

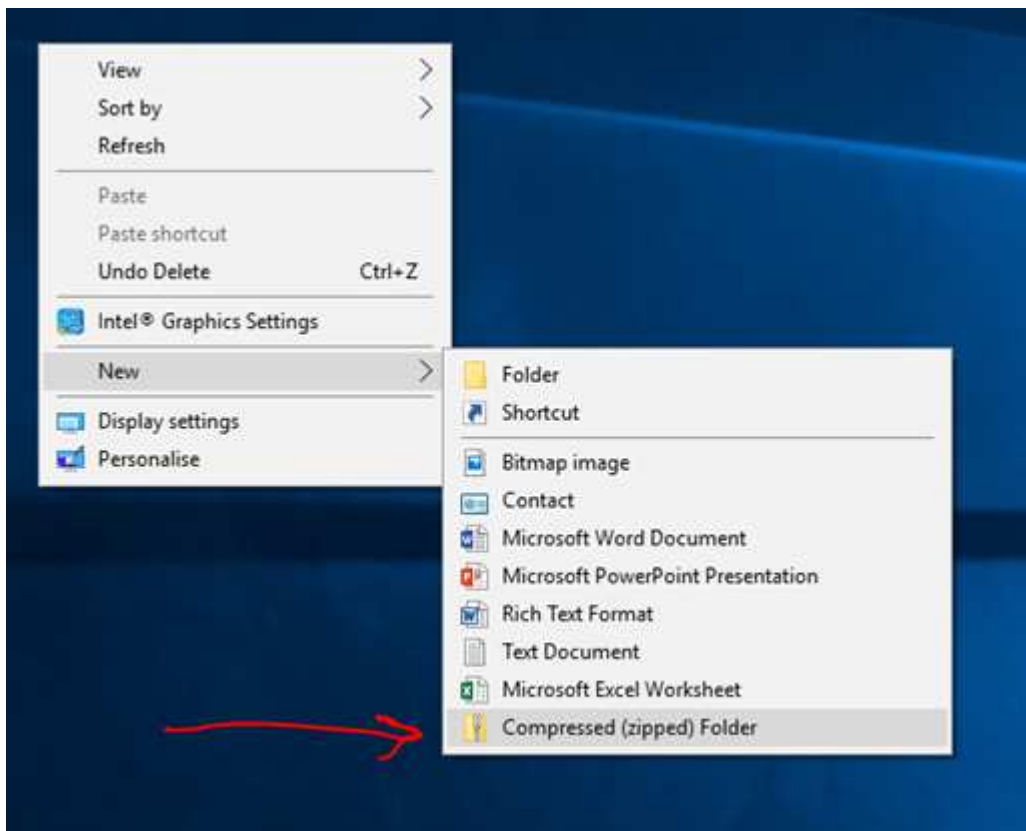
BMC Accounting Portal Client Guide

LOADING LARGE OR MULTIPLE DOCUMENTS

Uploading multiple or unusual documents may give you an error. Note: Non Zipped directories or folders cannot be uploaded. When a document is added to the portal, the other party receives a notice that there is a document requiring Action. A separate notice is sent for each document. To make larger numbers of documents transfer at one time, either Copy and Paste documents in Batches, OR better still, create a ZIP folder suitably named, and add a batch of documents to each ZIP folder.

To Create a ZIP Folder, (this procedure may vary depending on your operating system. If you need help, Google "How to Create a ZIP folder in Windows ??")

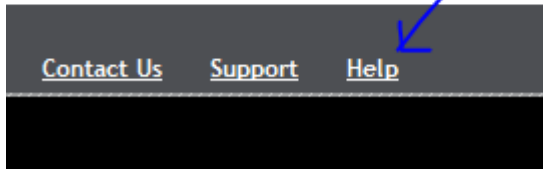
Go to your Desktop, Right Click, Select "New" Then "Compressed (Zipped) Folder"
Name the Folder, eg "5 Example Street Docs"



Drag and Drop all the documents that you want to upload together into this folder. Add the folder to the portal in the normal way.

MORE HELP

There is a Manual Available from inside the portal by clicking here when logged in



Or you can follow this link

<https://cloud1.sagehandisoft.com.au/ClientPortal/Content/Help/index.html>