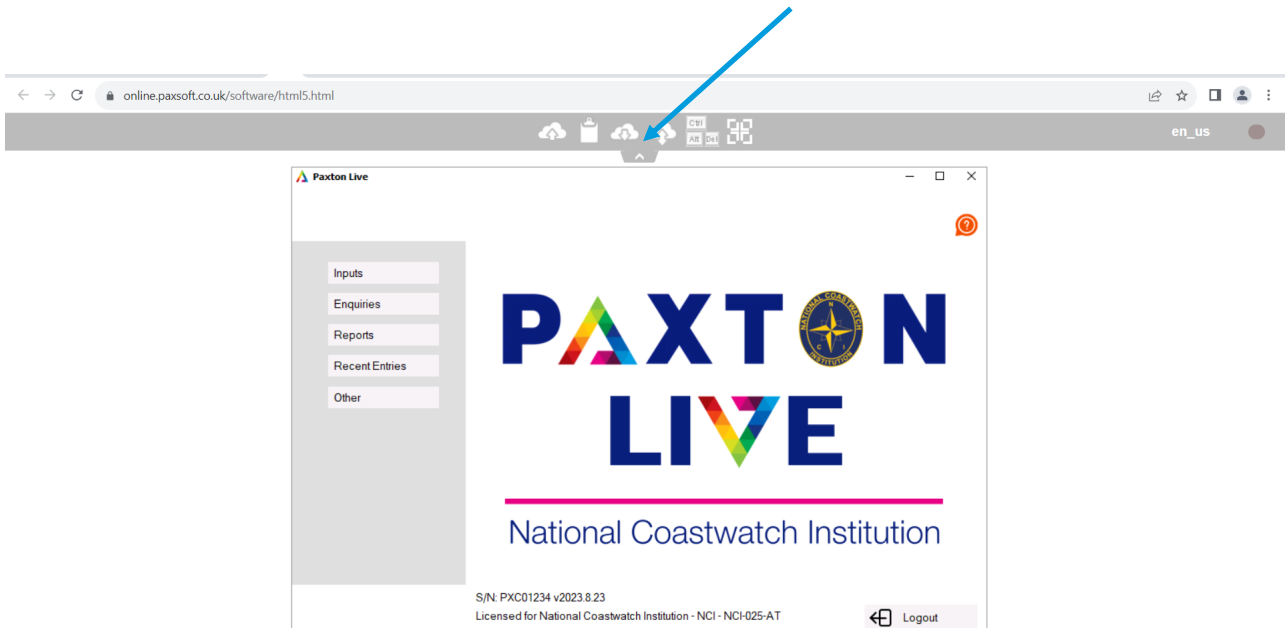


UPLOADING SCANNED DOCUMENTS



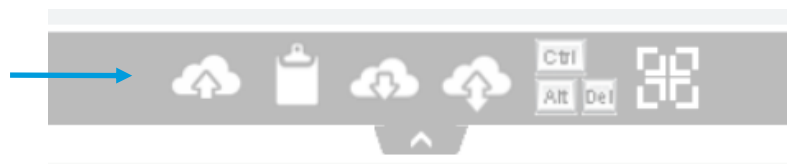
Scan all your documents for the entries being made before logging on and save them onto your computer. Ensure that you have a separate document for each transaction.

Click on the grey tab at the top of your web browser screen and this displays the 'Cloud Toolbar':-



Click on the first icon with a cloud and an up arrow that says 'From PC to server'

This will open another window where you can browse your computer for the document. Double click on the document or single click to select it and click on the Open button.



This will then upload the document to the cloud ready to attach it to your transaction.

You can upload a single file or multiple files at the same time.

