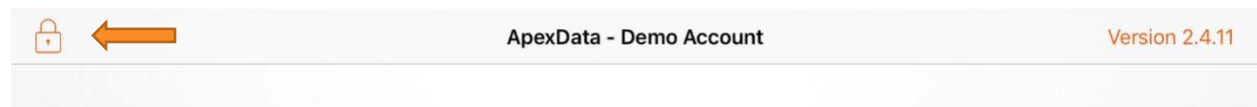


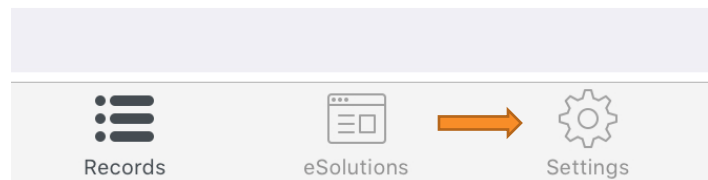
# CHANGE BOX FOLDER

*Note: Before you can connect to Box you must first have at least one completed report. If you have never connected to Box before you will need to email [support@apexeval.org](mailto:support@apexeval.org) to have a folder created and shared to you. You will need to create a free Box account, and you can email support for assistance with that if needed.*

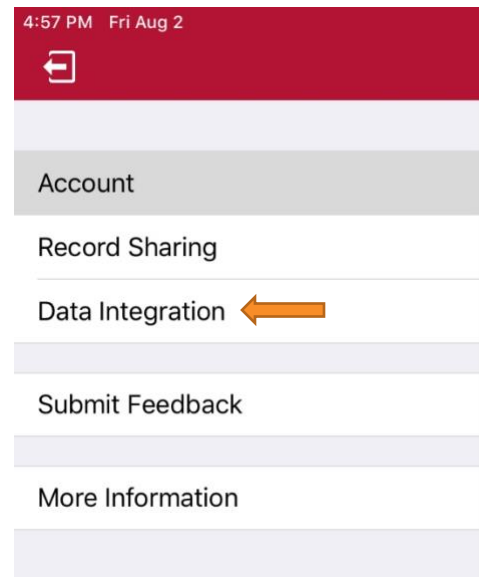
Open the Apex Data application on the iPad and access the admin page by tapping on the orange lock at the top left of the screen, and entering your PIN (If you have forgotten your PIN or need to have one created contact [support@apexeval.org](mailto:support@apexeval.org)):



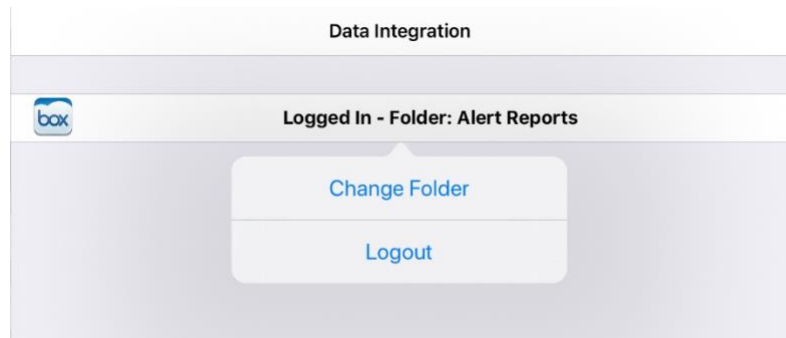
From this page tap on “Settings” from the bottom three icons:



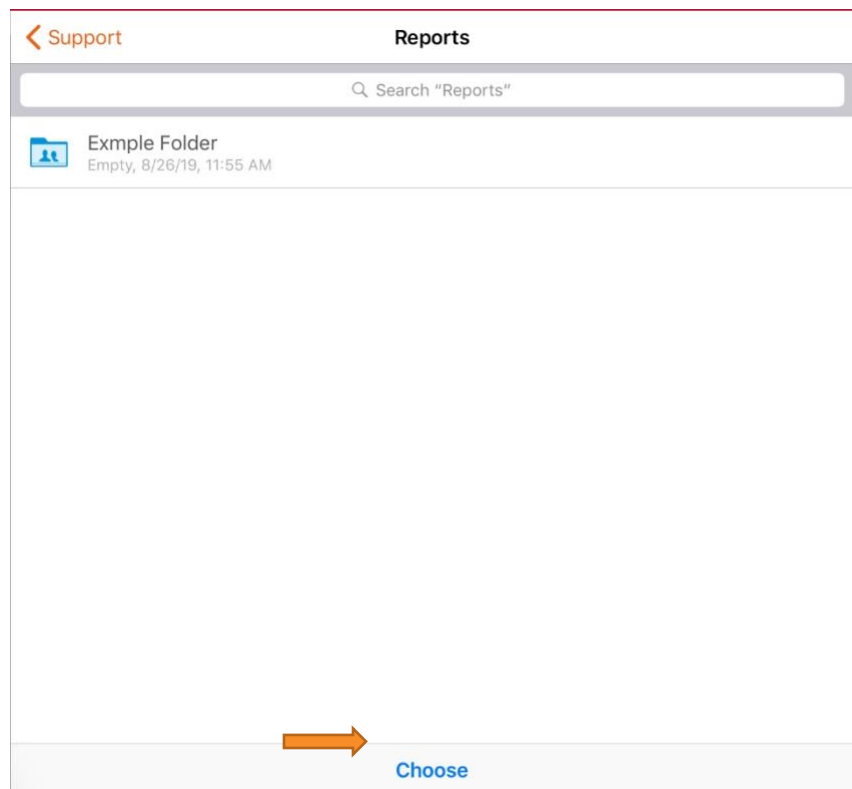
On the left of the page tap on “Data Integration”:



Tap on “Change Folder”



Choose the folder you want to upload your reports to. You can navigate through folders by tapping on the folder, and once you are in the folder you want to select tap “Choose” at the bottom of the page:



You are now set up to upload your reports to Box.