
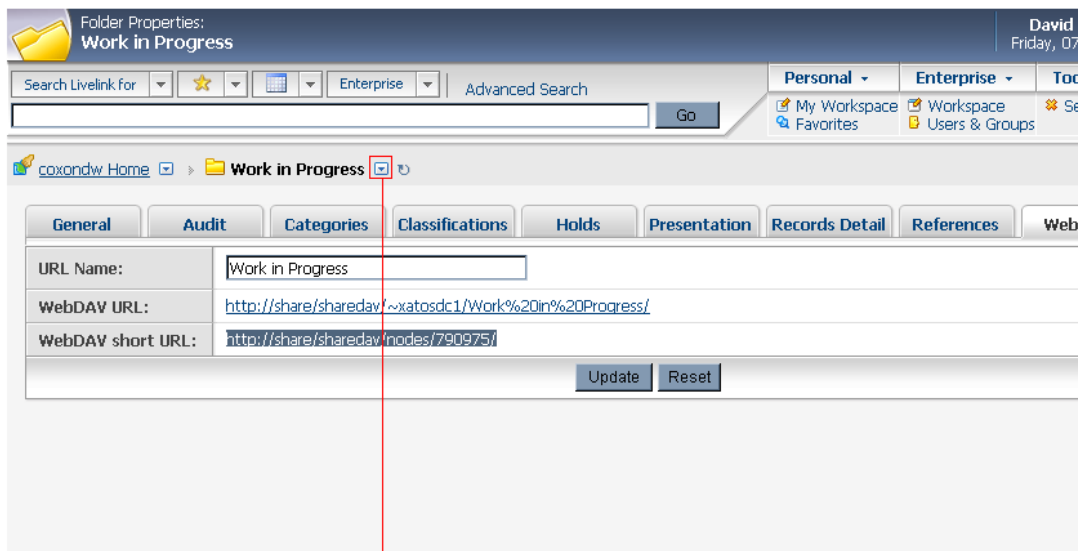


Uploading Documents directly from SHARE to PartnerNET

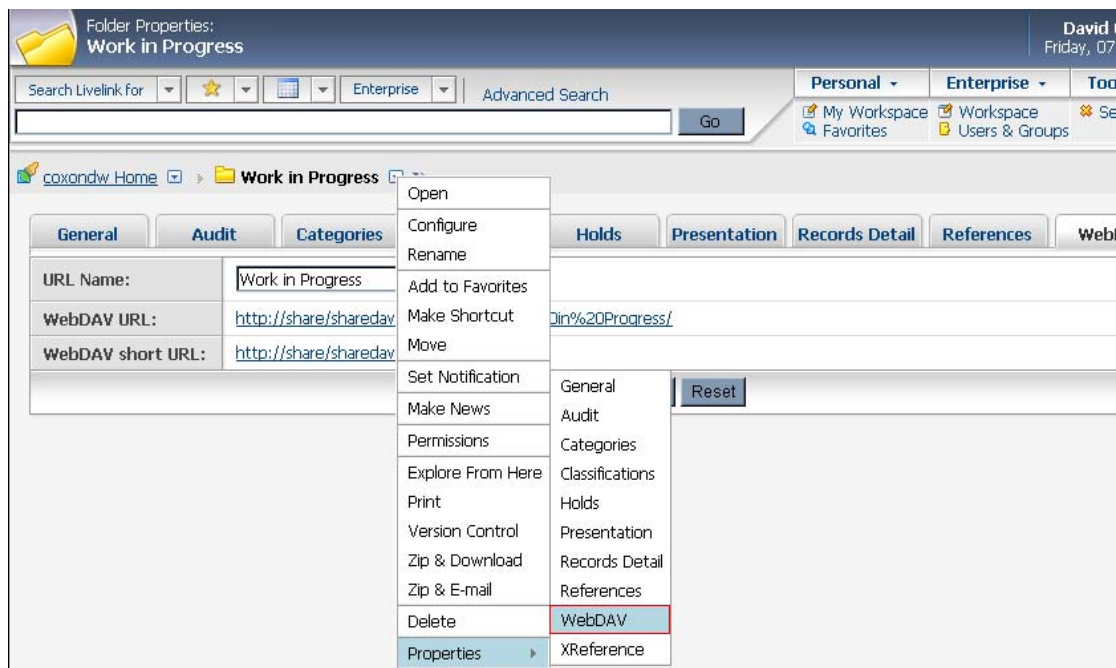
As an alternative to copying files from SHARE to PC desktop and then uploading to PartnerNET, HA customers can use the following instructions to upload documents from SHARE folders.

