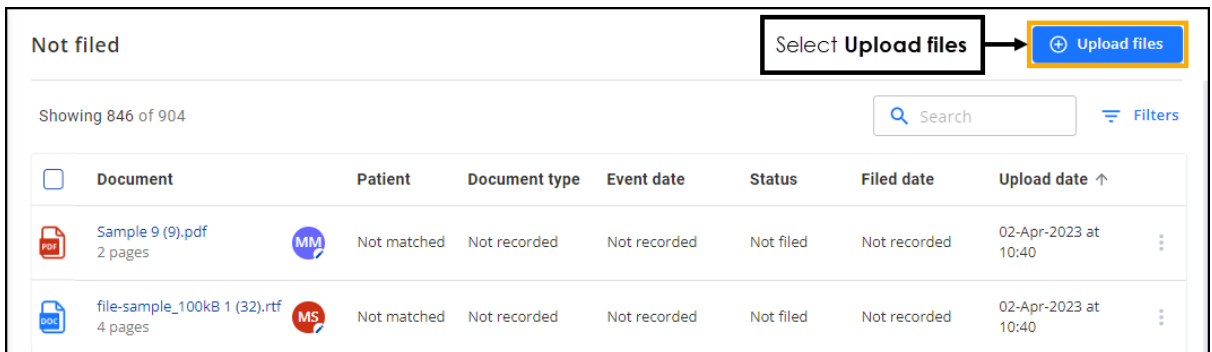# Cegedim Healthcare Solutions Flash Card
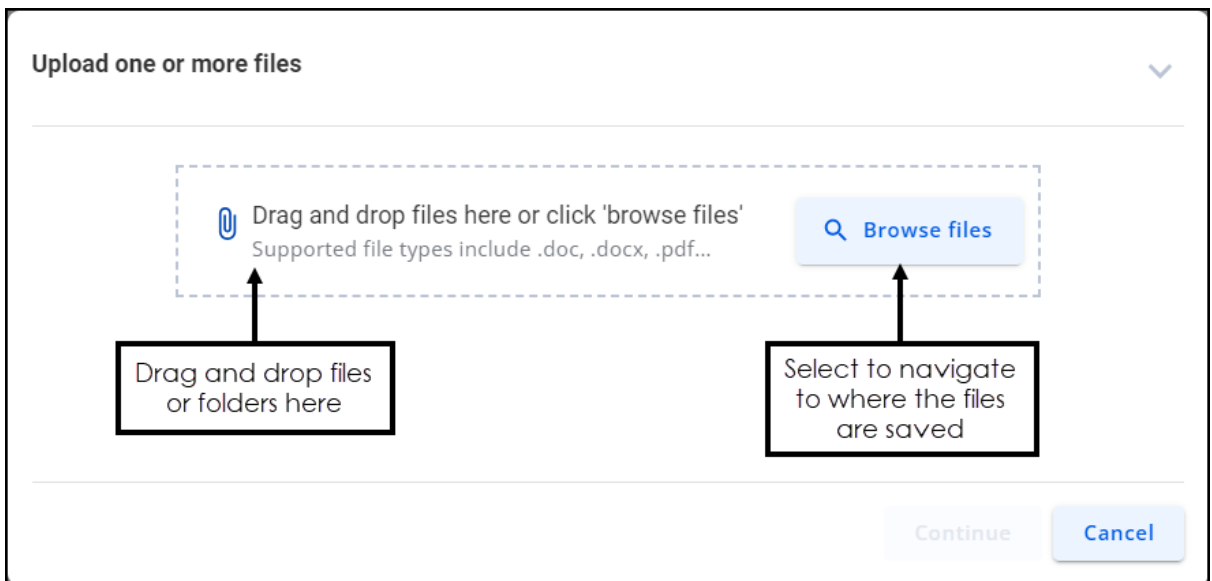
Uploading Documents

It is quick and easy to upload a document from your local computer into **DocHub**:

