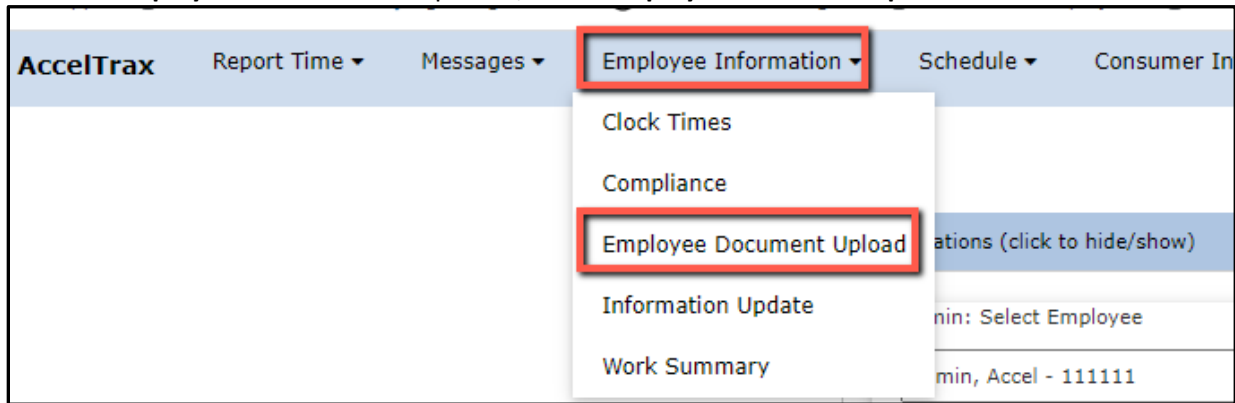


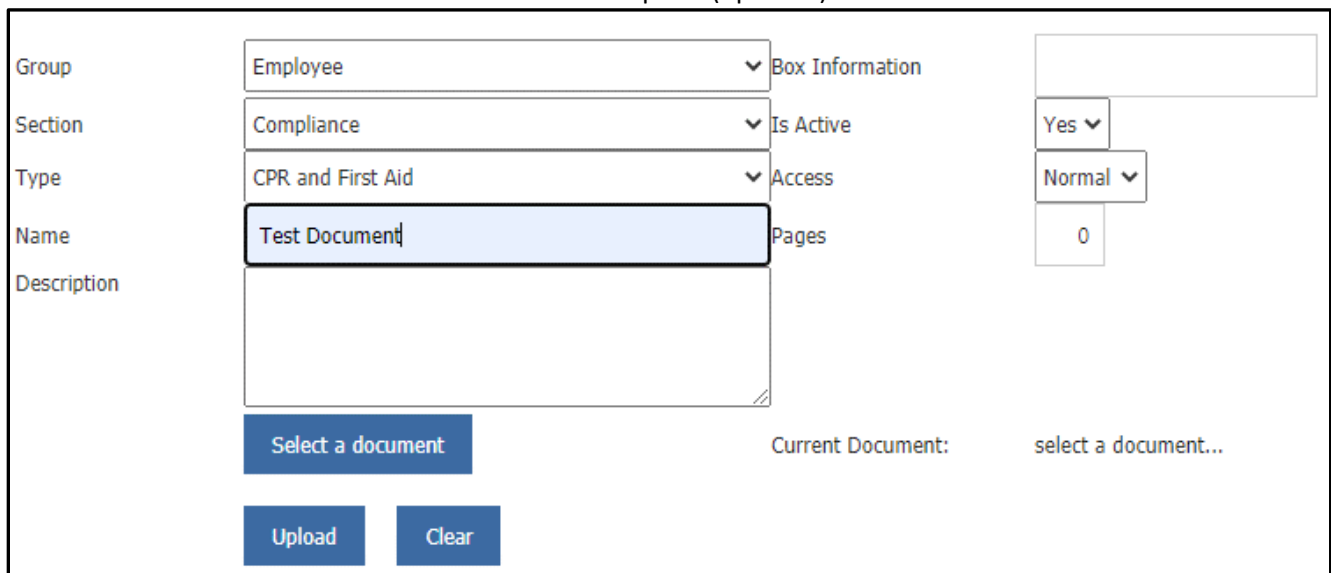
Uploading Documents to AccelTrax

This process is the same for both Employee and Consumer Documents. Consumer Documents are uploaded by choosing **Consumer Document Upload** from the Consumer Information dropdown in the header bar.

