
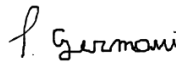


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|  IMS INFORMATICA | One Point Lesson IMSISO Assistance Tool Load a Document | Ver 1.0.0 04/11/2020 Author Federico Germani |
|---|---|--|

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|--|------------|-----------------|------------------|---|
| One Point Lesson | | | | |
| IMSISO – LOAD A DOCUMENT | | | | |
| Version | Date | Description | Author | Sign |
| 1.0.0 | 04/11/2020 | Initial version | Federico Germani |  |
| Scope of the Document | | | | |
| This OPL shows you the exact path to load a document | | | | |
| The OPL is composed of 4 steps | | | | |

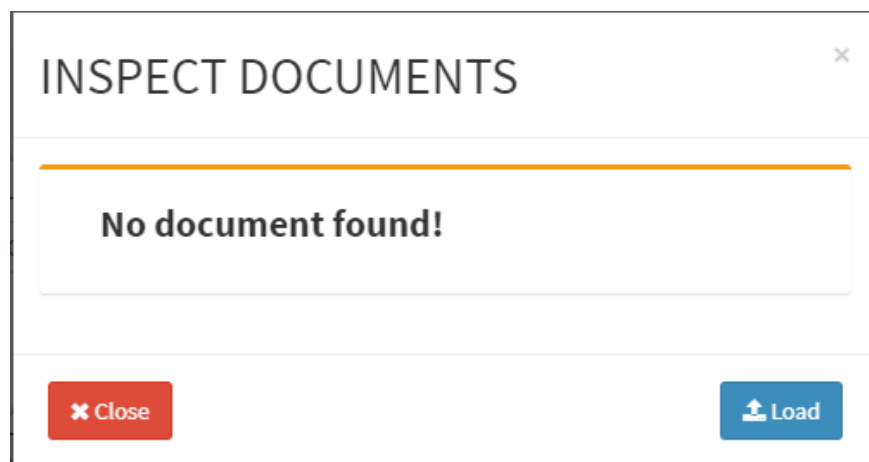
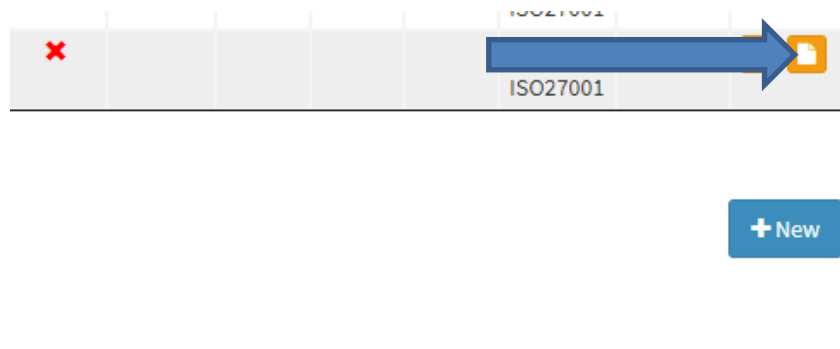
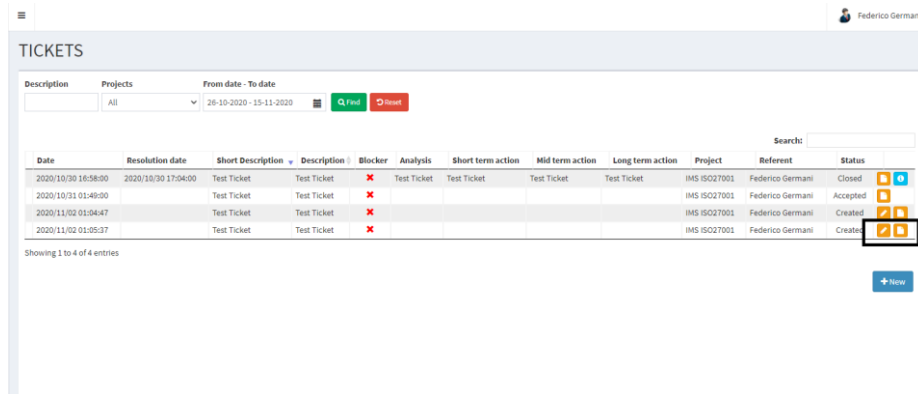
SUMMARY

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| Step 1.1 – Open the documents popup | 2 |
| Step 1.2 – Load a document..... | 3 |
| Step 1.3 – Document loaded | 4 |
| Step 1.4 – Manage a document | 5 |

STEP 1.1 – OPEN THE DOCUMENTS POPUP

1.1

If you click on the document button, you can open the popup with the list of the documents.

