

Uploading Documents in SNACS

File Tips:

When uploading documentation into SNACS, there are some important things to keep in mind. Follow the tips below to when preparing to upload documentation for you Administrative Review (AR).

- **Use Clear File Names** - Each file should have a descriptive name to clearly communicate to reviewers what it is.
 - For example: Breakfast_ProductionRecords, Monday_Lunch_Recipes, TrainingTracker_SuzySmith
 - DO NOT use special characters in file names except for underscores (“_”) and periods (“.”) as they may cause your file upload to fail OR may result in the review team being unable to open your file.
 - Name the file beginning with what the document is *first* rather than descriptors. This makes sorting and finding documents easier (e.g., NSLPClaim_November, BI_list_3.15.24).
 - For documents uploaded as corrective action, include the corrective action question number at the beginning of the file name (e.g., CA1000_LWPTimeline)

- **Acceptable File Types** - Only the following file extensions are allowed: .txt, .csv, .doc, .docx, .pdf, .tiff, .png, .bmp, .xls and .xlsx.

- **Submitting documents in SNACS**
 - Only **one** document can be uploaded at a time in SNACS. To save time, combine multiple related files into one PDF. For example, combine all documents for Monday's lunch into a single PDF file named "Monday_Lunch"
 - **Tip!** Organizing and uploading meal pattern related documents by day is preferred.
 - e.g., Monday_Lunch.pdf would include the completed production record for Monday, any standardized recipes used for the Monday lunch menu and all necessary Child Nutrition Labels, Product Formulation Statements and nutrition fact labels.
 - If you have printed documents, you can scan them together into a single PDF.
 - If you have electronic documents, search for “free PDF merger” online and you will find many websites that allow you to merge multiple PDF files into one.
 - There is a limit of 15MB (or 15,000KB) per upload.
 - If you find your file to be larger than this, try scanning or saving with a lower image resolution or splitting up the file (ex. instead of Monday_Lunch, try: Monday_Lunch_Labels, Monday_Lunch_ProductionRecords, Monday_Lunch_Recipes, etc.).

Steps for uploading documents:

1. Log into SNACS and access the Reviews module. You will see several tabs on the top of the screen. To upload documentation, click on the Documents tab.

General Info | Notifications | Site Selection Worksheet | Questionnaire (88) | Correspondence (0) | **Documents (0)**

Review Info
Review Type: Administrative
Review Status: Started

SA Contact
Reviewer: Admin one
Work Phone #:
Email: admone828@gmail.com

Your remaining tasks:
• [Complete your Site Selection Worksheet](#)
• [Complete your Questionnaire](#)

Review Schedule

Review Step	Start Date	End Date
Off-Site Review	11/20/2019	01/06/2020
On-Site Review	01/07/2020	01/09/2020
Site Selection Worksheet	11/20/2019	11/21/2019

2. To add a document, click Apply (#1) and then Add new record (#2) to begin the uploading process.

General Info | Notifications | Site Selection Worksheet | Questionnaire (88) | Correspondence (0) | **Documents (0)**

Type: --ALL-- | Form: -- ALL -- | Section: -- ALL -- | Question #: | **Apply** (1)

Review Documents

(2) + Add new record | Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
No records to display.							

3. Select general from the 'Type' drop down menu found under the green Review Documents header. Then click Upload File.

General Info | Notifications | Site Selection Worksheet | Questionnaire (88) | Correspondence (0) | **Documents (0)**

Type: --ALL-- | Form: -- ALL -- | Section: -- ALL -- | Question #: | Apply

Review Documents

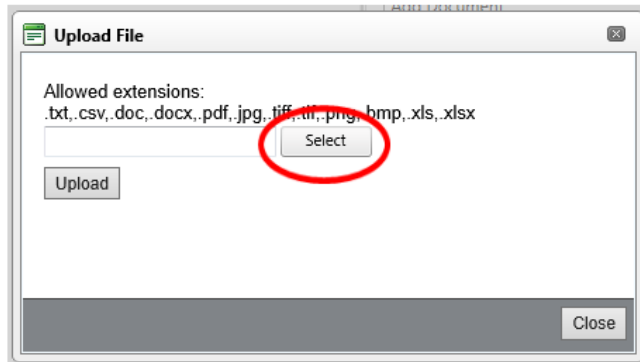
+ Add new record | Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
Type: General	Form: -- Select --	Site: -- Select --	Section: -- Select --	Question #:			

