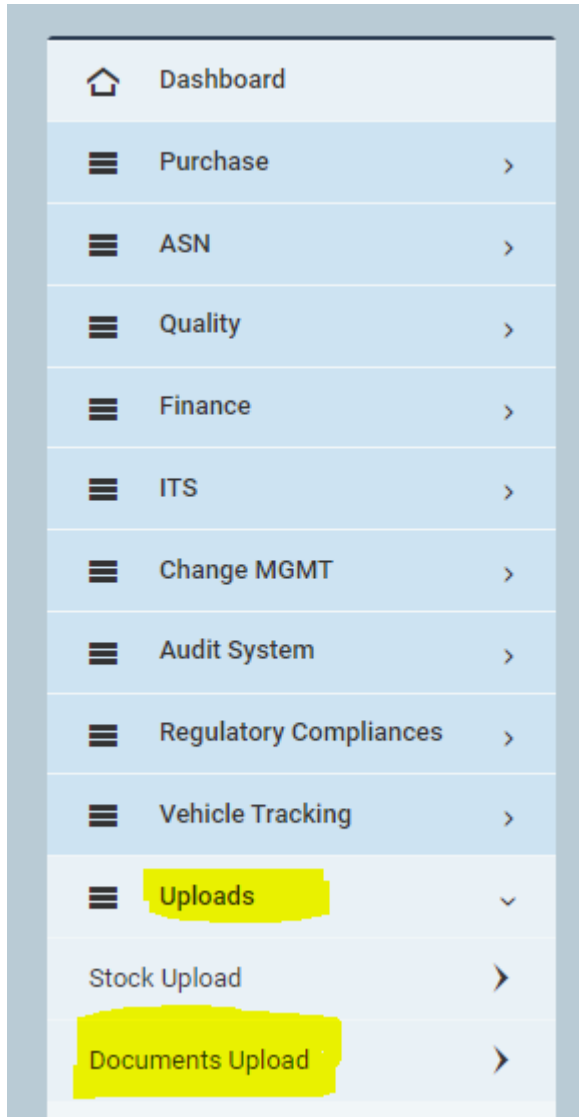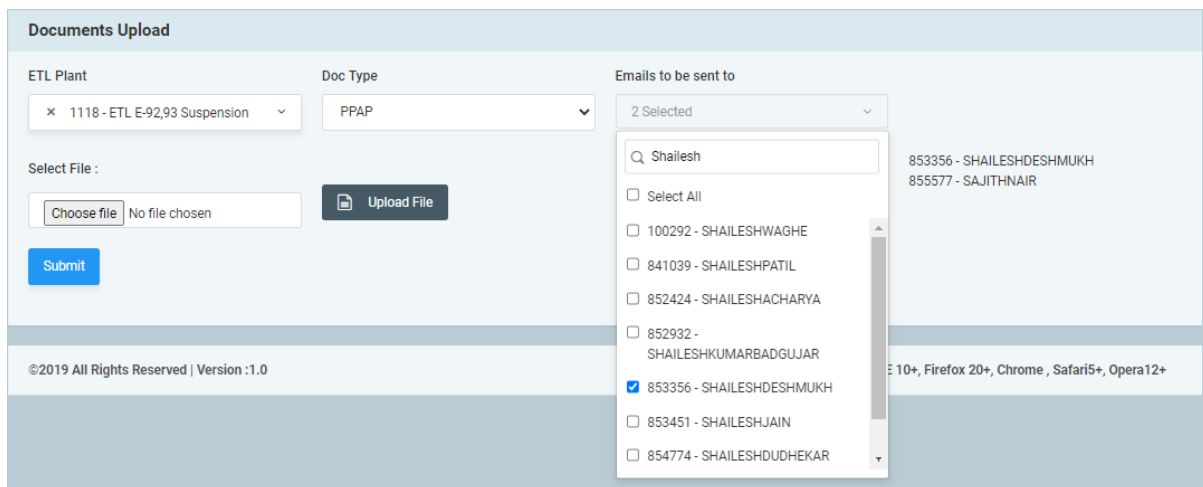# User Manual for Documents Upload

