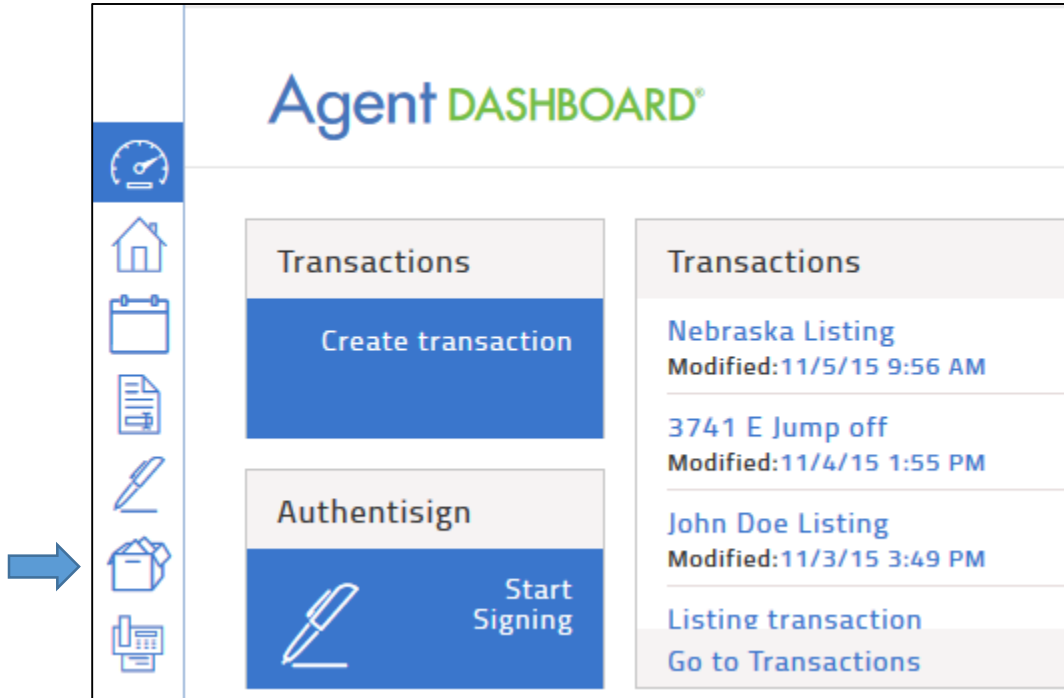


Importing Transaction files into TransactionDesk

How to import documents to TransactionDesk DocBox.

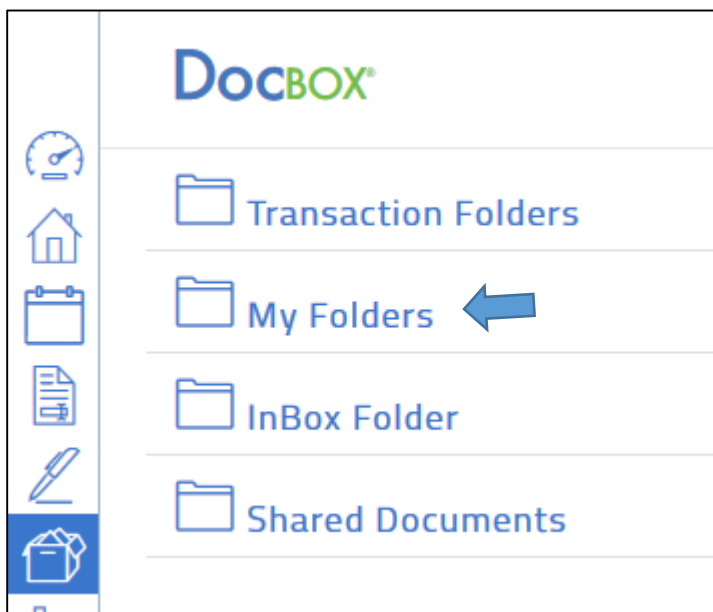
Step 1:

From TransactionDesk Dashboard, click the **DocBox** icon.