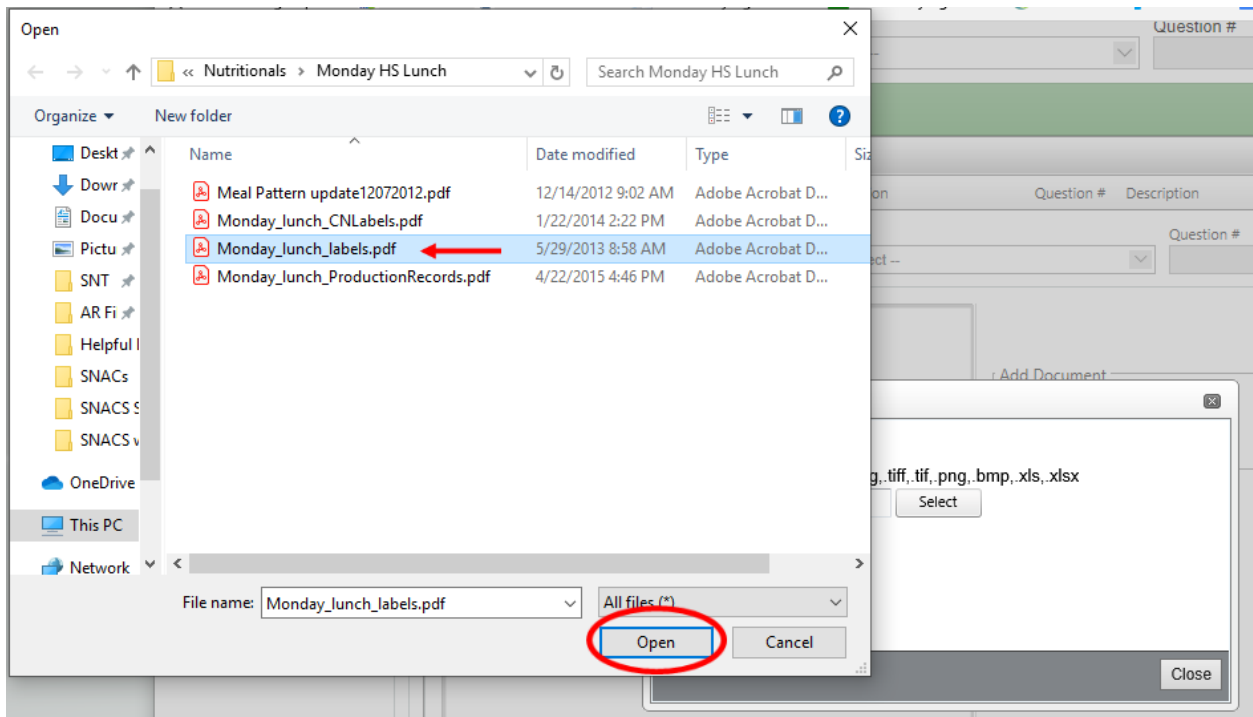
Add Document

Upload File ←

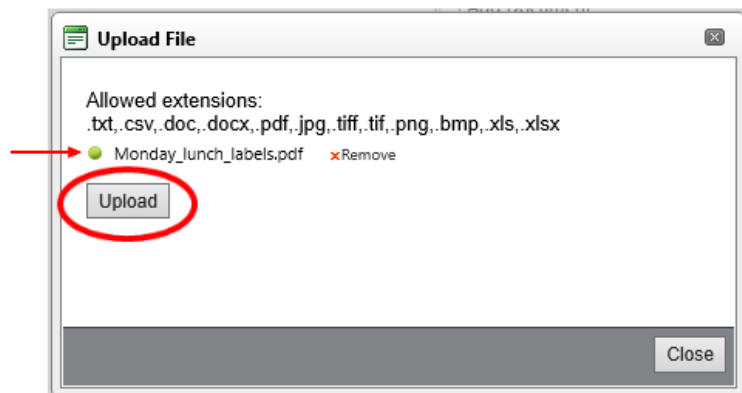
- Click Select from Upload File window to search for the document you want to upload into SNACS.



- Browse your computer for the file. After selecting the file you need, click Open.



- The green circle next to the file name shows the file is ready to upload. Click Upload.



- Your file will appear under description. This is where you can change the title of the document if needed. First, click **OK** and then click **Insert**. If not done in this order, the file will not upload. The insert button can be difficult to see and easy to miss! It is found at the bottom left of the screen.

Review Documents

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
General	-- Select --		-- Select --				

Monday_lunch_labels.pdf

Insert Cancel

No records to display.

- Your document is uploaded! Notice that the number in parentheses on the Documents tab has now increased to 1. This number shows the total number of documents that have been uploaded.

Note: If this number did not change, your file was NOT successfully uploaded.

General Info Notifications Site Selection Worksheet Questionnaire (88) Correspondence (0) **Documents (1)**

Type Form Section Question # Apply

--ALL-- -- ALL -- -- ALL --

Review Documents

+ Add new record Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
General					Monday_lunch_labels.pdf	Admin one	11/20/2019

9. To view the file, click on the Edit icon.

General Info | Notifications | Site Selection Worksheet | Questionnaire (88) | Correspondence (0) | Documents (1)

Type: --ALL-- | Form: -- ALL -- | Section: -- ALL -- | Question #: [] | Apply

Review Documents

+ Add new record | Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
General					Monday_lunch_labels.pdf	Admin one	11/20/2019

Then click the file name hyperlink under the Documents heading.

Review Documents

+ Add new record | Refresh

Type	Form	Site	Section	Question #	Description	Submitted By	Submitted On
General					Monday_lunch_labels.pdf	Admin one	11/20/2019

Type: General | Form: -- Select -- | Section: -- Select -- | Question #: []

Documents

[Monday_lunch_labels.pdf](#)

Add Document

Upload File

Monday_lunch_labels.pdf

Update | Cancel

Note: Uploading a file from this screen will replace the previously uploaded file. To upload additional files, be sure to click Add a new record and repeat steps 3-8.