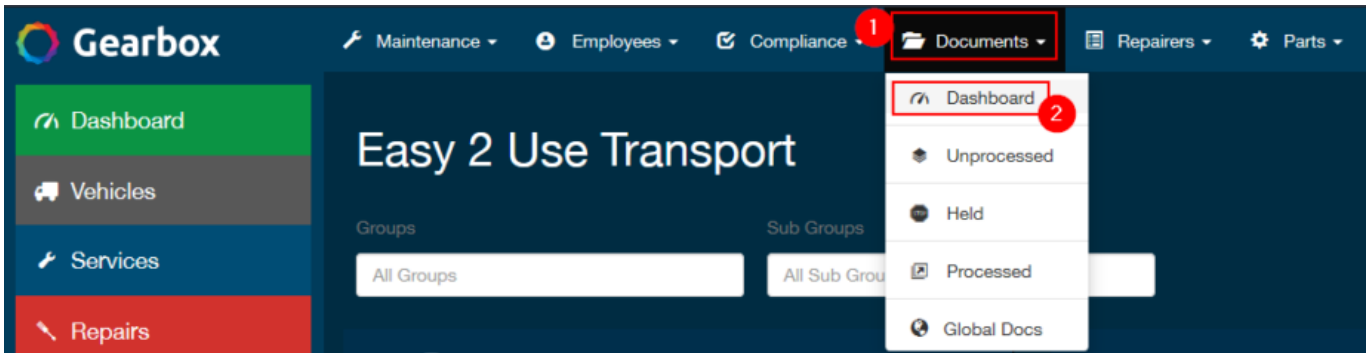
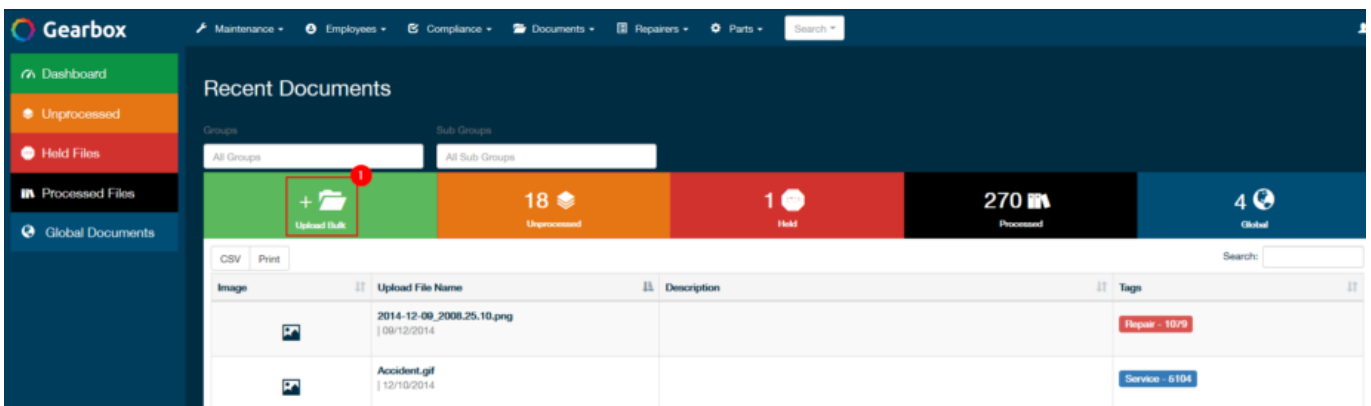


From the Gearbox main dashboard, click the Documents (1) button in the navbar and select Dashboard (2):

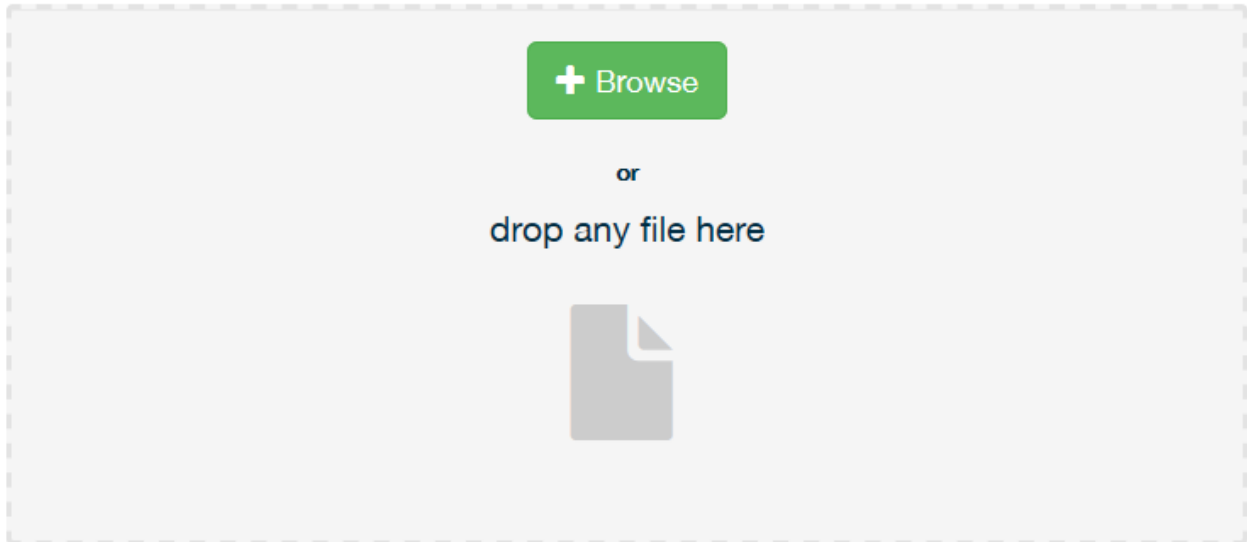


Click the green Upload Bulk (1) icon and you will be taken to a new page:



