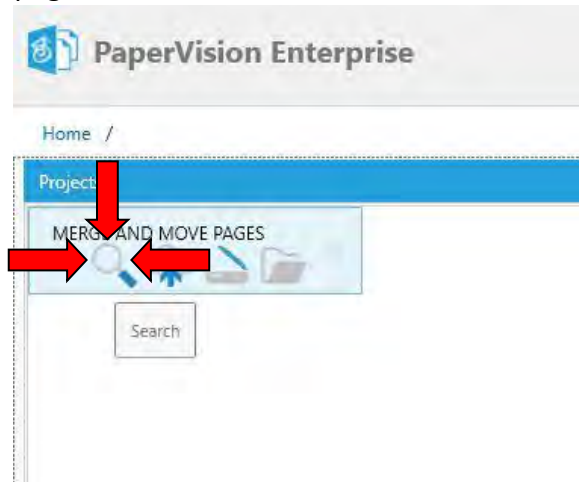




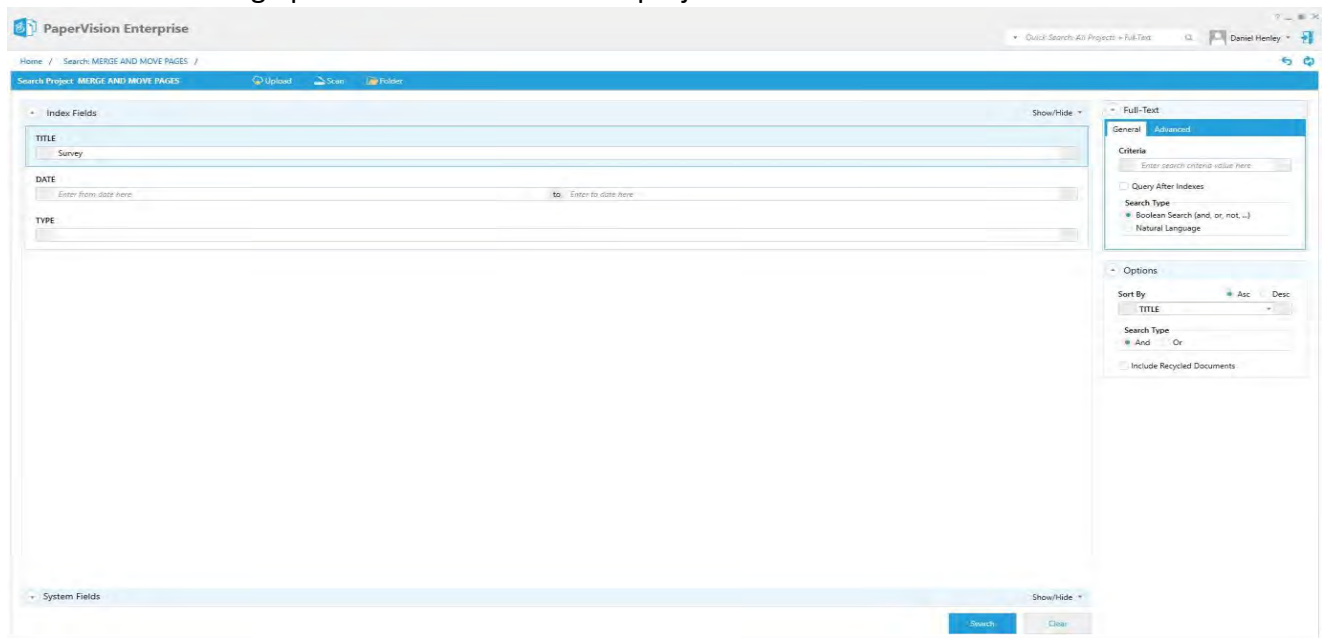
## How to Upload Documents Using the PaperVision Client

### Method 3: Upload a Document to a project straight from the Results Page of the PaperVision Client

1. Please select the project that you wish to upload a document to as seen below by clicking/selecting the “magnifying glass” icon by highlighting over your desired projects box on the Home page.

