Confidentiality: Company Confidential

All Design documents should be considered Company Confidential, but some may be very sensitive, i.e. Restricted



Document Submission

Project: EBSA Origin Partner

Project ID: 00133

Title: E-Bookings Document Submission

Document ID: 004

Version: 1.1

Author(s): Tom Sutton Issue date: 03/08/2018

AMENDMENT HISTORY

Issue No.	Date	Background Information
V0.1	22-MAY-18	- First Draft
V1.0	14-JUN-18	- Release version
V1.1	03-AUG-18	- Minor revisions
		-

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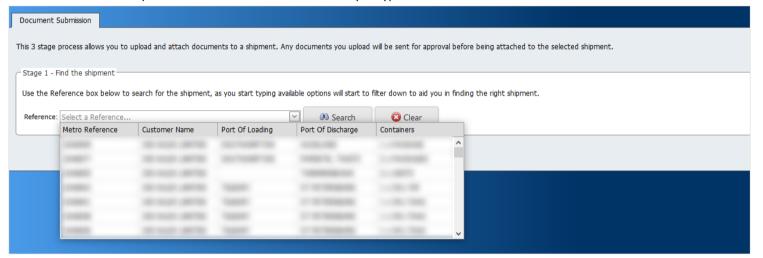
1 DOCUMENT SUBMISSION

1.1 Overview

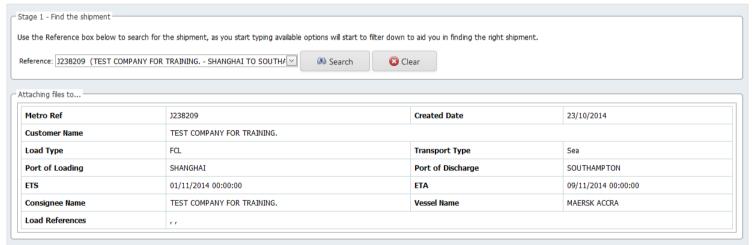
The Document submission tile is a method of attaching shipping documents to a job via the job reference. The submission process itself is in 3 stages, finding the shipment, uploading documents and assigning them a document type. Once completed the documents should have sufficient information to be approved.

1.2 Finding the reference

To attach a document to a job you first need to choose the Metro Reference from the drop down list in the upper left hand corner. To aid you in finding the right reference a filter box has been added to the drop down list that will filter the results as you type.



Once the appropriate reference has been found click on the reference to make it appear in the drop down, then click on the button to list the details of the job below. You will now also see stage 2 and 3 allowing you to upload and assign document types to files.

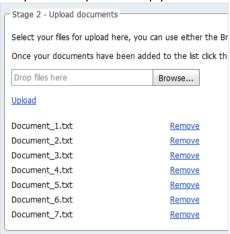


1.3 Uploading / Removing multiple files

You can either use the browse button to open a file upload window or drag and drop files directly onto the uploader to add them to the upload queue.



To upload multiple files simply hold the ctrl key down while selecting files via the file upload window.



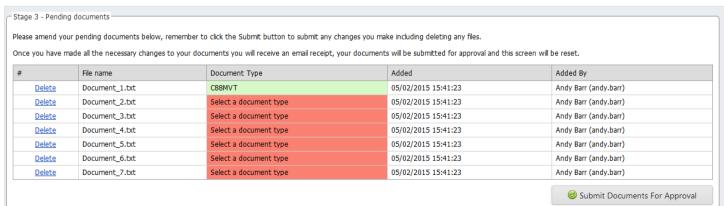
Once you click the "upload" button any files in the queue will be uploaded to the document store and appear as a list in the pending documents box. Any files that are not of the correct file type or are too large will not be uploaded and you will be alerted as to why they failed to upload.

1.4 Pending Files

The pending files box will automatically update as new files are uploaded to it, the purpose of this stage is to add more information about the document so that the approval process is quicker and easier to achieve.

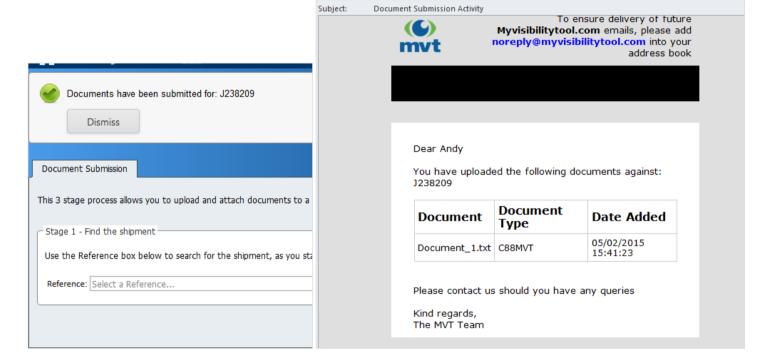
Note: The documents showing in this box are already uploaded to storage and can be seen in the approval queue.

The grid of documents you see before you are editable, you can click on the delete button for a given document and it will disappear from the grid, you can also click on the document type column for any given document and be shown a list of possible document types. Choosing a document type will turn the box from red to green, be sure to use the submit button after your changes have been made to save them.



If you have submitted all your document types the page will refresh showing a success message and you will be sent an email containing a summary of the documents you have just attached.

If you have not chosen a document type for all of the uploaded documents then saved boxes will turn white and the remaining documents will be in red. You will not receive an email until all documents have been assigned a type.



1.5 Anti-Virus Scanning before approval

Any documents you upload will be automatically scanned for malicious content before being added to an approval queue. The documents in the approval queue will be validated and then approved at which point the document will appear on the track and trace screen. If your document fails the approval process for any reason you will be notified by email.