# Uploading documents

BookingsPlus is the perfect place to store any documents relating to your hirer's bookings.

Many file types can be stored including PDF's, Word documents, JPG's. There is a 2MB limit for each file. For large PDF's, there is an option within Adobe to save as a 'Reduced Size PDF'; this does significantly decrease the document size.

Please note there is a limit of 10 documents per client, and Hirers are able to view any documents you upload from their Documents tab.

Hirers can also upload their own documents. This is also done via the**Documents** tab on their account. They are however unable to delete any documents that they upload, giving you control.

To upload documents as an administrator, select the client required & click New Document
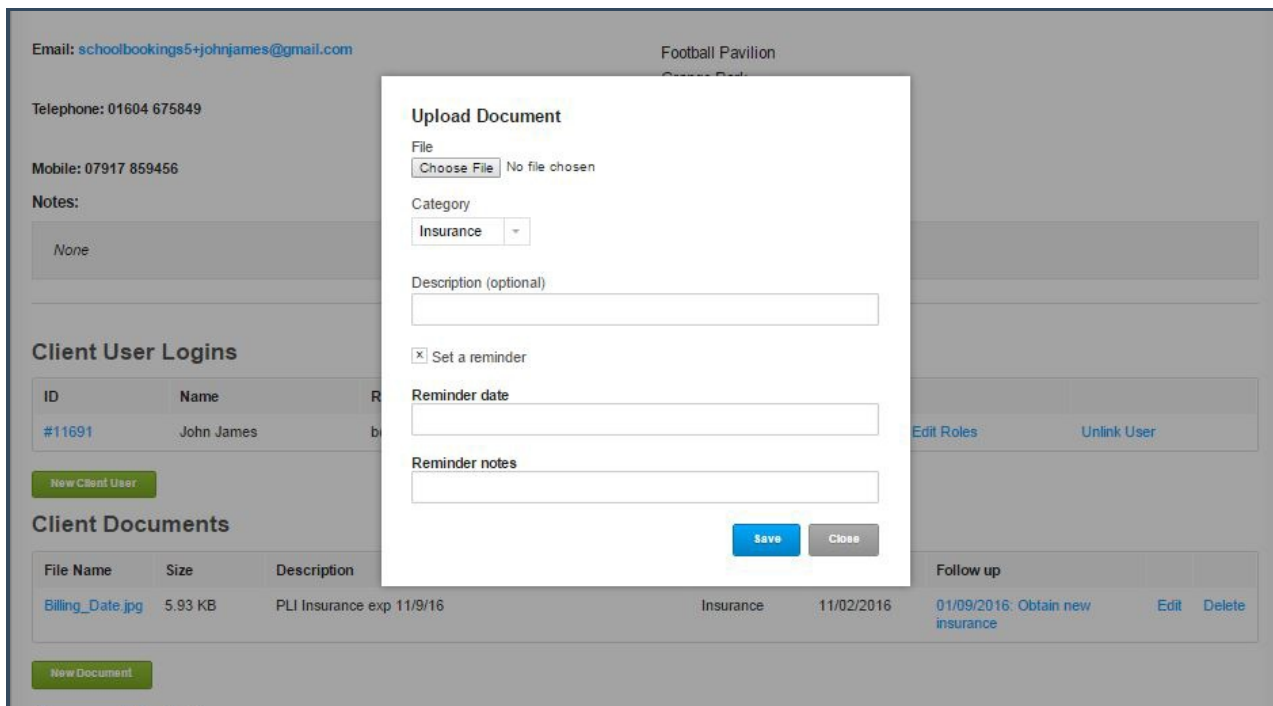
Within the pop-up box, upload the document. The category can be either Insurance/DBS/Other.

There is the option to set a reminder. This can be really useful for any documentation which expires eg Public Liability Insurance. The reminders will appear on the reminders tab & activate at the due date.