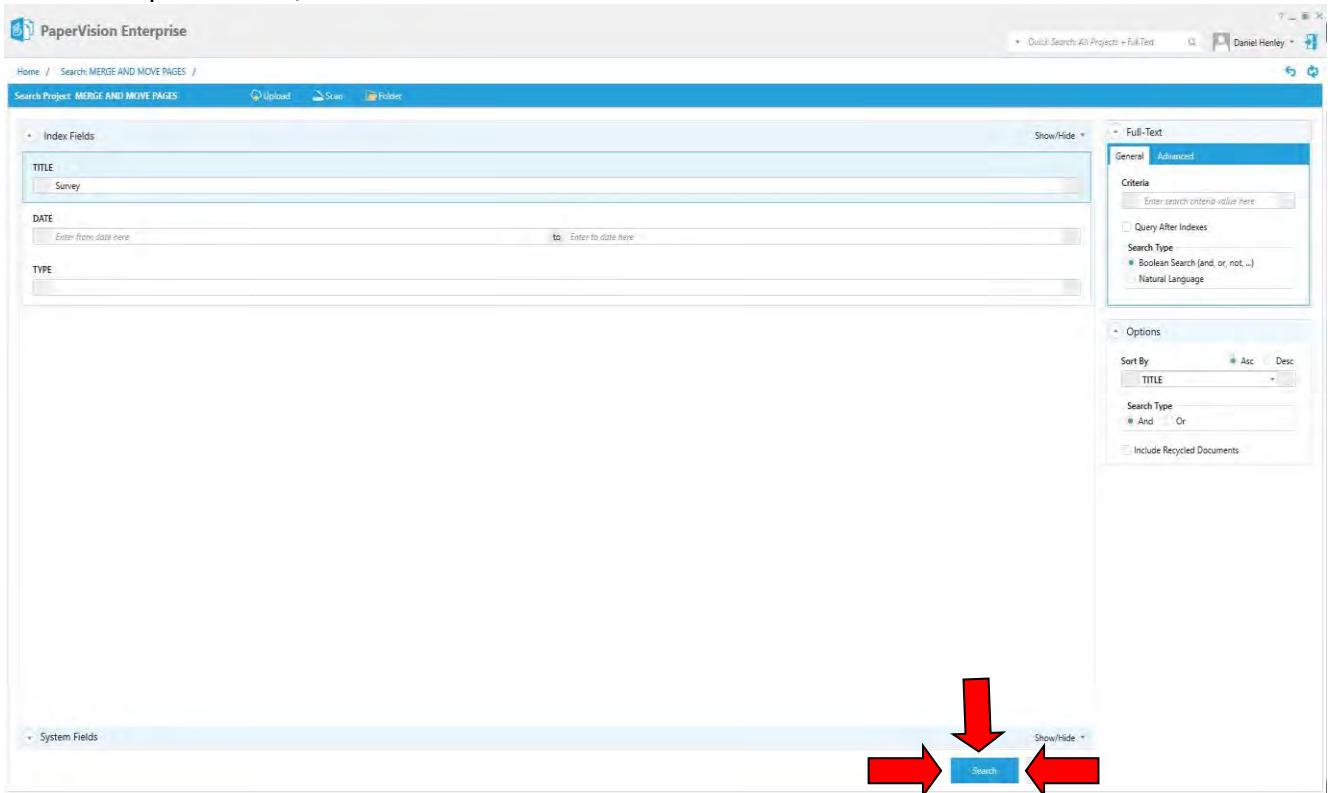


2. The “Search” screen/tab will appear as below, you will now either put in search criteria to search for a specific document or document type, or simply leave the index fields blank and bring up all the documents in the project if desired.

