## User Manual for Documents Upload

First click on Uploads menu, and click on Documents upload to open the application.

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≡	Vehicle Tracking	>	
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Documents Upload			

Below screen will appear:

- 1. Select plant for which you want to upload document(s).
- 2. Select Document Type
- 3. Select the people to whom you want to send email notification (multiple people can be added for email notification)

Documents Upload			
ETL Plant       × 1118 - ETL E-92,93 Suspension     ~       Select File :     Choose file       No file chosen   Submit	Doc Type PPAP	Q Shailesh Select All 100292 - SHAILESHWAGHE 841039 - SHAILESHPATIL 852424 - SHAILESHACHARYA	853356 - SHAILESHDESHMUKH 855577 - SAJITHNAIR
©2019 All Rights Reserved   Version :1.0		<ul> <li>852932 - SHAILESHKUMARBADGUJAR</li> <li>853356 - SHAILESHDESHMUKH</li> </ul>	= 10+, Firefox 20+, Chrome , Safari5+, Opera12+
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4. Select File and click on upload file (you can attach multiple files one after another)

♠ Dashboard / Documents Upload		💿 Open			×		
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습 Dashboard ET	TL Plant	Organize  New folder This PC	Name		туре		
■ ASN >	× 1118 - ETL E-92,93 Suspension ×	3D Objects Desktop	Department Master.docx     HMI (2).zip     Plantwise_Department.xlsx	05-03-2021 09:57 17-03-2021 20:14 05-03-2021 10:00	Microsoft Word D Compressed (zipp Microsoft Excel W	микн	
Quality >	elect File : Choose file No file chosen	<ul> <li>Documents</li> <li>Downloads</li> <li>Music</li> </ul>	PPAP_E92_Testing.docx	27-09-2021 11:45	Microsoft Word D		
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Change MGMT		Windows (C:) Recovery Image				_	
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Vehicle Tracking		File na	me: PPAP_E92_Testing.docx	<ul> <li>✓ All Files (*.*)</li> <li>Open</li> </ul>	Cancel		
					.:		

5. After adding all files, screen will be seen as below

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T.	Expand / Collapse Menu		Documents Upload					
	Dashboard		ETL Plant	Doc Туре		Emails to be sent to		
=	Purchase	>	× 1118 - ETL E-92,93 Suspension ~	PPAP	~	2 Selected	~	
=	ASN	>	Select File :					853356 - SHAILESHDESHMUKH
=	Quality	>	Choose file No file chosen	Upload File				855577 - SAJITHNAIR
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=	Audit System	>						
=	Regulatory Compliances	>	Submit					
=	Vehicle Tracking							
			©2019 All Rights Reserved   Version :1.0				Best viewed in IE 1	10+, Firefox 20+, Chrome , Safari5+, Opera12+

6. Finally click on Submit Button to save documents and record on portal System will ask to make sure for save the Documents. Click on **YES** to submit documents.

Documents submitted successfully.		
Documents Upload		
ETL Plant	Doc Туре	Emails to be sent to
Select Plant ~	Select Doc. Type 🗸	Please Select ~
Select File : Choose file No file chosen Submit	Upload File	
©2019 All Rights Reserved   Version :1.0		Best viewed in IE 10+, Firefox 20+, Chrome , Safari5+, Opera12+

Thanks you