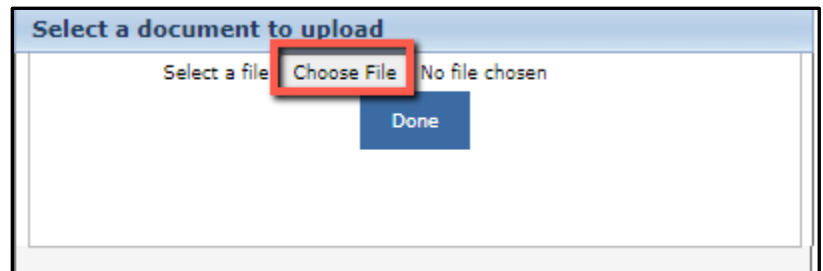
1. From the **Employee Information** dropdown, select **Employee Document Upload**.



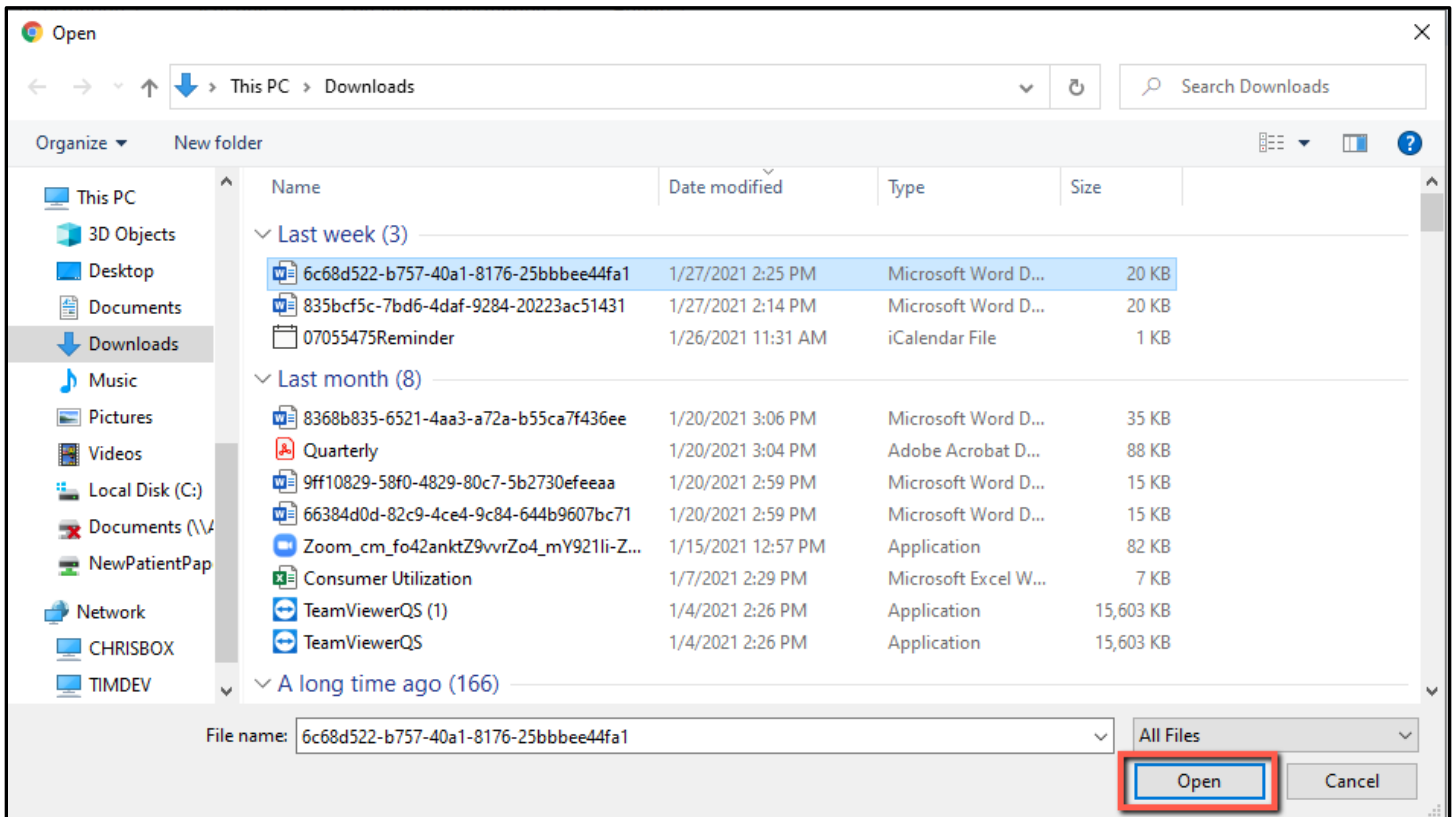
2. Use the drop downs to select the Group, Section, and Type.
3. Enter the Name of the document and add a description (optional).