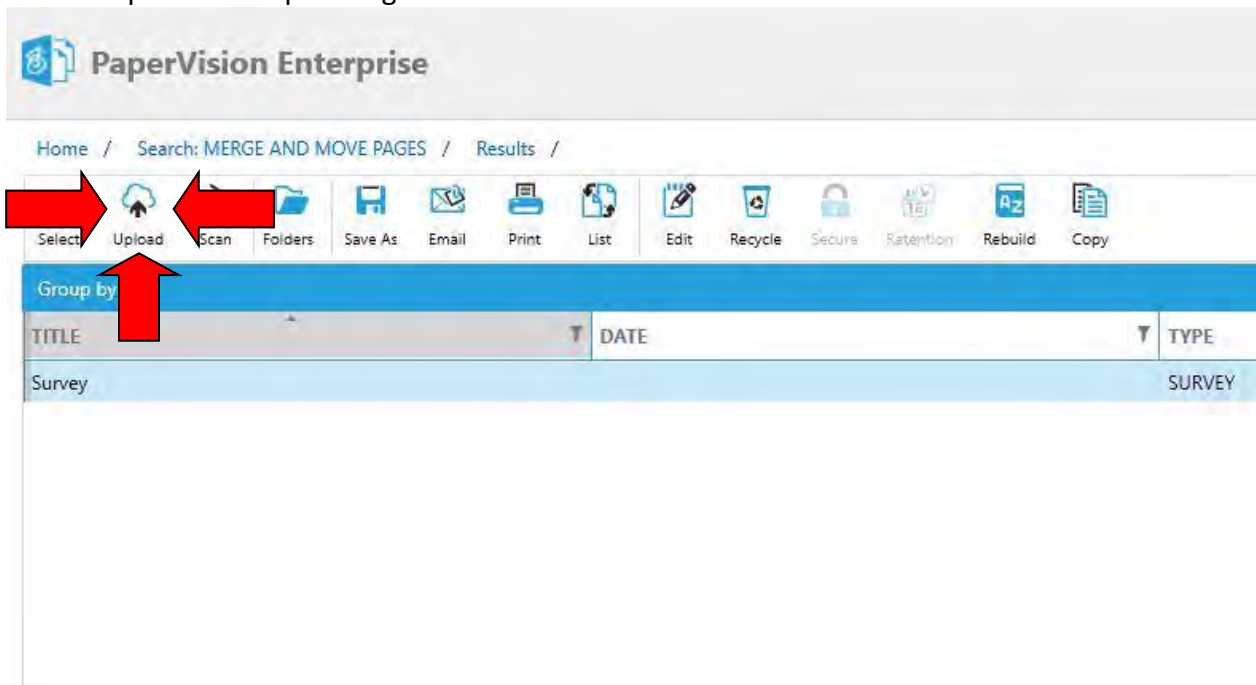




3. Once you have put in your desired search criteria, or are ready to conduct your search, please click/select the “Search” button as seen below.