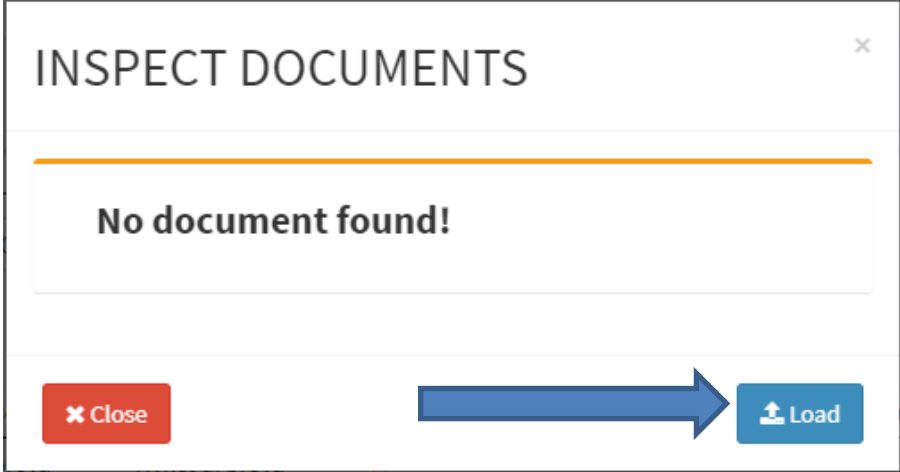
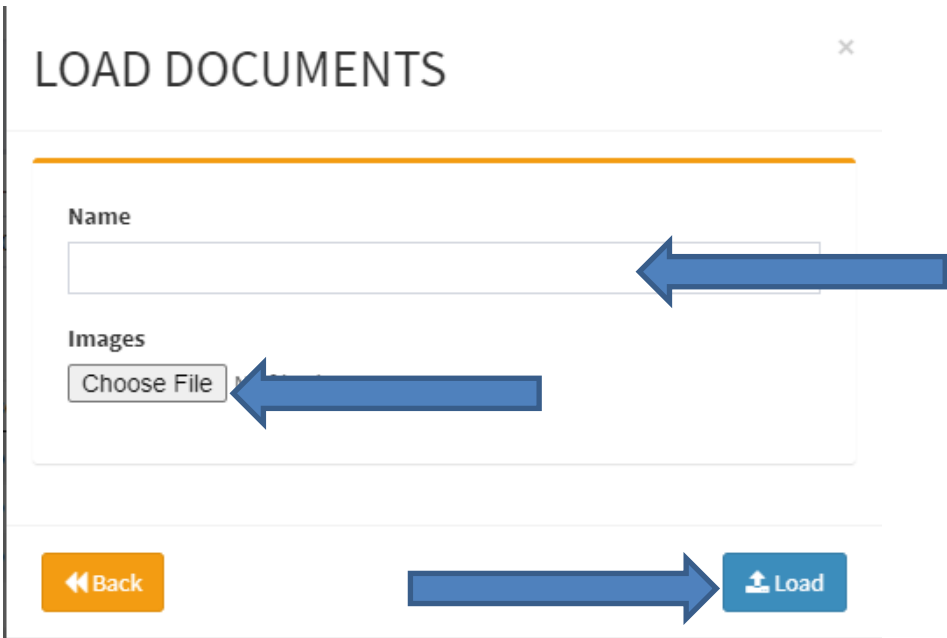


Result Now you can see the list of documents.

Warning

Exception

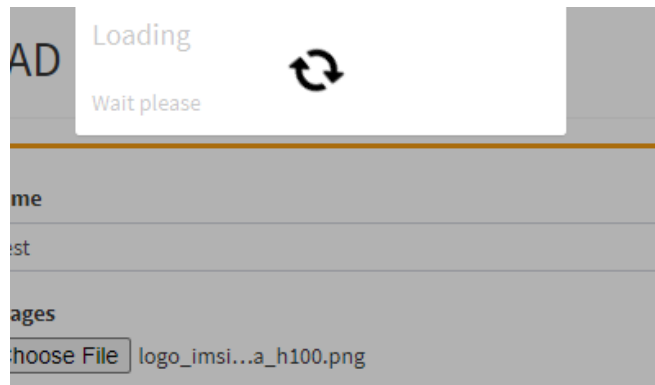
STEP 1.2 – LOAD A DOCUMENT

| | |
|-----------|--|
| 1.2 | <p>Once you open the popup, you'll see at the bottom-right corner the 'Load' button.</p>  <p>When you click it, you'll land into another popup, where you can load your document. Now you have to choose your file, to name it, and then to load it with the 'Load' button</p>  |
| Result | Now you are loading the document. |
| Warning | The spaces into the name will be trimmed. |
| Exception | You can see the first 'Load' button only if the status of the ticket isn't 'Closed' |

