

Uploading Documents in SNACS

1. When you log into SNACS, and access the Reviews module, you will see many 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 located 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

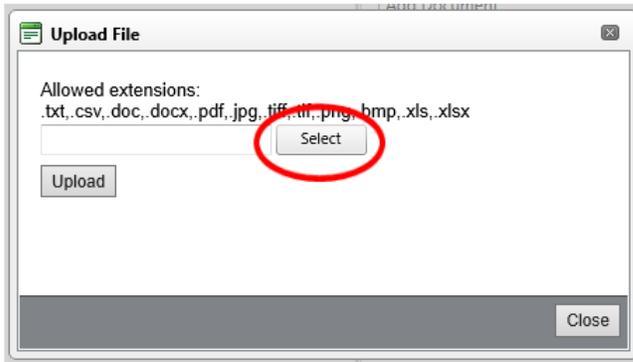
+ Add new record | Refresh

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

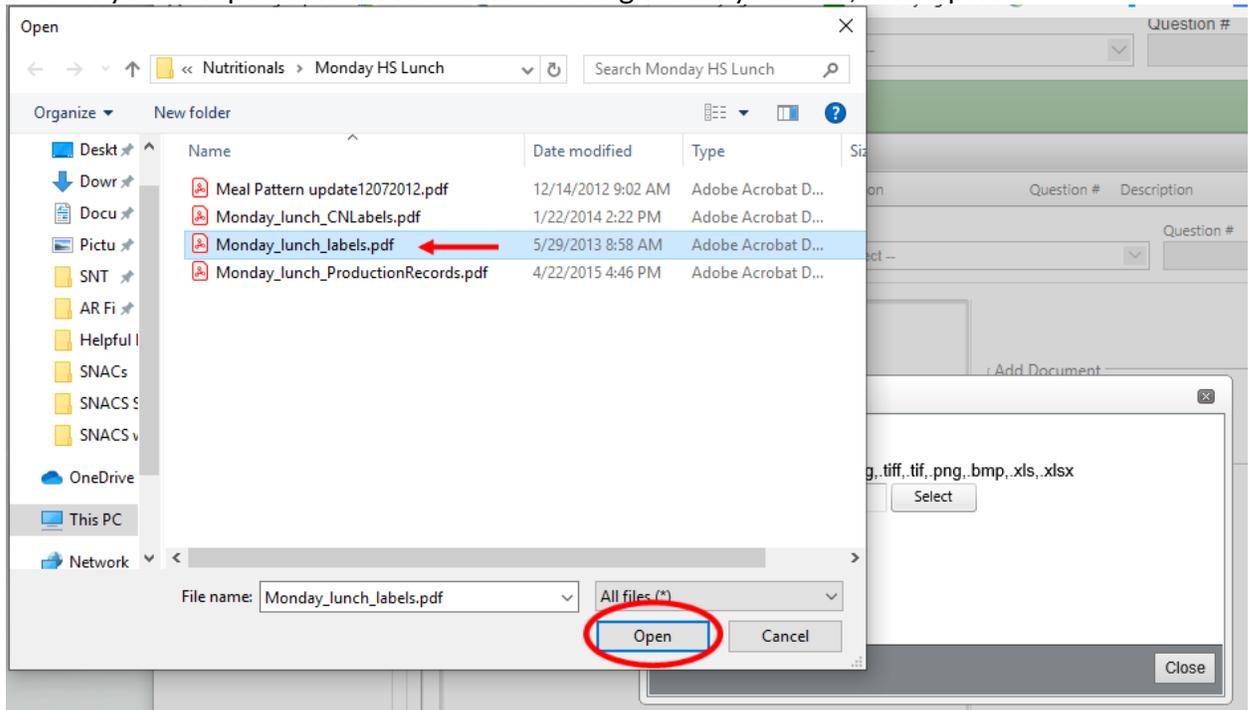
Add Document

Upload File ←

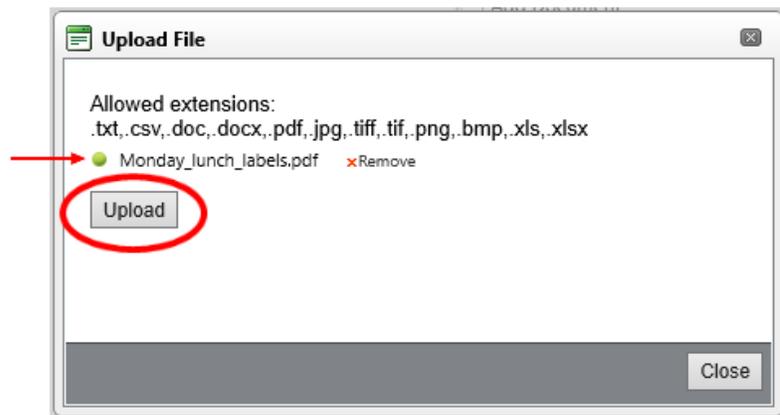
4. Click Select from Upload File window to search for the document you want to upload into SNACS.



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



6. The green circle next to the file name indicates the file is ready to upload. Click Upload.



7. 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 you do not do it in this order, it will not work. The insert button can be difficult to see and easy to miss! It is located 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 --				

Add Document

Description
Monday_lunch_labels.pdf

OK Cancel

Monday_lunch_labels.pdf

Insert Cancel

No records to display.

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

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

9. If you need 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.

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.

10. When uploading documentation into SNACS, there are some things to keep in mind. You can only upload ONE document at a time. Therefore, putting multiple files into one PDF will expedite the process. For example, combine all Monday documentation into one pdf and title it Monday_Lunch.
 - It is preferred that documentation is organized and uploaded by day.
 - 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.).
 - Files should have descriptive names to clearly communicate to reviews what information each document contains.