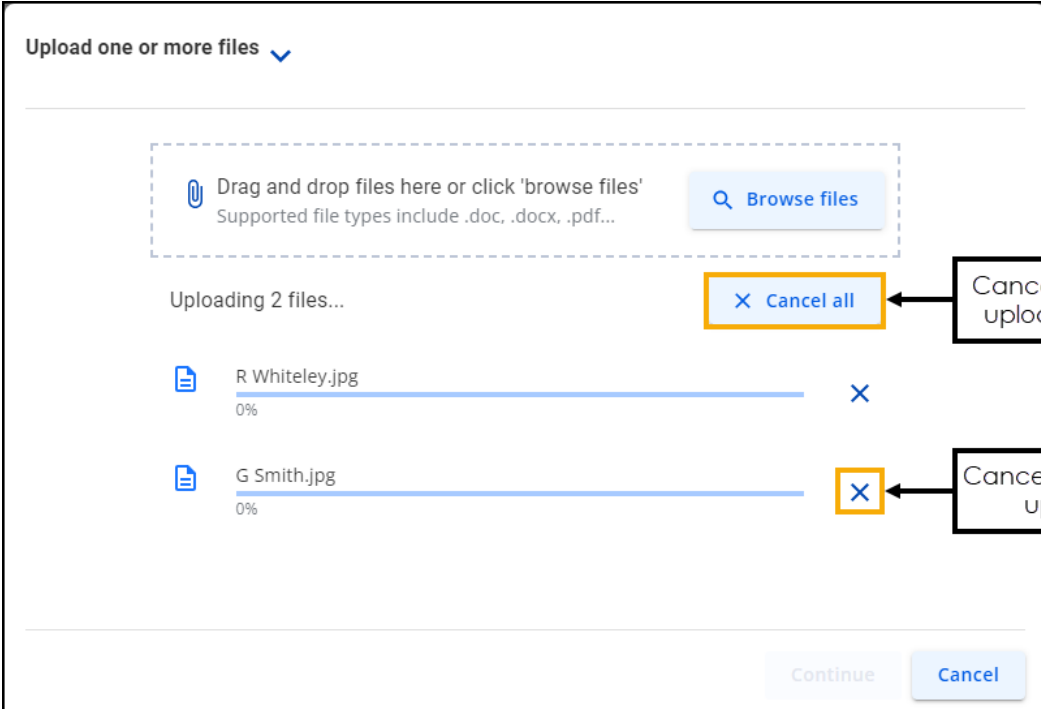1. From **DocHub**, select **Upload files** ⊕ **Upload files** :

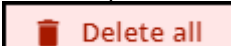2. The **Upload one or more files** screen displays, either:

- Select **Browse files**, navigate to where you saved the documents, select an entire folder, or individual files and select **Open**, or,

- Open your **File Explorer** and drag and drop the file(s) or folder required on to the **Drag and drop files here** section.
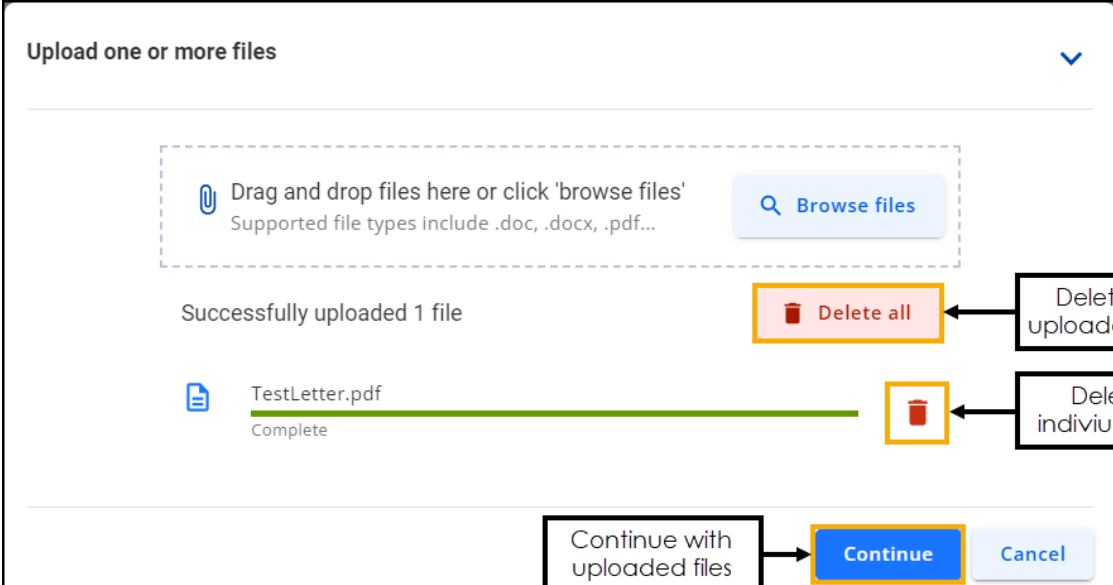
3. The documents start uploading. You have the opportunity to cancel the upload, select **Cancel** ☒ against individual files or **Cancel all** ☒ Cancel all if you have uploaded files in error:

Upload one or more files ⌄

⏺ Drag and drop files here or click 'browse files'
Supported file types include .doc, .docx, .pdf...

🔍 **Browse files**

Uploading 2 files...   ✕ Cancel all ← Cancel all uploads

📄 R Whiteley.jpg
   0%   ✕

📄 G Smith.jpg
   0%   ☒ ← Cancel individual upload

Continue   Cancel

4. Once uploaded, you have the opportunity to delete any documents not required, select **Delete** 🗑 against individual files or **Delete all** 🗑 Delete all if you have uploaded files in error. Once you are happy with the documents uploaded, select **Continue**:

Upload one or more files   ⌄

⏺ Drag and drop files here or click 'browse files'
Supported file types include .doc, .docx, .pdf...

🔍 **Browse files**

Successfully uploaded 1 file   🗑 Delete all ← Delete all uploaded files

📄 TestLetter.pdf
   Complete   🗑 ← Delete indiviual files

Continue with uploaded files → **Continue**   Cancel

5. The uploaded documents automatically display in your **All Documents - Not filed** folder and are now ready for processing by any member of staff.