



ASCENDER GUIDES



forms_static_body

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Upload a document

Click **Choose File**.

Locate and select the form you want to upload. The file name is displayed.

Static Document Management

Use this feature to upload documents.

Upload a document:

Choose File MISD-Handb...t Form.pdf

(upload DOC, DOCX, PDF, XLS, or XLSX files only)

(maximum file size: 25 MB)

Upload File

All Documents:

| Delete | Document Name | Size |
|--------------------------------|---------------|------|
| No forms are currently stored. | | |

Document deleted: stc. McKinney Vinto application.doc

Click **Upload File** to upload the selected file to the txConnect server.

All Documents (right grid)

Once uploaded, the file name and file size are displayed.

Static Document Management

Use this feature to upload documents.

Upload a document:

Choose File No file chosen

Your file was saved as MISD-Handbook Acknowledgment Form.pdf

(maximum file size: 25 MB)

Upload File

All Documents:

| Delete | Document Name | Size |
|--------|---------------------------------------|-------|
| | MISD-Handbook Acknowledgment Form.pdf | 79 kb |

Total Documents: 1

Upload additional files as needed. They are listed alphabetically.

screen shot:

Below the **Upload File** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.



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