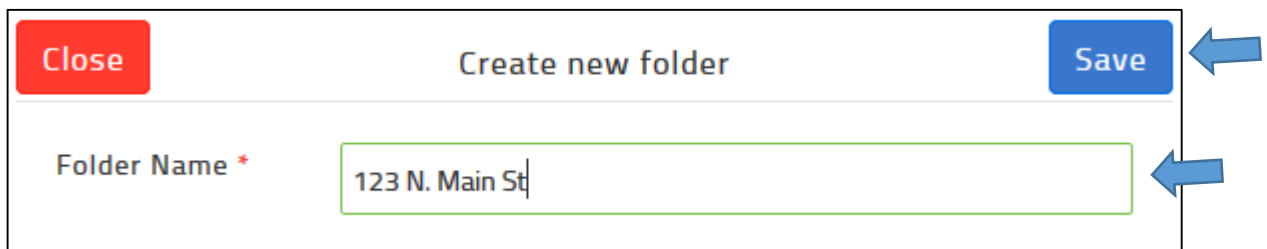
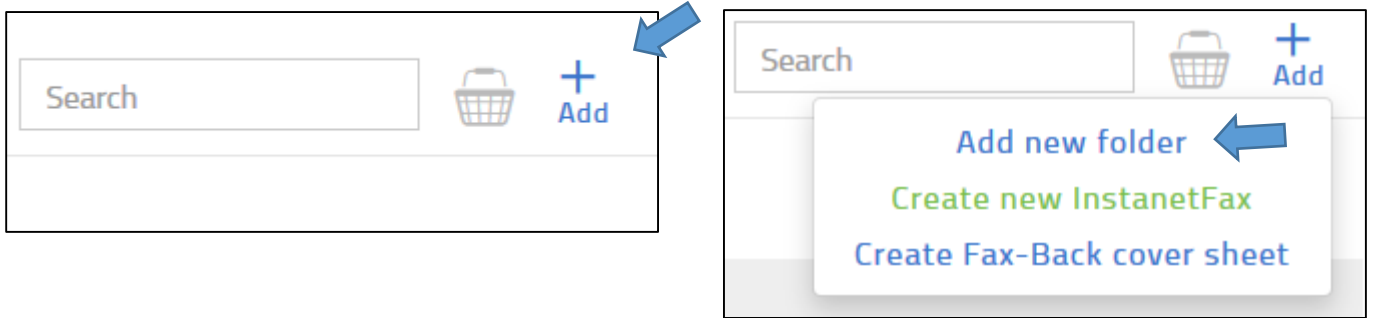
Step 2:

From the DocBox, click on **My Folders** folder icon.



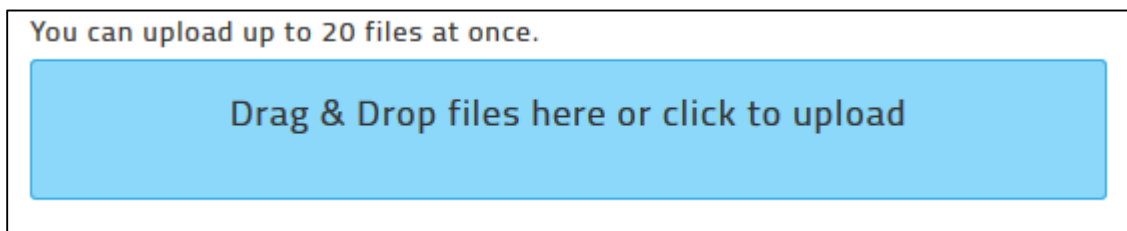
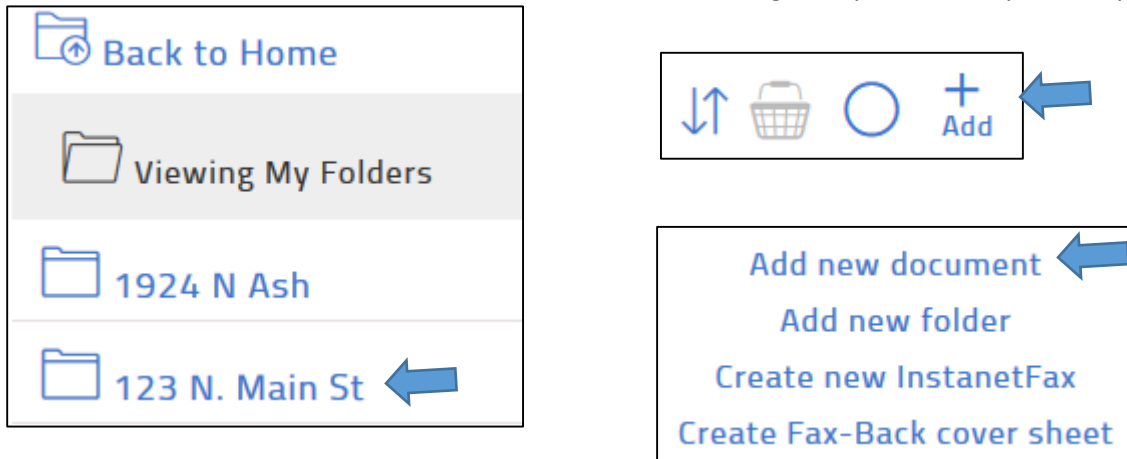
Step 3:

Inside My Folders, click the **Add** icon on your right. Then click **Add new folder**, name the folder and click **Save**.



Step 4:

Click on the folder you just created, then click the **Add** icon on your right. Click **Add new document**. From the Create new document menu, click inside the blue "Drag& Drop..." box to open file upload.



Step 5:

From the file upload, select the appropriate files to upload and click **Open**. You will see your uploaded documents inside your folder you've created.

