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.

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

3. Select general from the 'Type' drop down menu located under the green Review Documents header. Then click Upload File.
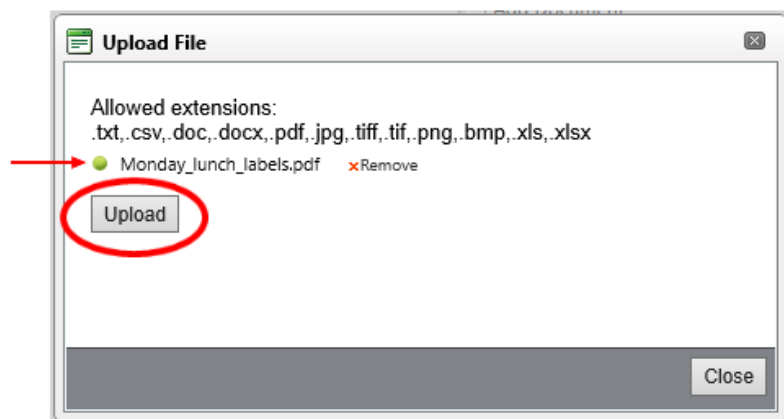
4. Click Select from Upload File window to search for the document you want to upload into SNACS.
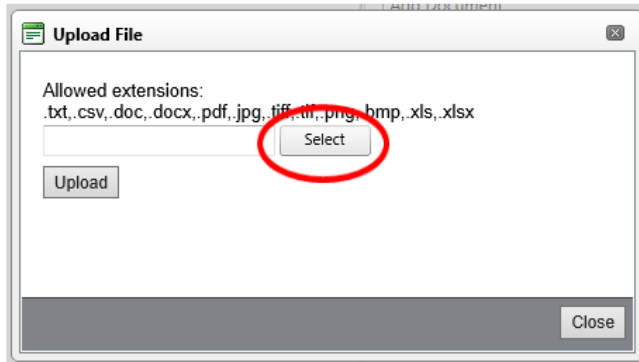
5. Browse your computer for the file. After selecting the file you need, click Open.
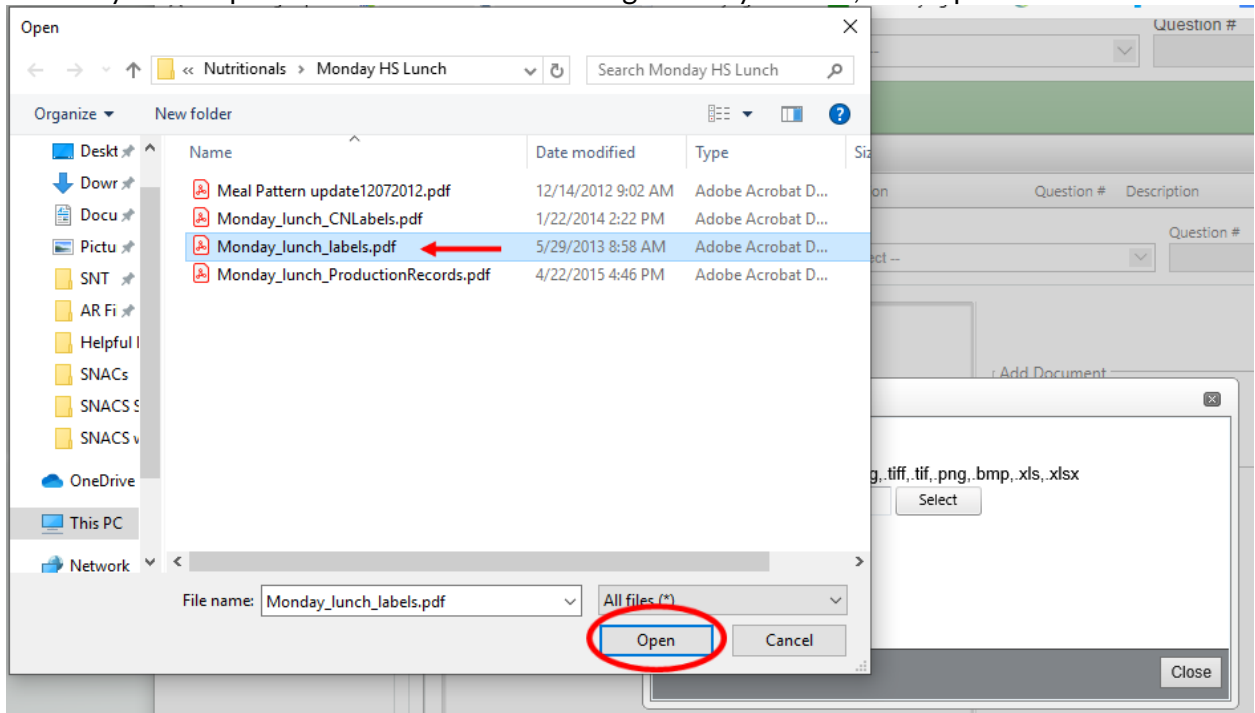
6. The green circle next to the file name indicates the file is ready to upload. Click Upload.

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.

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.

9. If you need to view the file, click on the Edit icon

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.
    o It is preferred that documentation is organized and uploaded by day.
    o 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.).
    o Files should have descriptive names to clearly communicate to reviews what information each document contains.