



Uploading Additional Documents to TES from an Android Device.

Preamble

Both Android (Google) and iPad (Apple) phones and tablets are not designed to store files other than photos and videos. They also expect that files will be stored in the “cloud” (i.e. on the Internet) in Dropbox or an equivalent.

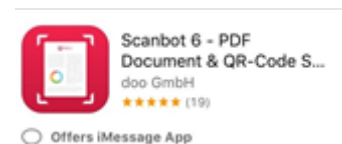
Both phones and tablets are also only designed to allow you to “share” these via Facebook, Drop Box, Google Box etc.

For paper documents e.g. if you have a 2 page safety audit report, you will need to “scan” these into a single pdf file.

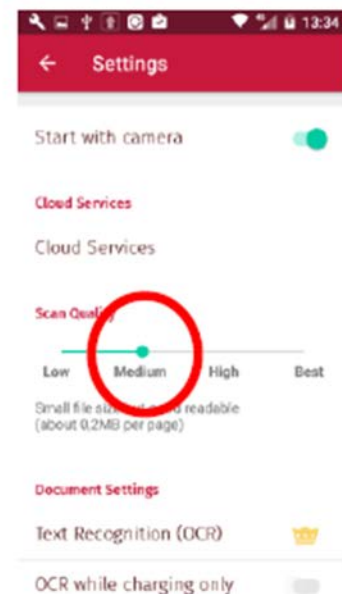
New Documents

1. Go into the **play store** and download the following free apps onto your phone or tablet.

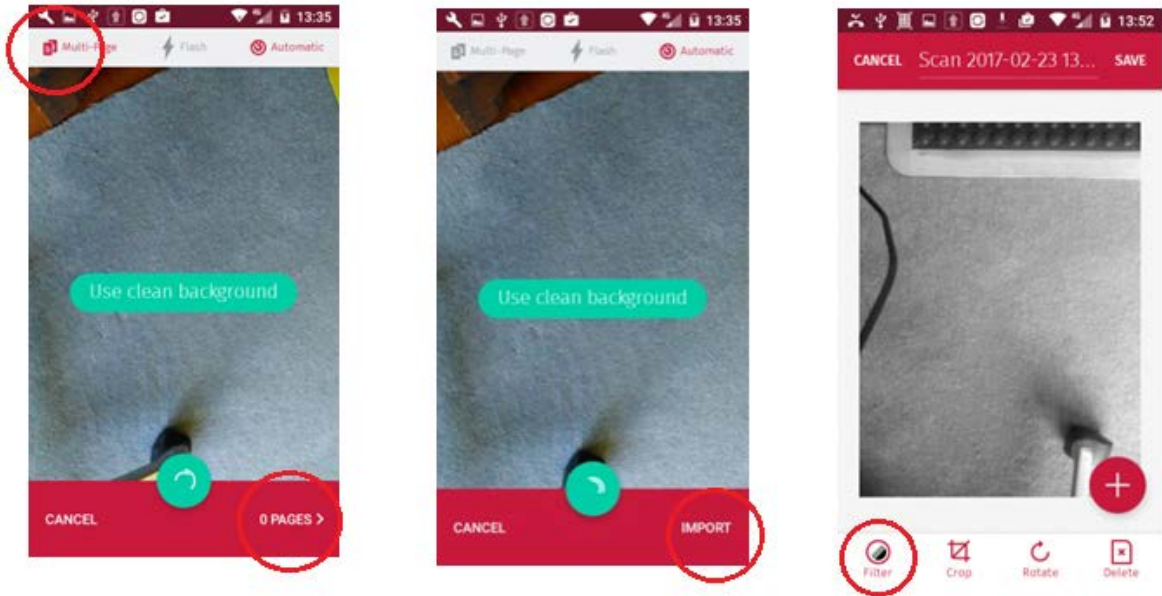
- Dropbox
- ScanBot



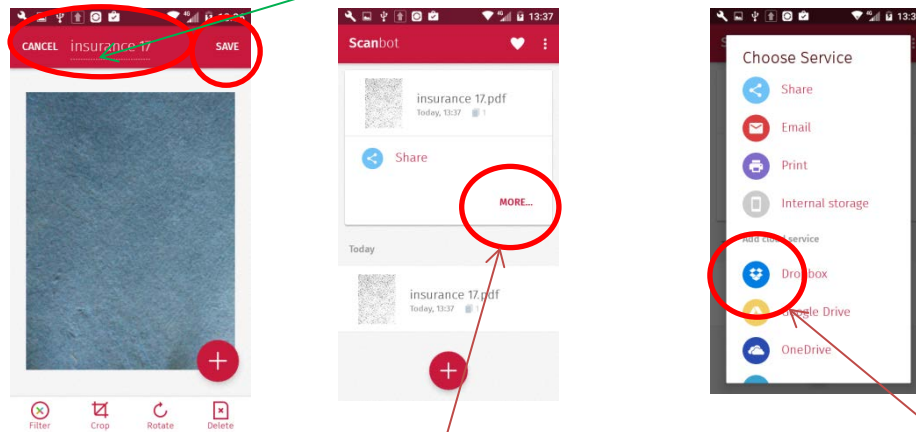
2. Open ScanBot, choose **free** (don't become a pro) and allow ScanBot to access your photos. Then make a change in the set up area by clicking on **settings**. Scroll down & adjust the “quality” to “**medium**”. If you do not then chances are the image will be too big to store in TopYacht boat docs.



