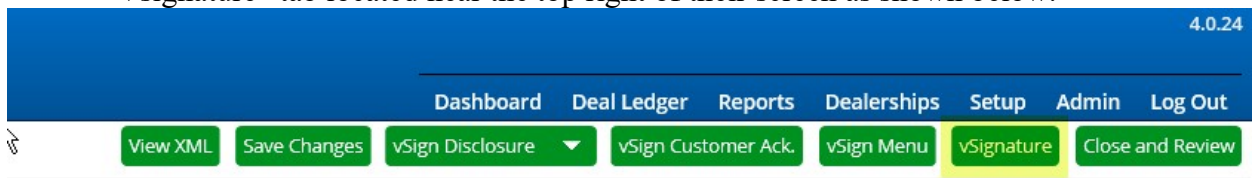


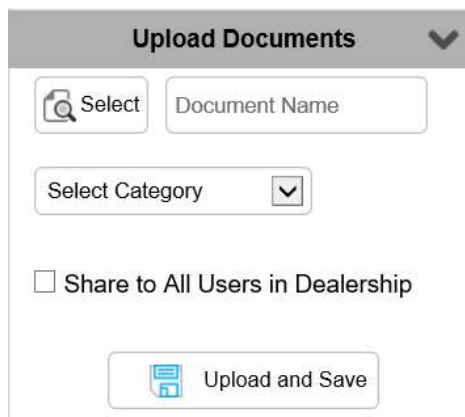
Step 2: How to upload Brochures, Deal Documents, Other Documents, and Videos

*Documents must be in PDF format for them to get uploaded

1. To upload documents into the vSignature module, the user must first click on the “Vsignature” tab located near the top right of their screen as shown below.

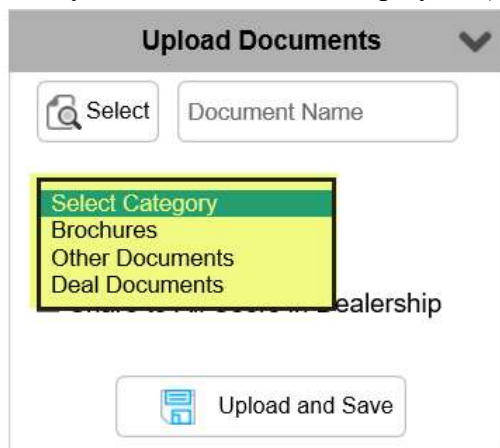


2. You will then be inside the vSignature Module where you will see “Upload Documents” near the bottom right of the screen.
3. By clicking on the arrow, it will display the screen below.



The screenshot shows the 'Upload Documents' form. It has a title bar 'Upload Documents' with a dropdown arrow. Below the title bar are three input fields: a 'Select' button with a magnifying glass icon, a 'Document Name' text box, and a 'Select Category' dropdown menu. Below these fields is a checkbox labeled 'Share to All Users in Dealership'. At the bottom of the form is an 'Upload and Save' button with a document icon.

4. From here, you will click on “Select” where you will select which document you would like to upload.
5. Next, you will give the Document a name by clicking inside the “Document Name”.
6. Once you have completed that, you will need to select a category in which you would like your document to be displayed. (Options are shown below)



This screenshot shows the 'Upload Documents' form with the 'Select Category' dropdown menu open. The menu lists three options: 'Brochures', 'Other Documents', and 'Deal Documents'. The 'Select' button and 'Document Name' field are visible above the dropdown. The 'Share to All Users in Dealership' checkbox and 'Upload and Save' button are visible below the dropdown.

7. After you select your category, you will then click on “Upload and Save”.
8. Once that is done, the document(s) will have officially been uploaded.
*You will have to upload one document at a time

Uploading a Video

1. Uploading a video works very similar to uploading documents.
2. You will see a “Link Videos” tab right underneath the “Upload Documents” tab.
3. After you select the dropdown arrow, you will see the following:

Link Videos▼


Name

Name of Video

URL

Link to Video

☐ Share to All Users in Dealership

 Save Link

4. From this, all you have to do is give the video a name, copy the URL, and paste it in the URL section.
5. You will notice a checkbox that says, “Share to All Users in Dealership”. If you check this box, it will share the video to every user at the Dealership.
6. Once you have completed the above steps, click on “Save Link” and the video will officially be uploaded.