSE website (www.apse.org.uk) and select Performance Networks from the main menu bar.

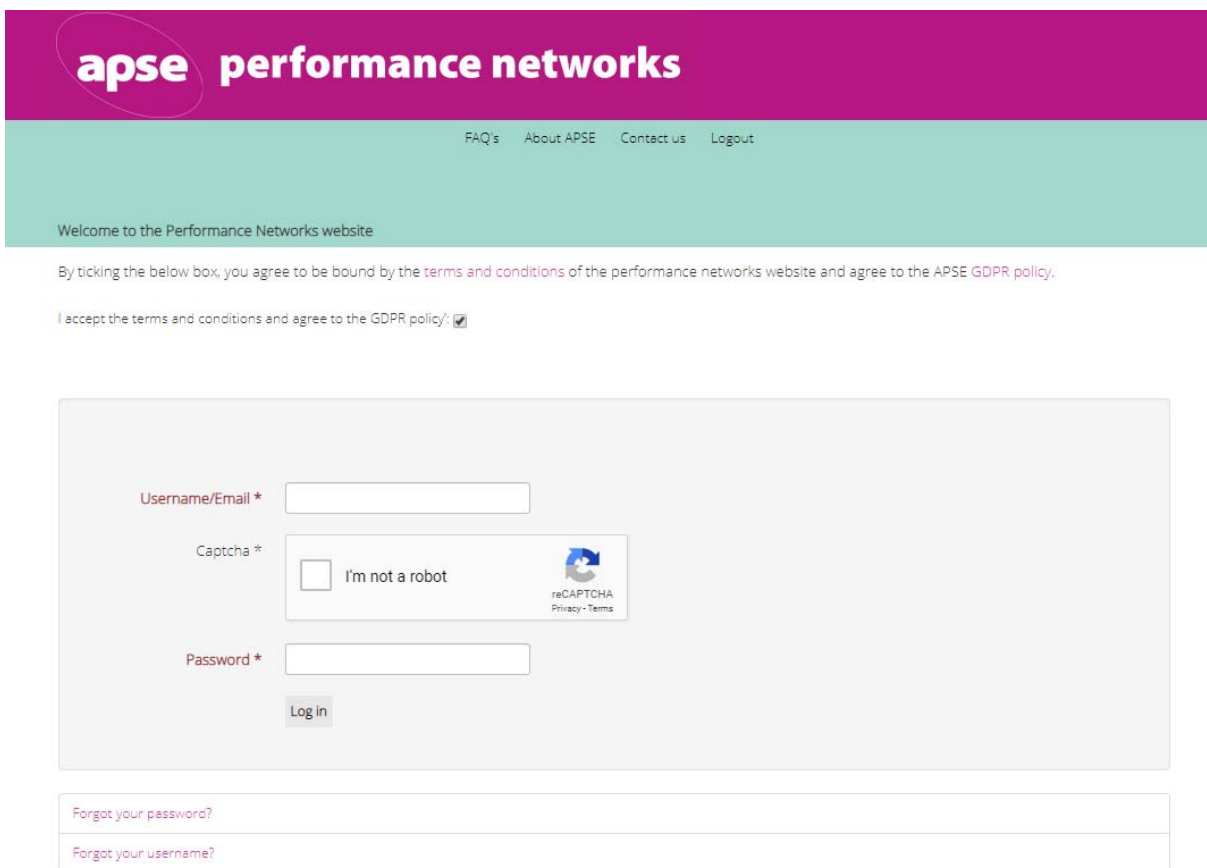**Step 2:** Click on to the 'Members Only Portal' image (tunnel).

Step 3: Tick the box to agree to the GDPR policy

Step 4: Login with your credentials

Step 5: Click on the 'Data completion' icon.

Step 6: To download the excel data templates click 'Data templates'
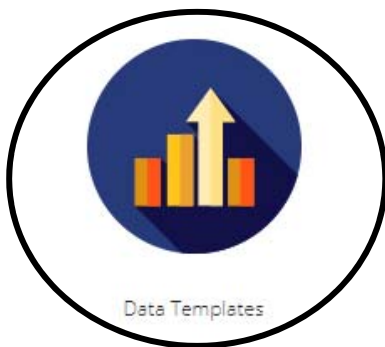
Step 7: On the next page select the service area you want to download the data templates for.

Arts and heritage

Building control

Cemetery services

Community development

Corporate services

Economic development

Step 8: Click on the 'Download' button next to the data template you want to download.