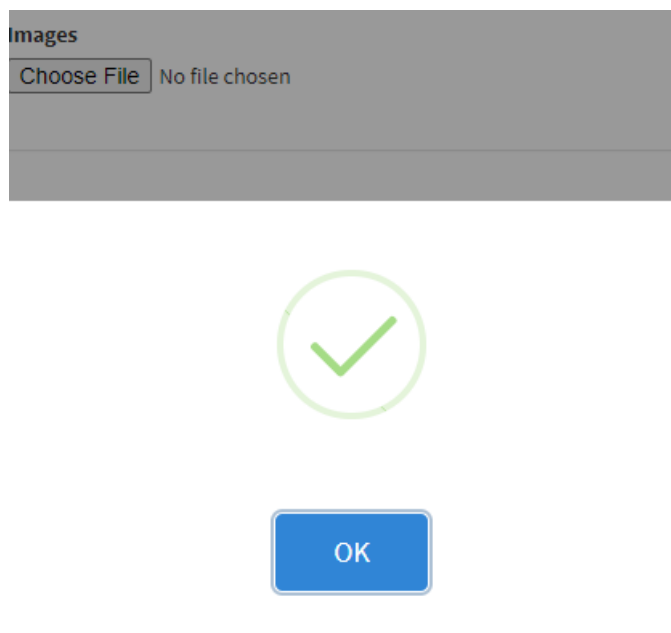
STEP 1.3 – DOCUMENT LOADED

1.3

When you click the 'load' button, you'll find yourself into a loading interface.

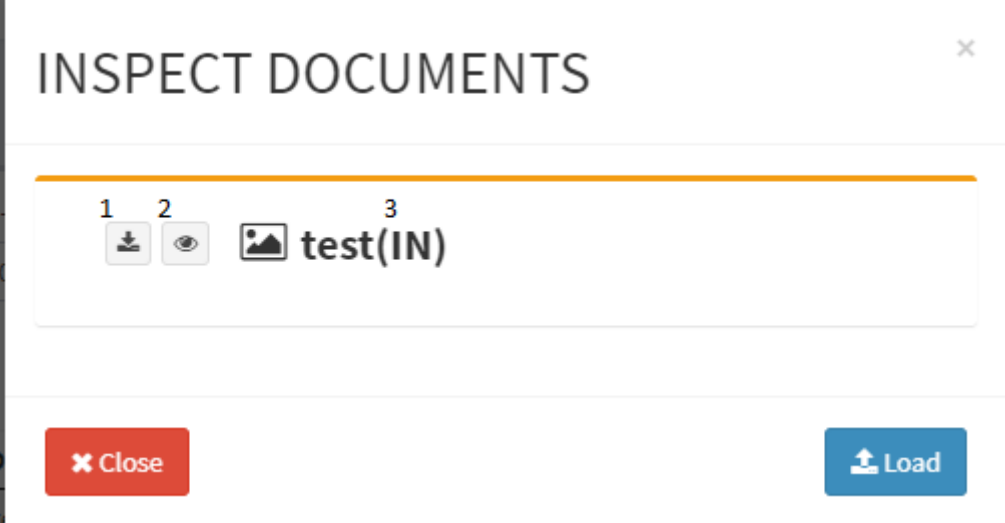


Once the loading interface closes up, you'll receive an affirmative sign, which says that the document loading went fine.



| | |
|-----------|---------------------------|
| Result | You loaded your document. |
| Warning | |
| Exception | |

STEP 1.4 – MANAGE A DOCUMENT

| | |
|-----------|--|
| 1.4 | <p>When you've clicked the 'Load' button, you'll get a loading interface, and then you'll receive a check. It means that your document has been successfully loaded.</p> <p>With the first button you can download the document (1). With the second one you can see the document (2). With the labels IN or OUT you know if this is a document loaded from you, or from us (3).</p>  |
| Result | Now you know how to see and download a document. |
| Warning | |
| Exception | |