

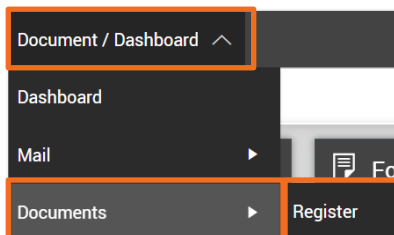
QUICK GUIDE

DOCUMENT ESSENTIALS

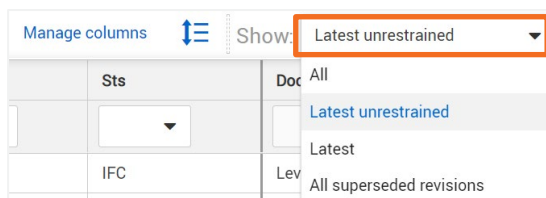


VIEW THE DOCUMENT REGISTER

1. Click the main menu. Select **Documents** ► **Register**.



2. Use **Show** drop-down to change the Register view.

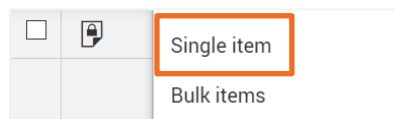


ONLINE VIEWER

Select next to a document to open the viewer.

DOCUMENT UPLOAD

1. Click then **Single item** from the Doc Register.



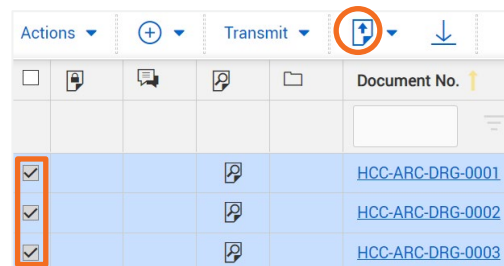
2. Enter all required document metadata.
3. Click **Attach Files** to attach up to 4 formats of the document to the current revision, then **Save**.

DOCUMENT DOWNLOAD

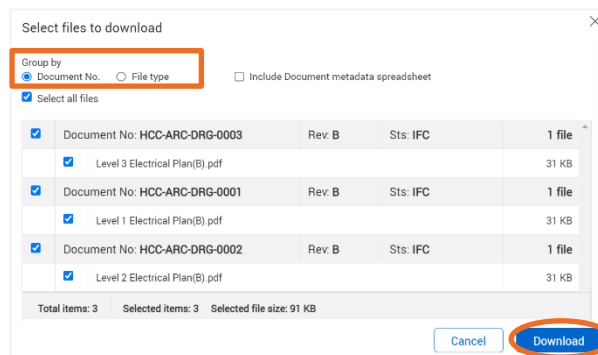
1. Click the relevant icon within the format columns to download a single document.



2. To download multiple documents, select them using the tick box then click the download icon.



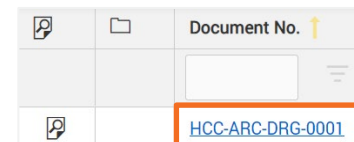
3. Sort documents by document or file type.



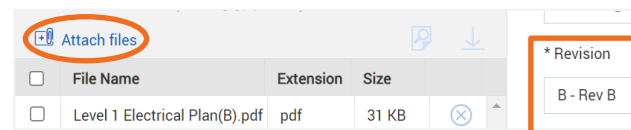
4. Click **Download** to download to a zip file.

SUPERSEDE A DOCUMENT

1. Click the document number link from the Register.



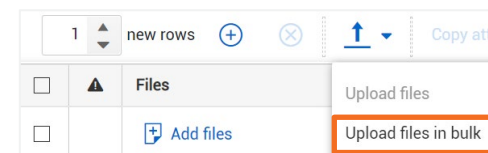
2. Update the revision (and other attributes if required) from the document upload screen.



3. Attach the new revision file(s) and click **Save**.

BULK UPLOAD

1. Click then **Bulk items**.



2. Click and select **Upload files in bulk**.
3. Enter in the details for the first document.
4. If the documents being uploaded have similar details, click **copy attributes**.



5. Click **Validate** to check all fields have been entered, then **Save**.