

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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Stage 2 - Upload documents

Select your files for upload here, you can use either the Browse button below or drag and drop the files into the box.

Once your documents have been added to the list click the upload button to start the upload to the server. They will then appear in the Stage 3 section below.

Drop files here

[Upload](#)

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

Stage 2 - Upload documents

Select your files for upload here, you can use either the Br

Once your documents have been added to the list click th

Drop files here

[Upload](#)

Document_1.txt	Remove
Document_2.txt	Remove
Document_3.txt	Remove
Document_4.txt	Remove
Document_5.txt	Remove
Document_6.txt	Remove
Document_7.txt	Remove

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.

Stage 3 - Pending documents

Please amend your pending documents below, remember to click the Submit button to submit any changes you make including deleting any files.

Once you have made all the necessary changes to your documents you will receive an email receipt, your documents will be submitted for approval and this screen will be reset.

#	File name	Document Type	Added	Added By
Delete	Document_1.txt	C88MVT	05/02/2015 15:41:23	Andy Barr (andy.barr)
Delete	Document_2.txt	Select a document type	05/02/2015 15:41:23	Andy Barr (andy.barr)
Delete	Document_3.txt	Select a document type	05/02/2015 15:41:23	Andy Barr (andy.barr)
Delete	Document_4.txt	Select a document type	05/02/2015 15:41:23	Andy Barr (andy.barr)
Delete	Document_5.txt	Select a document type	05/02/2015 15:41:23	Andy Barr (andy.barr)
Delete	Document_6.txt	Select a document type	05/02/2015 15:41:23	Andy Barr (andy.barr)
Delete	Document_7.txt	Select a document type	05/02/2015 15:41:23	Andy Barr (andy.barr)

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.

The image shows two screenshots. The left screenshot is a web application interface with a green checkmark icon and the text "Documents have been submitted for: J238209" and a "Dismiss" button. Below this is a "Document Submission" section with a blue header. The text reads: "This 3 stage process allows you to upload and attach documents to a". Underneath, it says "Stage 1 - Find the shipment" and "Use the Reference box below to search for the shipment, as you sta". There is a "Reference:" label followed by a dropdown menu showing "Select a Reference...".

The right screenshot is an email titled "Document Submission Activity". It features the MVT logo and a notice: "To ensure delivery of future Myvisibilitytool.com emails, please add noreply@myvisibilitytool.com into your address book". The email body says "Dear Andy" and "You have uploaded the following documents against: J238209". It contains a table with the following data:

Document	Document Type	Date Added
Document_1.txt	C88MVT	05/02/2015 15:41:23

The email concludes with "Please contact us should you have any queries" and "Kind regards, The MVT Team".

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.