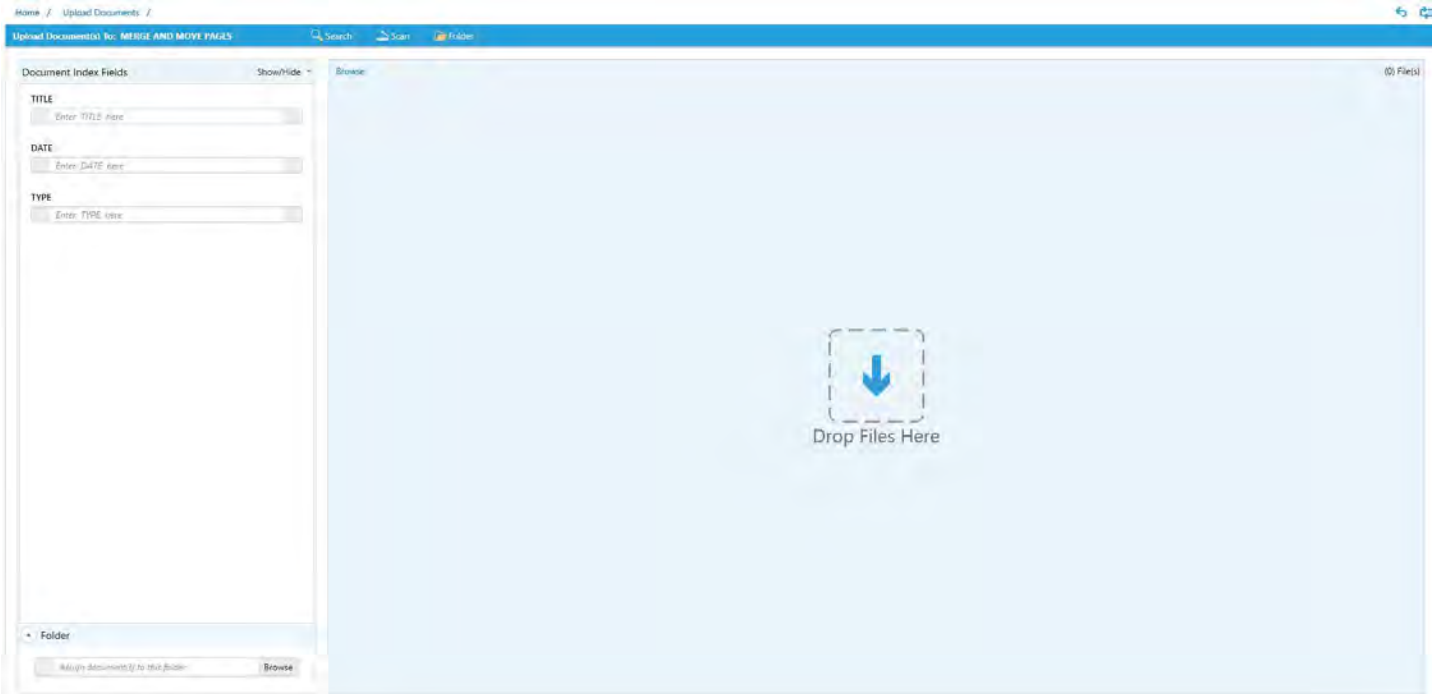


4. You will now be on the “Results” page/tab of the PaperVision Client, please click/select the “Upload” button near the top above the search results brought up as seen below to begin the process of uploading a document.

