

Uploading Associated Documents

Modified on: Thu, 7 Dec, 2017 at 12:46 PM

You can upload documents that are associated with an order in the **Orders In Process** tab or the **Pending Payments** tab.

To upload a document:

1. Click on the **document icon** to the far-right of the order you want the document to be associated with.

The screenshot displays the 'Orders in Process' section of the Viridian TransVision interface. At the top, there are navigation tabs: Available Orders, Orders In Process, Pending Payments, Paid Orders, Order Metrics, and Account. Below the tabs, there are buttons for 'Get Docs For Selected Orders', 'Print Orders', 'Unassign Selected', and 'Save Changes'. The main content is a table with the following columns: Order, DOC, Date Dispatch, Origin, Destination, Miles, Inop, Keys, Unit, Driver, Scheduled Pickup, Scheduled Delivery, Actual Pickup, Actual Delivery, Rate, and Unassign. The first order (316200) is highlighted, and a red arrow points to a document icon in the 'Unassign' column. The table lists three orders with their respective details and vehicle information.

Order	DOC	Date Dispatch	Origin	Destination	Miles	Inop	Keys	Unit	Driver	Scheduled Pickup	Scheduled Delivery	Actual Pickup	Actual Delivery	Rate	Unassign
316200			INGERSOLL, ON	GIBSONBURG, OH	0.00	False	True	3		22-Aug-2017 11:45:00				\$ 416.55	False
2018 Chevrolet Equinox (2GNAXHEVJ6116473) 2018 Chevrolet Equinox (2GNAXHEVJ6117090) 2018 Chevrolet Equinox (2GNAXHEVJ6116829)															
316186			INGERSOLL, ON	HICKSVILLE, OH	0.00	False	True	1		07-Nov-2017 14:33:58				\$ 153.45	False
2018 Chevrolet Equinox (2GNAXHEVJ6123619)															
316182			BRAMPTON, ON	OREGON, OH	0.00	False	True	8		07-Nov-2017 10:27:16				\$ 1,473.60	False
2017 Dodge Charger (2C3CDXGJ8H628277) 2017 Chrysler 300 (2C3CCAGG5H616771) 2017 Dodge Challenger (2C3CDZG69H628854) 2017 Dodge Charger (2C3CDXGJ8H645723) 2017 Dodge Charger (2C3CDXGJ8H606426) 2017 Chrysler 300 (2C3CCABG5H616009) 2017 Dodge Challenger (2C3CDZG69H628854) 2017 Dodge Challenger (2C3CDZG69H628854)															

2. Choose the document you want to upload by clicking on the **Choose File** button in the **File** field.
3. Select the **Type** of document you are uploading from the dropdown list.
4. Enter a description of the document in the **Description** field.
5. Click **Upload File**.



Upload Document

Please use the form below to upload an associated document for this order.

Order ID

File

 No file chosen

Type

Description

6. To upload another document for the same order click **Upload Another File**.

7. When you are done uploading documents click **Close**.

Upload Document

Please use the form below to upload an associated document for this order.

File successfully uploaded.

