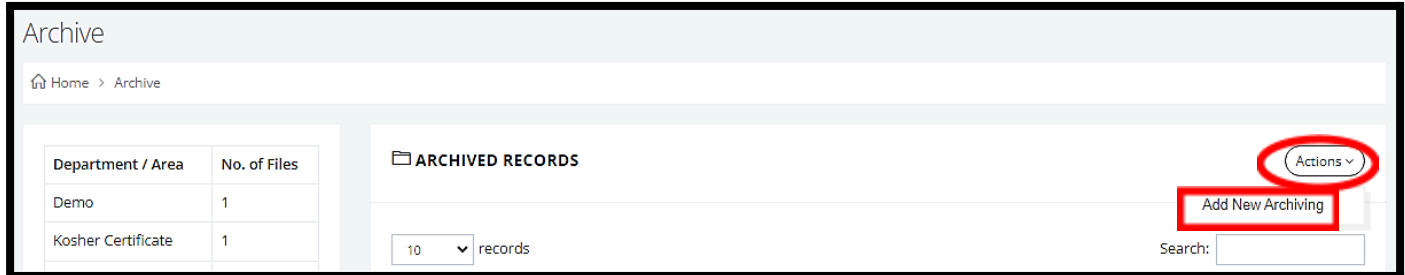


ARCHIVE

HOME > ACTIONS > ADD NEW ARCHIVING



Archive

Home > Archive

Department / Area	No. of Files
Demo	1
Kosher Certificate	1

ARCHIVED RECORDS

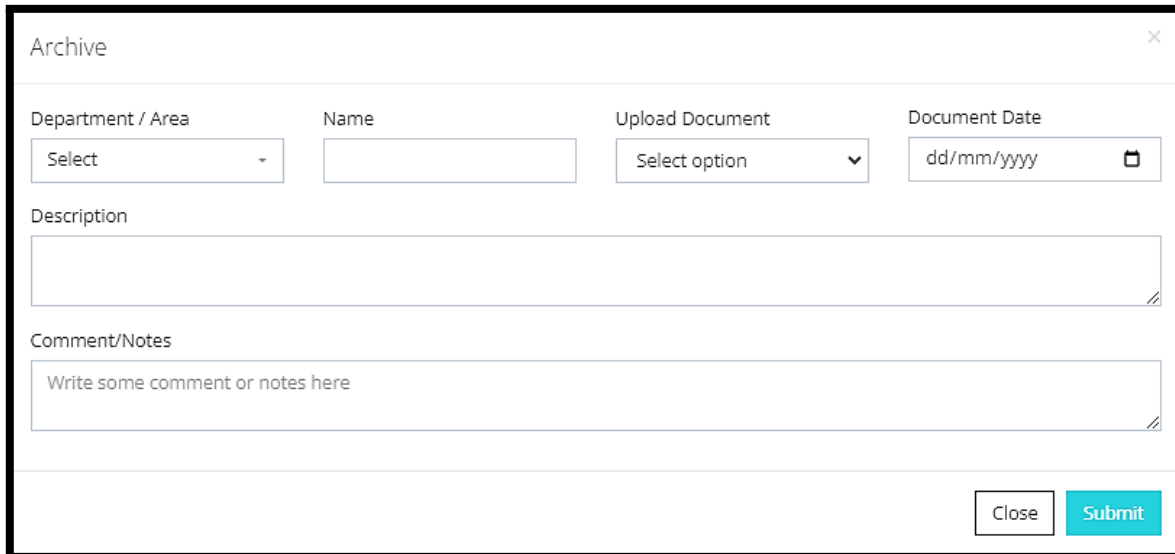
10 records

Search:

Actions ▾

Add New Archiving

Archive Form – Fill-out the following:




Archive

Department / Area:

Name:


Upload Document:

Document Date: 

Description:

Comment/Notes:

Close Submit

Department/ Area	Select the department/area from the dropdown list. If not on the default list, choose “Other” to add a new department/area.
Name	Input the file/document name.
Upload Document	Option 1: Manual upload – Choose a file from your PC or storage. Option 2: YouTube URL – Copy and paste the YouTube file URL. Option 3: Google Drive – Copy and paste the Google Drive file URL. Option 4: SharePoint URL - Copy and paste the SharePoint file URL.
Document Date	Input the document date. You can also use the calendar icon  to pick a date.

Description	Input the file/document description.
Comments/Notes	Input comments or remarks, if any.
<input data-bbox="277 394 407 457" type="button" value="Submit"/>	Click to upload the record and save input progress.