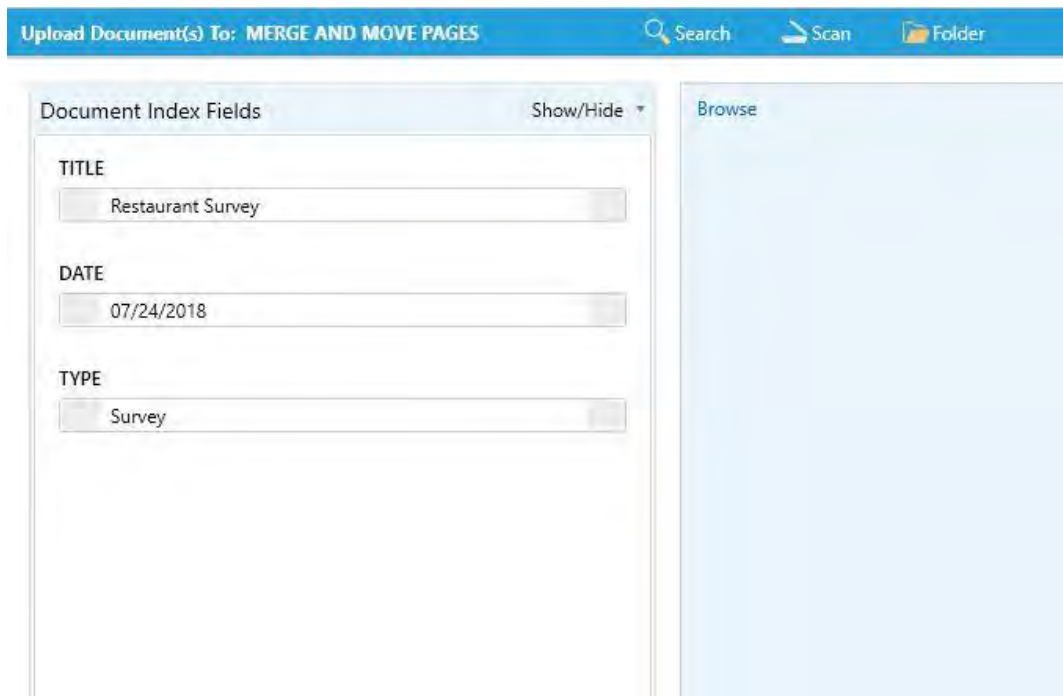




5. The Following “Upload Documents” Screen will appear, as seen below.

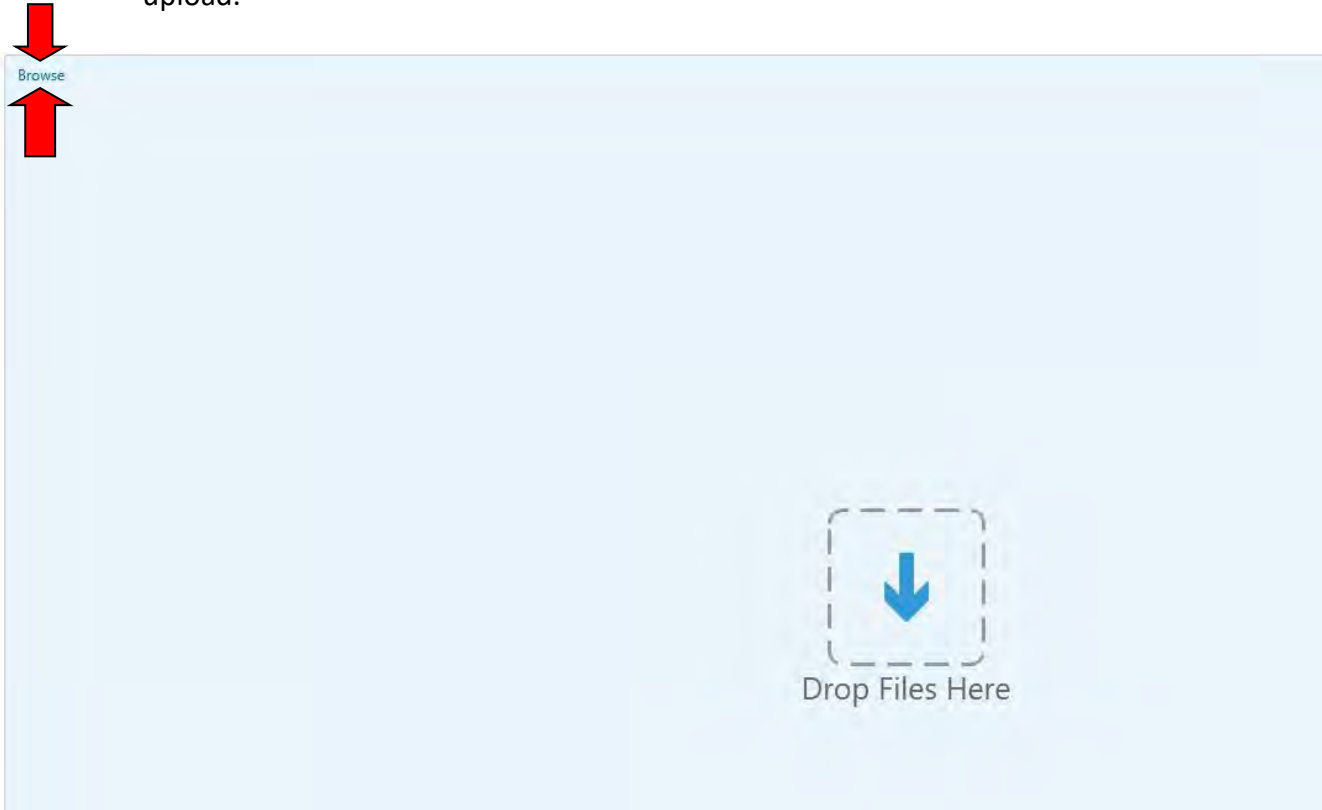


6. You will now index the file as seen below within the “Document Index Fields” section, and then will be ready to proceed to the next step of the process.

