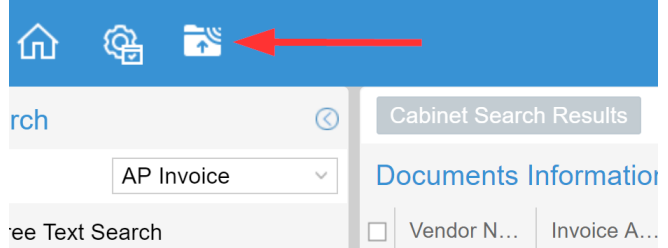


# Cabinet Search - Manual Upload

The following outline procedures for manually uploading one or multiple documents into site.

## Manual Upload

You can manually upload individual document or multiple documents through the Cabinet Search menu by selecting Manual Upload.



To Manually Upload, select the Choose Files or Browse button.

Select one or more documents.

### Manual Upload Document

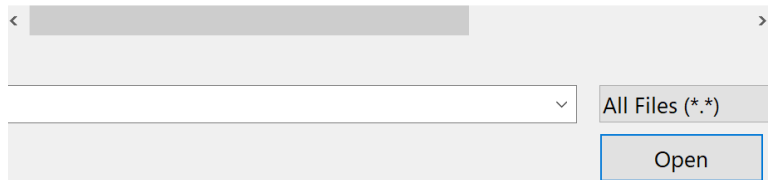
Choose Files No file chosen

Select Application: AP Invoice

OCR Only:

Once selected, Click Open.

<input type="checkbox"/>	Name	Status	Date modified
<input type="checkbox"/>	2935198_26.pdf		
<input checked="" type="checkbox"/>	2935198_27.pdf		
<input type="checkbox"/>	2935198_28.pdf		
<input type="checkbox"/>	2935198_29.pdf		
<input type="checkbox"/>	2935198_30.pdf		



Select the desired Application (Cabinet) and then Click Upload File.

### Manual Upload Document

Choose Files No file chosen

Select Application: AP Invoice

OCR Only:

## Cabinet Search - Manual Upload

Index the document and then Click Save.

If multiple documents were selected you will be prompted to indexed the next document after each has been indexed and saved.

3.99			
0.00			
0.00			
0.00	COR	0.00	1123-00
0.00	WES	30.91	1126-00
1.02	IMG	0.00	
9.56	PAR	43.08	1129-00
3.36	IMG	0.00	
0.00			
0.00			

AP Invoice Document Properties

Keywords

Vendor Name:

Invoice Amount:

Document Type:

Urgency:

Invoice No:

PO No:

Invoice Date:

Import Date:

### Contact Information

#### Support

Email: [support@tronitech.com](mailto:support@tronitech.com)

Phone: 1-800-582-7652

Web: [www.tronitech.com/support](http://www.tronitech.com/support)

#### Sales

Email: [sales@tronitech.com](mailto:sales@tronitech.com)

Phone: 1-800-582-7652