



# Uploading Additional Documents to TES from an iPhone or iPad.

## 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.

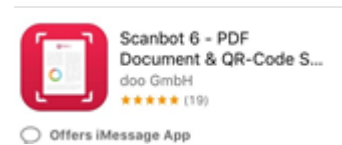
Both phones and tablets are also only designed to allow you to “share” these via Facebook, Drop Box, Google Box etc.

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.

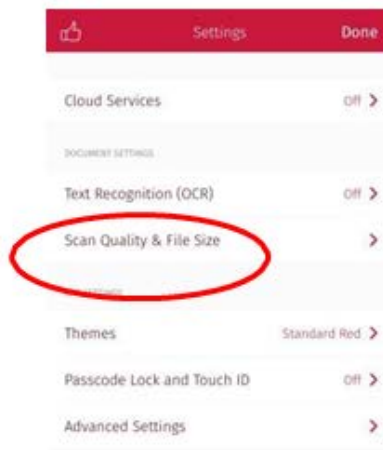
## New Documents

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

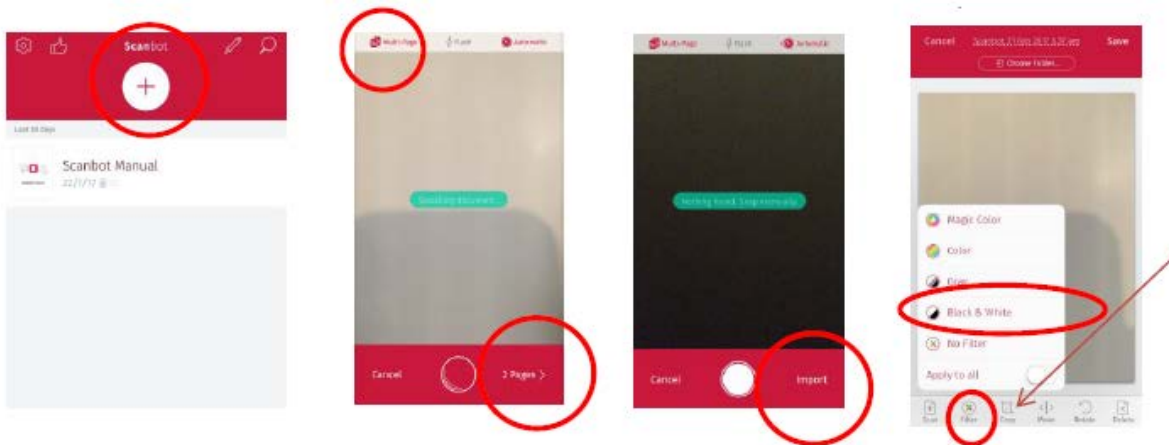
- Dropbox
- ScanBot



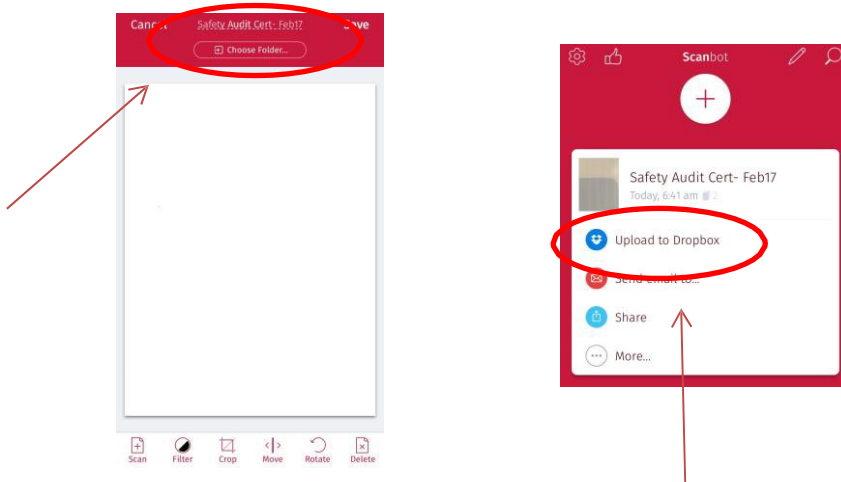
2. Open ScanBot, choose **free** (don't become a pro) and allow ScanBot to access your photos. Then make a change in the set up area by clicking on **settings**. Adjust the “quality” to “**medium**”. If you do not then chances are the image will be too big to store in TopYacht boat docs.



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.



4. Change the file name by clicking the ***Underlined Text*** up the top of the screen. Give it a suitable name e.g. safety-audit-cart3-jul17



5. Tap the ***Save*** button and choose ***“Upload to Dropbox”***
6. Close ScanBot and open up your Dropbox to view the file and ensure it has been saved correctly.

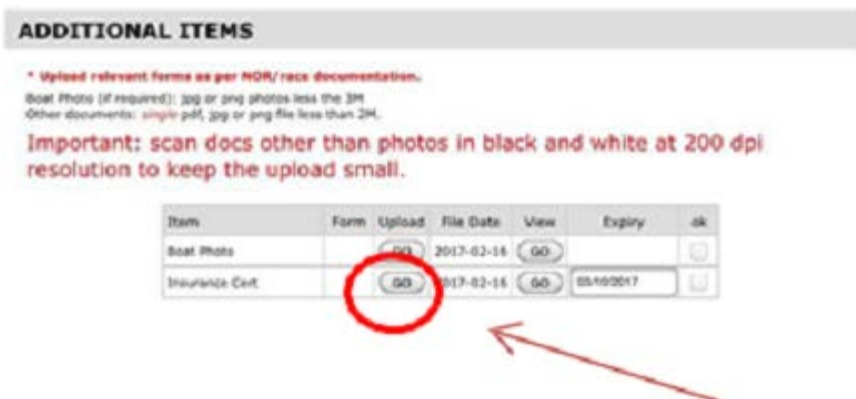
**Existing pdf docs e.g. insurance cert.**

Copy the pdf file into Dropbox.

Where possible give it a clear name e.g. insurance-cert-jul17 **Upload additional docs to TopYacht.**

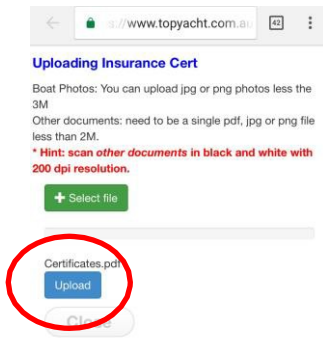
Now you can upload these additional documents into TopYacht. We have tested this procedure using the “Chrome” browser which can be installed on both android and apple devices as well as Safari.

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



3. Hit 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.

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



5. **Go back to the “entrypage”** screen and 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		GO	2017-02-16	GO		<input type="checkbox"/>
Insurance Cert		GO	2017-02-16	GO	03/10/2017	<input type="checkbox"/>

Repeat step 3 to 6 for the other required docs.