First click on Uploads menu, and click on Documents upload to open the application.
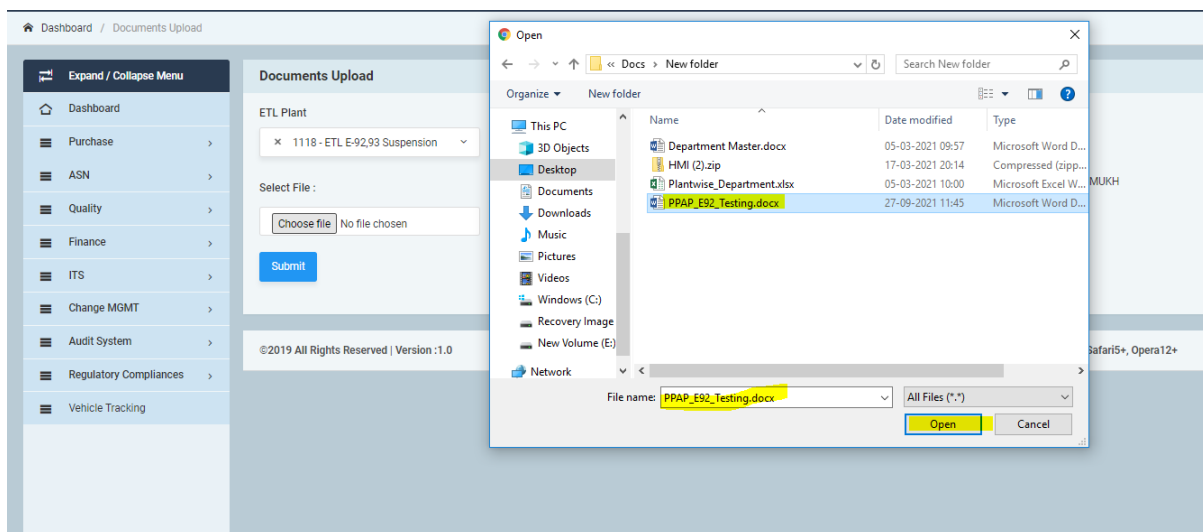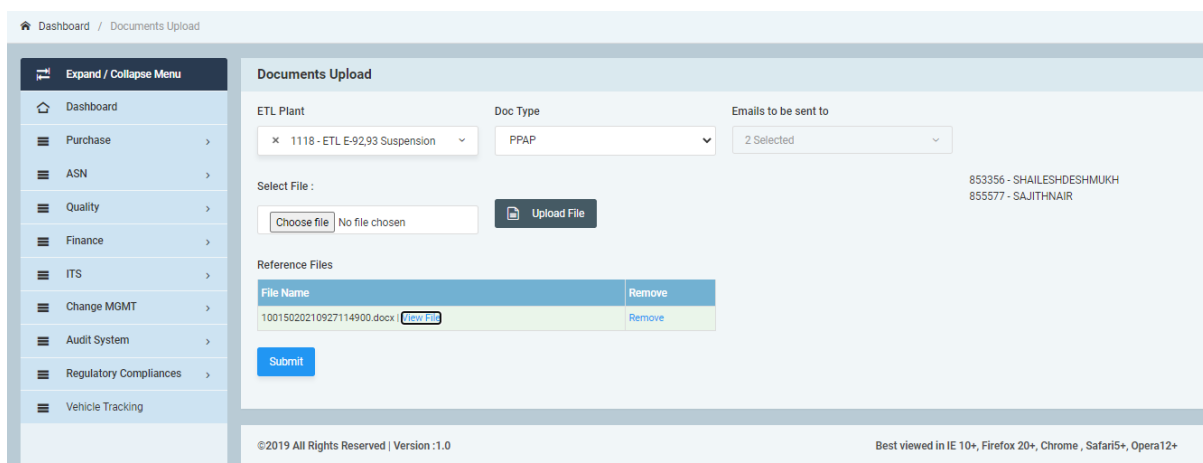
Below screen will appear:

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)

4. Select File and click on upload file (you can attach multiple files one after another)

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

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 Type	Emails to be sent to
Select Plant ⌄	Select Doc. Type ⌄	Please Select ⌄

Select File :

Choose file | No file chosen   📄 Upload File

Submit

Thanks you