3. Whilst in ScanBot Scan (take a photo) of page one of the document. If your document is multiple pages make sure you have selected the **multi-page function**. Then proceed to take photos of each page individually. Once all pages are scanned & you are happy with them click the **import** button (1page) or > **arrow** on the bottom right of the screen. Press the “**filter**” option (bottom left) and choose the one that is black, white and grey (second from the right).



4. Change the file name by clicking the ***underlined text*** up at the top of the screen. Give it a suitable name e.g. safety-audit-cat3-jul17



5. Hit the Save button and choose ***more*** and under “add cloud services” choose “***Dropbox***”. You may need to create a drop box account if you do not already have one, otherwise just sign in, allowing drop box to access your photos.
6. Close ScanBot and open up your Dropbox to view the file and ensure it has been saved correctly.

Existing .pdf documents e.g. Insurance Cert.

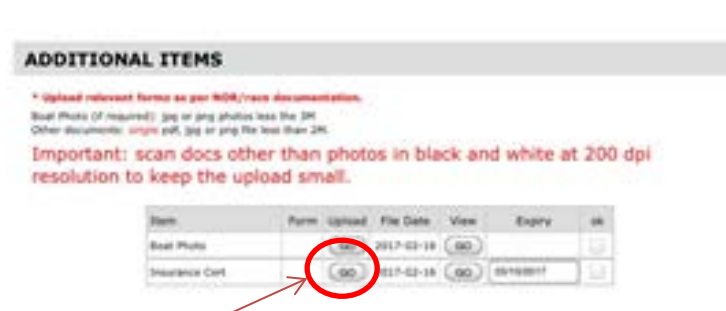
Copy the pdf file into Dropbox.

Where possible give it a meaningful name e.g. insurance-cert-jul17

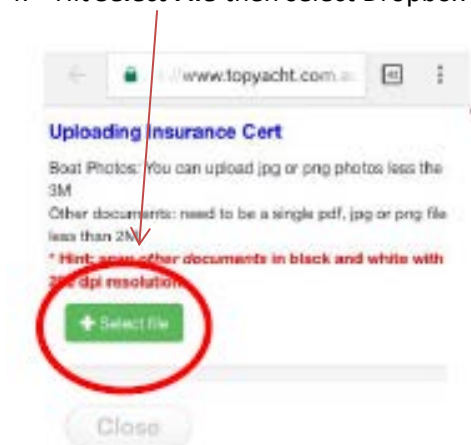
Upload additional docs to TopYacht.

Now you can upload these additional documents into TopYacht. We have tested this procedure using the “Chrome” browser which can be installed on both android and apple devices.

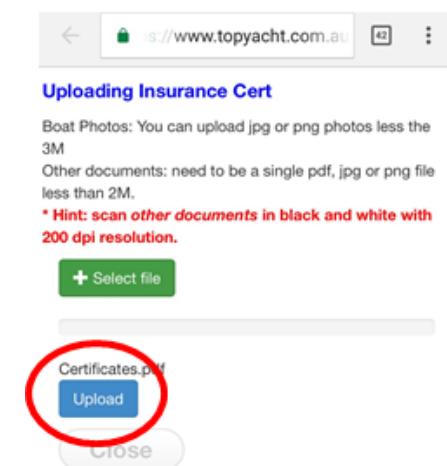
1. Log into TES to **update your entry**.
2. Scroll down to Additional Items



3. Tap the **Go** button in the upload column next to the document you wish to upload
4. Hit **Select File** then select Dropbox and choose the relevant file



5. Press the **upload** button and wait while this happens. It will give you a message that the pdf has been stored once complete.



6. Go back to the “**Entry Page**” screen and then click ‘**GO**’ under the view column. You should now see the file you uploaded. In many cases you can now manually input the expiry date.

Item	Form	Upload	File Date	View	Expiry	ok
Boat Photo		<input type="button" value="GO"/>	2017-02-16	<input type="button" value="GO"/>		<input type="checkbox"/>
Insurance Cert		<input type="button" value="GO"/>	2017-02-16	<input type="button" value="GO"/>	03/10/2017	<input type="checkbox"/>

Repeat Steps 3 to 6 for any other required documents.