## **Uploading documents**

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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

Email: schoolbookings5+johnjames@gmail.com				Football Pavilion				
Telephone: 01604 675849			Upload Document					
Mobile: 07917 859456  Notes:  None			File Choose File No file chosen  Category Insurance					
			Description (optional)					
Client User Logins			Set a reminder					
ID	Name	R	Reminder date					
#11691	91 John James b					Edit Roles Un	link User	
New Client User	1		Reminder notes					
Client Doc	uments		t <sub>o</sub>	Save	Close			
File Name	Size	Description				Follow up		
Billing_Date.jpg	5.93 KB	PLI Insurance ex	p 11/9/16	Insurance	11/02/2016	01/09/2016. Obtain new insurance	Edit	Delete

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.