The new screen will require you to drag-and-drop your files you wish to upload or browse your local device for the files:

## Bulk Document Upload



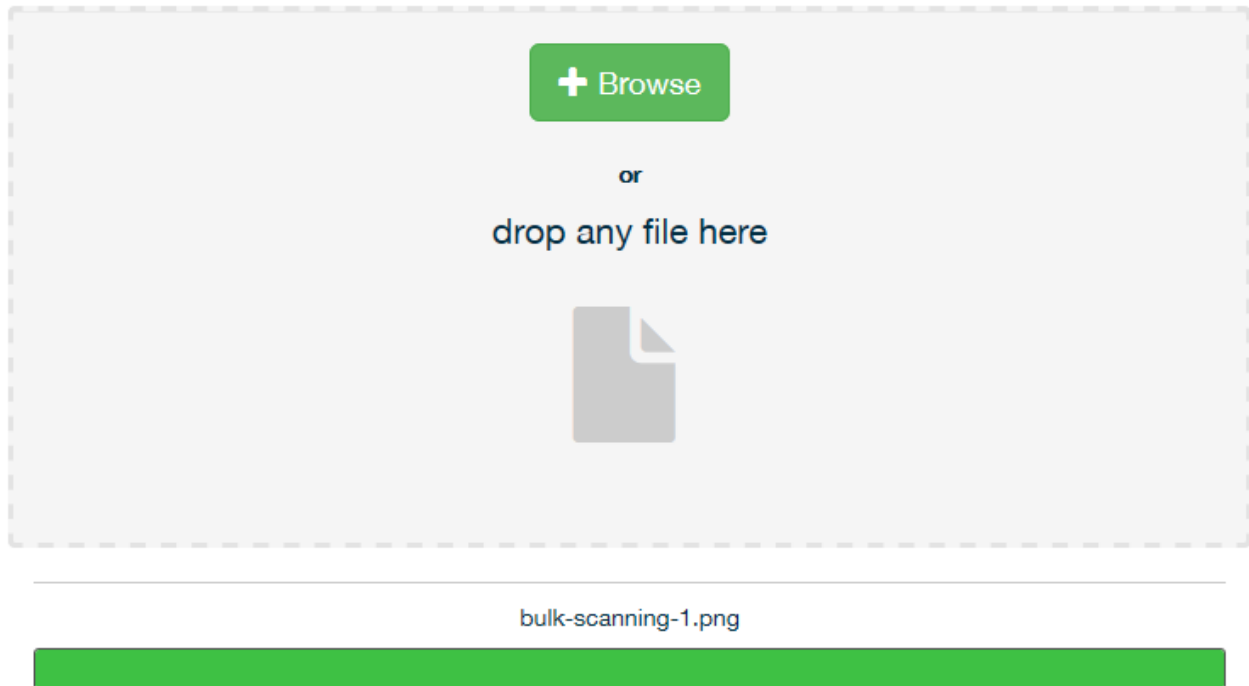
Close



You can only upload 10 items at a time with a maximum file size of 15 megabytes per file. The supported file types are: PDF, common image formats (PNG, JPEG, GIF), XLSX, XLS and CSV.

You will receive an alert once all items have successfully uploaded. After closing the prompt, click the Close (1) button and you will be directed to the Unprocessed Documents view:

## Bulk Document Upload



1

Close

From the Unprocessed Documents view you can Add Tags (1) to the newly uploaded items, this will associate them with the selected Vehicle, Service, Repairs, Tyres, Prestart, Employee or Purchase Order:

### Un-Processed Documents

Upload Bulk		32 Unprocessed		1 Held		270 Processed		4 Global	
CSV	Print	Search: bulk							
Image	Upload File Name	Description	Tags	Action					
	bulk-scanning-1.png jordan.watson   13/11/2017			<div style="border: 1px solid red; padding: 2px;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> + Add Tag         </div>					

A pop-up will appear with several options, in this example we have added a Document Description (1), marked the document as Processed (2) and created a Vehicle tag by selecting the relevant vehicle (3) and clicking Create Tag (4). Once all tags have been added, click Save:

Add document tag

Document Description  
Example Photo

Processed

Vehicle  
123 [AABB12]

Vehicle Service Repairs Tyres Prestart Employee Purchase Order

Create Tag

Vehicle	Employee	Repairer	Tag
123			Vehicle

Close Save



When tagging an item to a Service, Repair, Tyre or Prestart you **MUST** select a Vehicle first. Only Services, Repairs, Tyres and Prestarts for the selected Vehicle will be shown.

You can also create a new Service, Repair or Prestart instead of selecting an existing one. When creating a new Service, Repair or Prestart from a Document tag you must enter the minimum information required (this is different per item).