Data Templates > Northern Ireland Project > Arts and heritage

Management Data Template

Main statistical and management data file in Excel format (S-00000.xlsx.). You can download and complete this template with your annual data and then upload it back to the site. Guidance notes are included in this template.
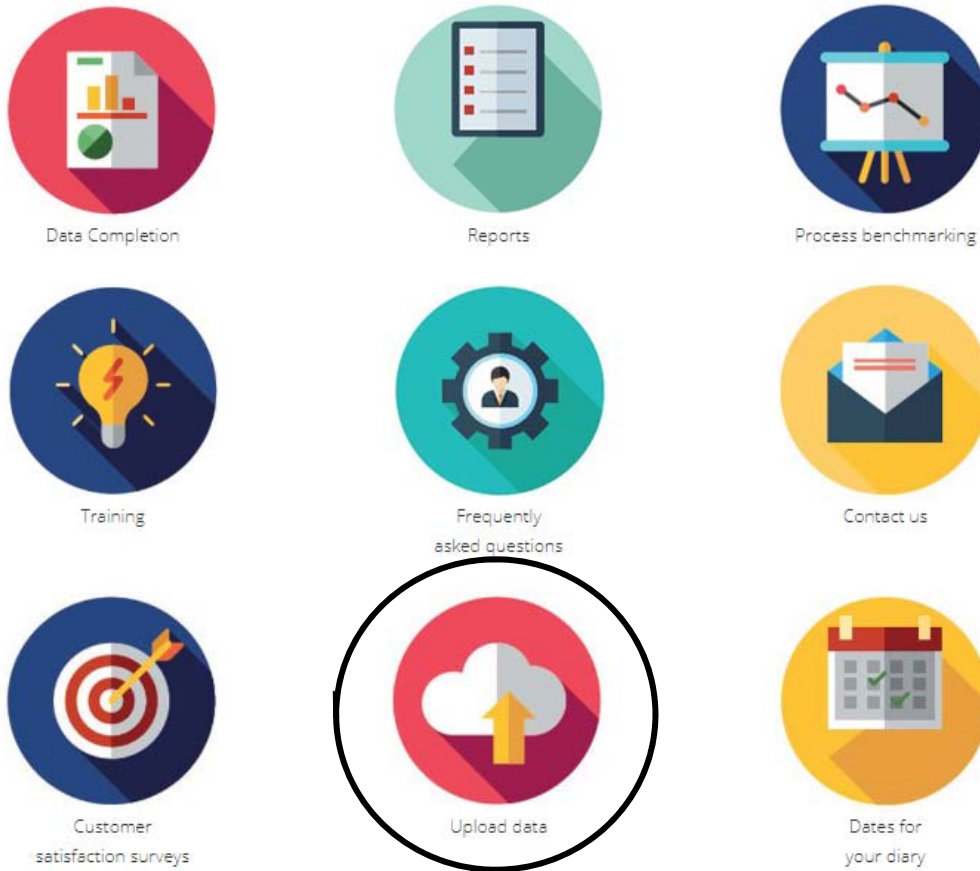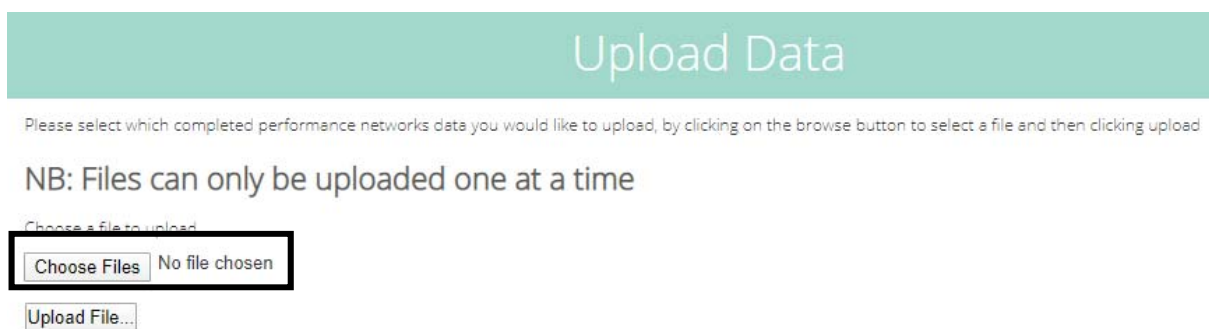
S-00000
Size : 119 kb

Download

Uploading completed data templates

Step 1: When logged into the web portal on the main menu click the upload data icon

Step 2: On the next screen, firstly click 'Choose files' button and select which completed data templates to upload (remember to name your files as instructed in the template)

Step 3: Once the correct files have been selected click 'Upload File'