- 1 Within SHARE, select functions menu using  icon on the right of the folder title.

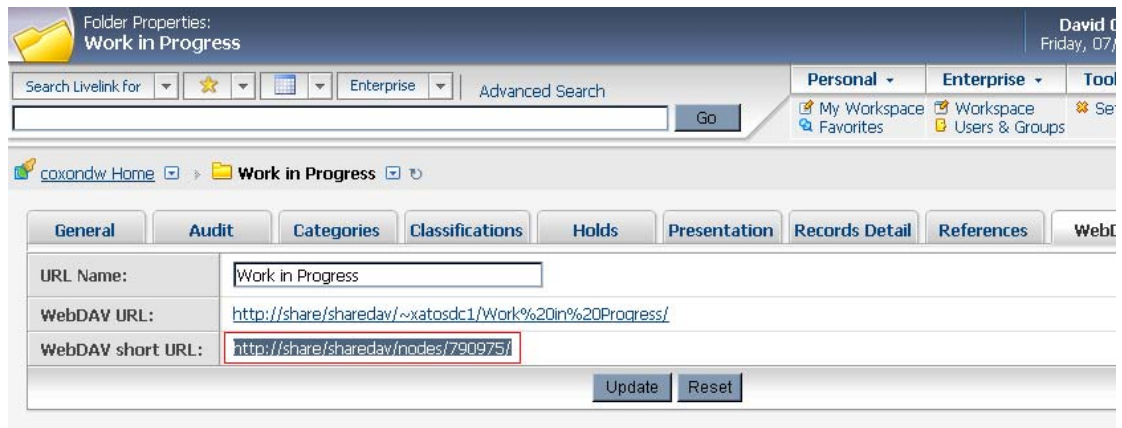


**Select Functions
menu**

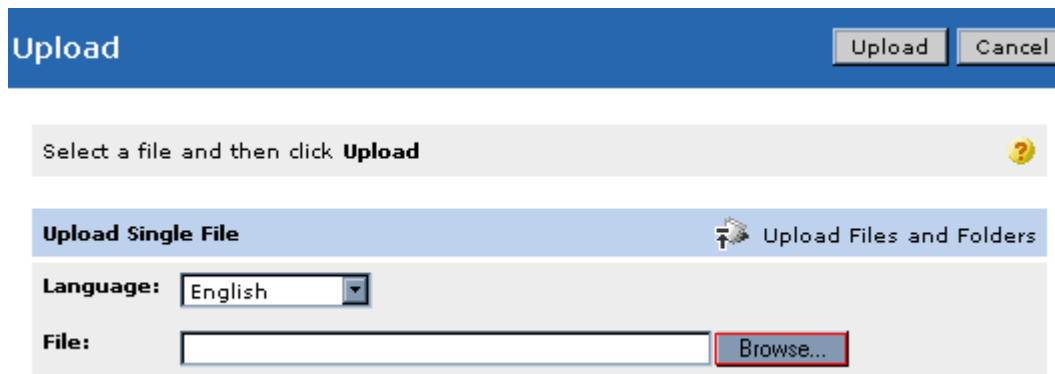
- 2 Select properties then WebDAV



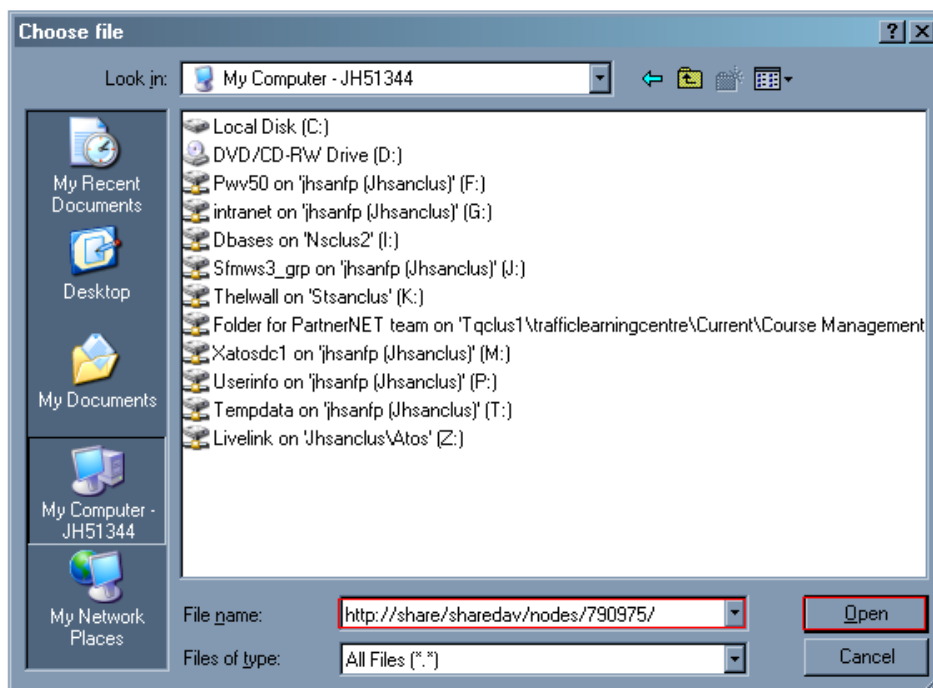
- 3 Highlight **WebDAV short URL**, then copy (using right mouse, copy or ctrl – c)