A screenshot of the document upload form. The form has several fields: 'Group' (dropdown menu with 'Employee' selected), 'Section' (dropdown menu with 'Compliance' selected), 'Type' (dropdown menu with 'CPR and First Aid' selected), 'Name' (text input field with 'Test Document' entered), and 'Description' (text area). To the right of these fields are three more dropdown menus: 'Box Information', 'Is Active' (with 'Yes' selected), and 'Access' (with 'Normal' selected). Below the 'Name' field is a 'Pages' field with '0' entered. At the bottom of the form, there are three buttons: 'Select a document', 'Upload', and 'Clear'. To the right of the 'Select a document' button, there is a 'Current Document:' label and a 'select a document...' dropdown menu.

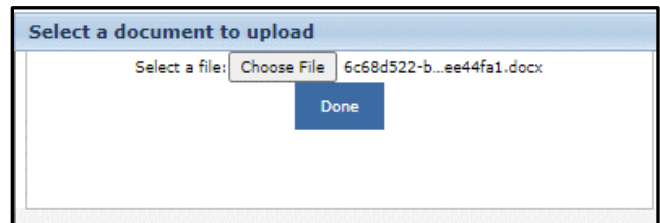
4. Click on **Select a Document**.
5. In the pop-up, click on **Choose File**.



6. Click on the document that you would like to upload from your computer, then click **Open**.

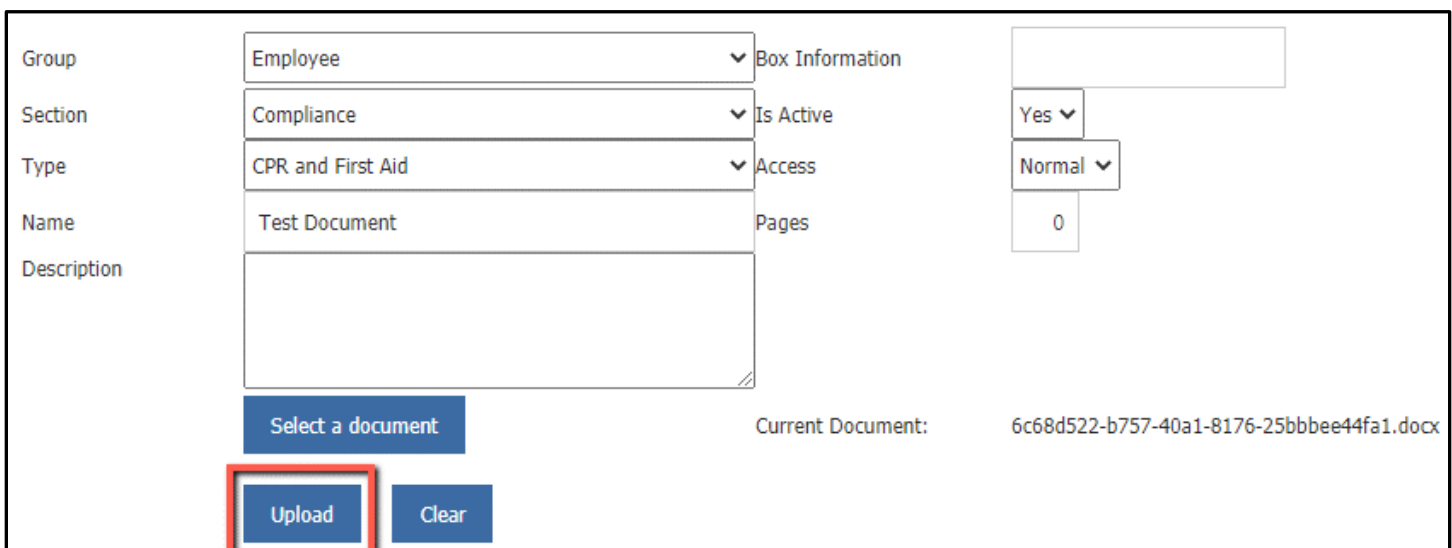


7. You will see that the name of the selected document is now in the Select a Document window. Click **Done**.



8. Back in the main document upload screen, click on **Upload**.

9. You will see in the top, middle of the screen that the upload was successful and it is now in the management



system.

Document Uploaded Successfully