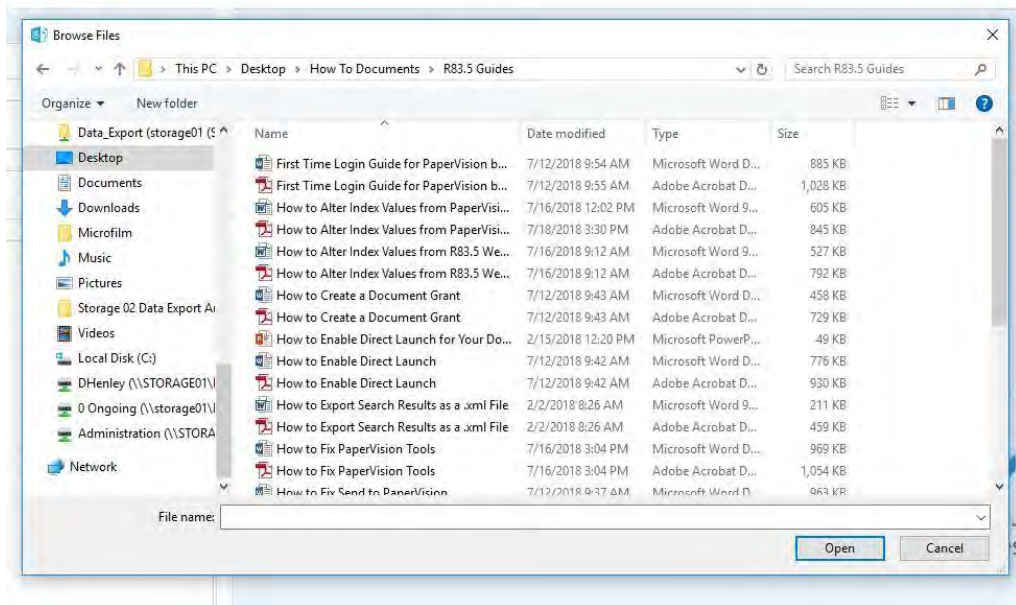




7. For the next step you can either utilize the “Browse” button which is in small blue letters at the top left of the light blue upload box section as seen below to select the file to upload.