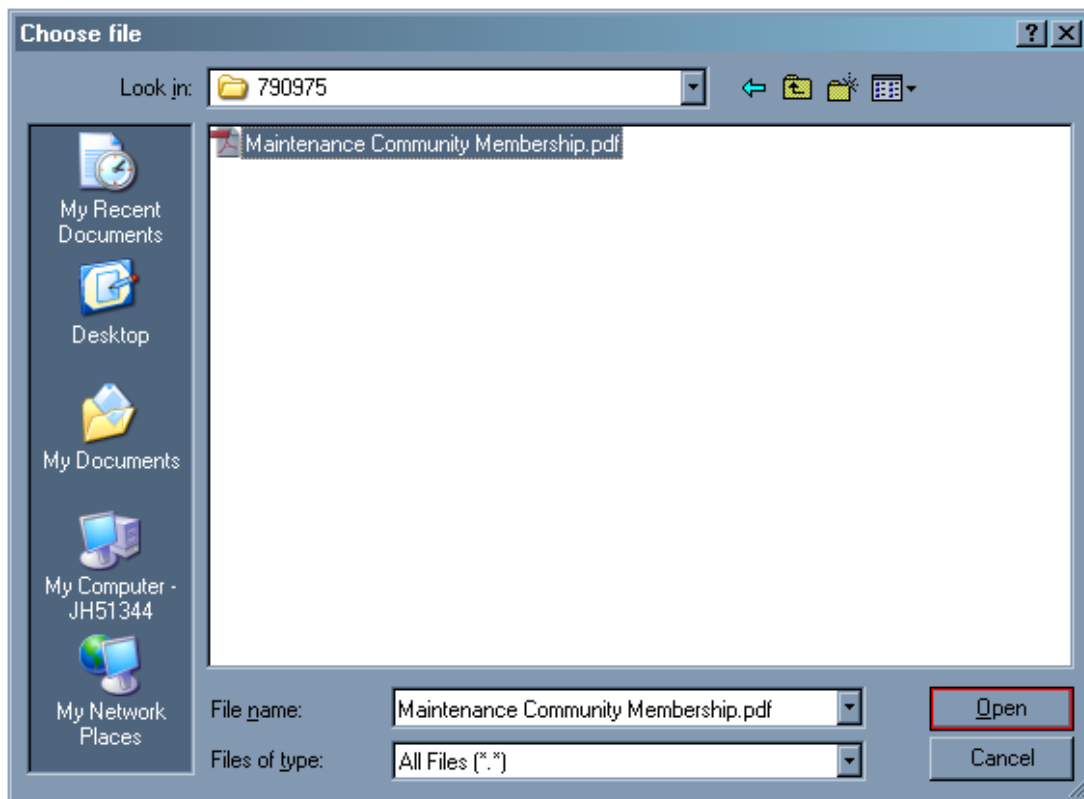
- 4 Within PartnerNET project, select **upload** option and then **browse**.



- 5 Paste WEBDAV url into **Filename**, select **open**



- 6 You have now accessed the target SHARE folder. Select the appropriate file and **open**.



- 7 Finish upload procedure as normal.

