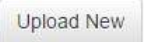


Instructions

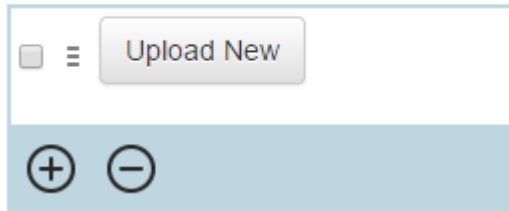


Upload files to VBA360

To **Upload** a **File** to **VBA360**:

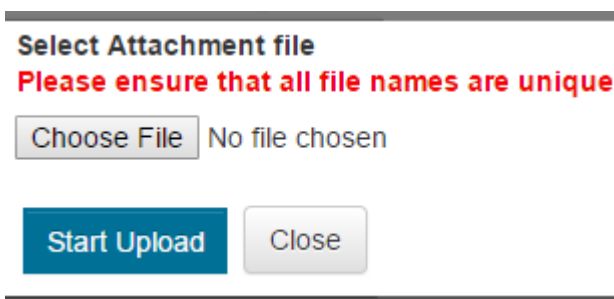
1. Locate the  button in the form you are using and click onto it

Evidence of correspondence

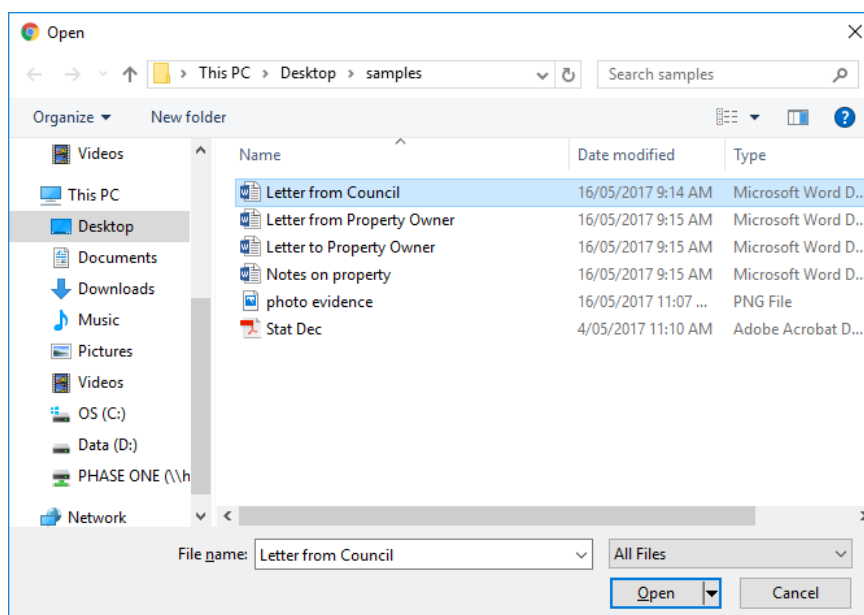


You will see that another screen will appear

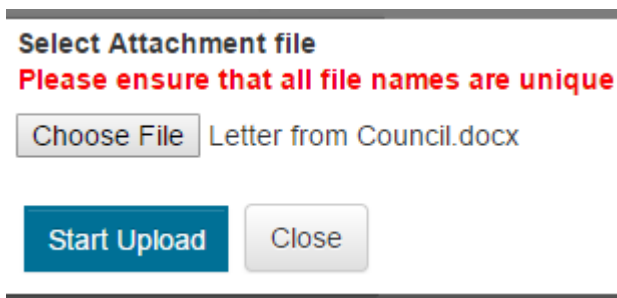
2. Click onto the  button to select an appropriate **File** to **Upload**



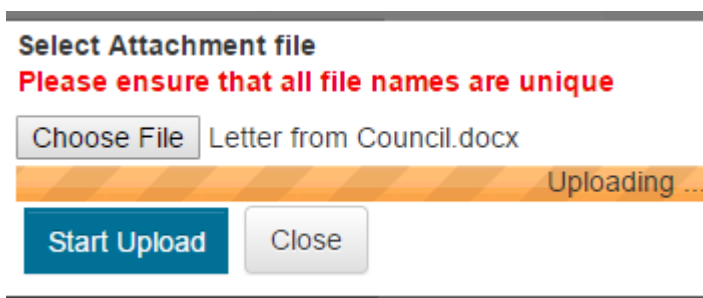
3. Locate your file on your computer and click  to select it as an attachment for upload



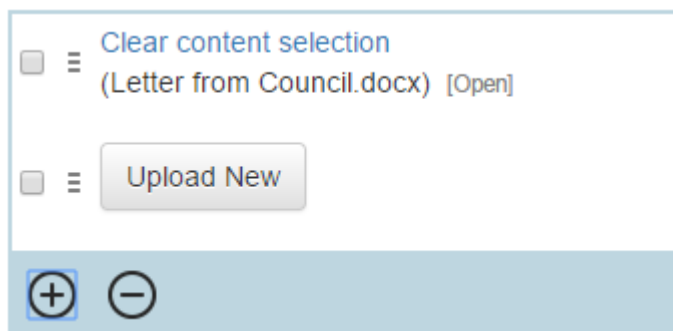
4. You will see that the file is now ready to be uploaded



5. Click onto the **Start Upload** button to begin the upload process into the form



6. You will see that the file is now uploaded into the form



7. To **upload more files**, click onto the (+) button to add another file slot and repeat steps 1-5
8. To **remove one or more file slots**, tick the box(es) on the left of the **previously uploaded file** button and click the (-) button to remove the selected slot
9. To **clear a previously uploaded file from a slot**, click the **Clear content selection** link to clear the file slot. Repeat steps 1-4 to upload a file