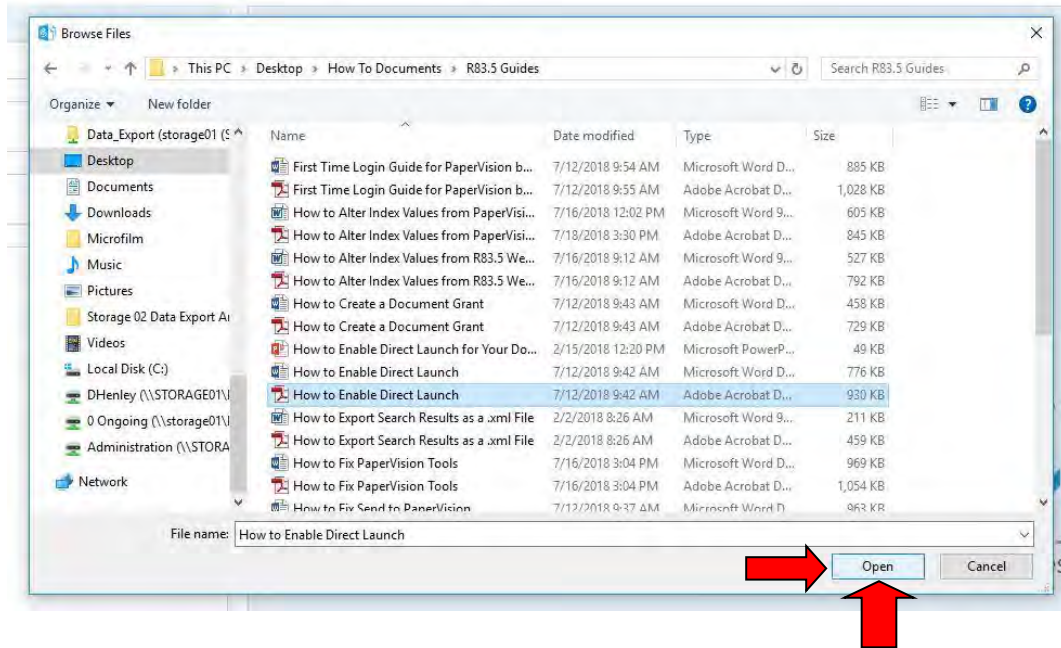


8. The “Browse Files” dialogue will appear as below.

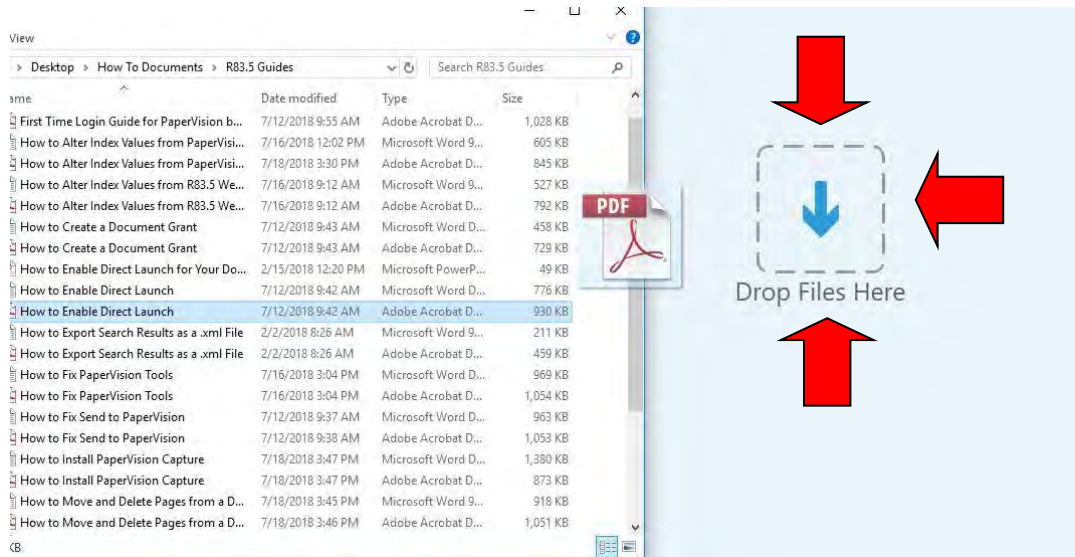




9. You will then select the document that you wish to add to PaperVision and click/select the open button as seen below.

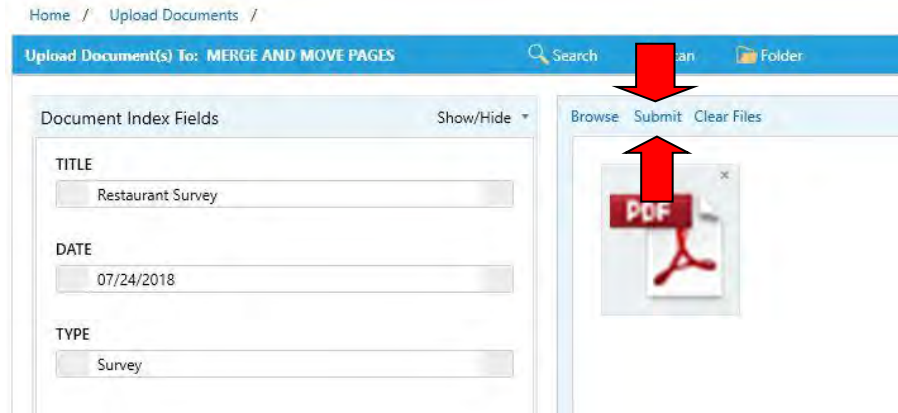


10. Alternatively you can open the file location and Drag/Drop the file onto the "Drop Files Here" target, and it will do the same process as above as seen below.

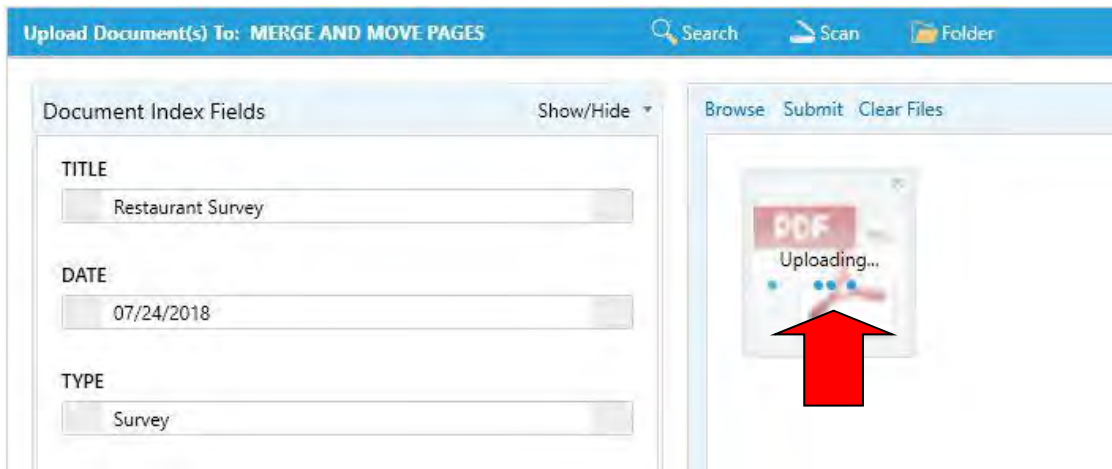




11. Now that the file is selected you will now have a “Submit” button appear next to where the Browse button, you will click/select the “Submit” button to complete the process and upload the document.



12. After hitting the “Submit” button you will see a screen like below with the words “Uploading...” notifying you that the document is in the process of being uploaded to PaperVision, the time it takes to complete will depend on the size of the file.



13. A green circle with a white checkmark inside will now appear over the document image letting you know that the file has uploaded successfully as seen below, and you have completed the process.

