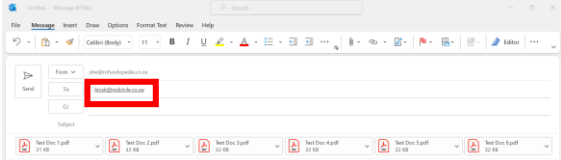

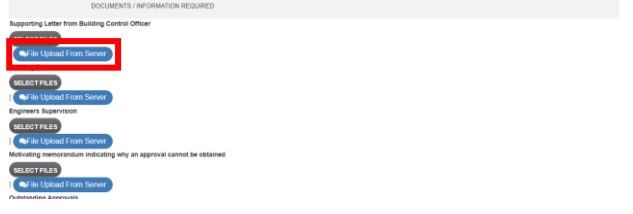

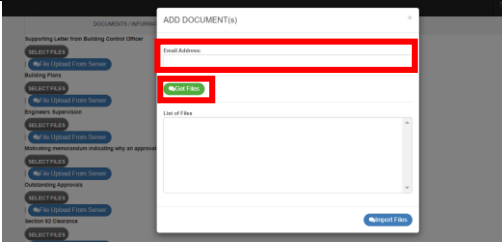


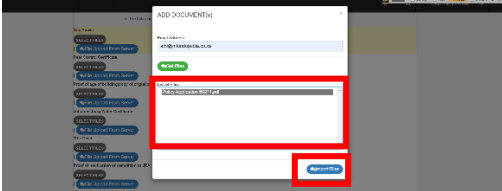

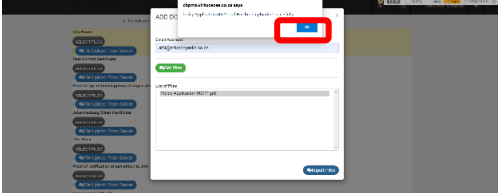





Q: How do I upload my documents?

A quick step-by-step guide on how to send, retrieve and upload required pdf documents using the kiosk to upload to an application. The quick guide includes how applicants can print documents from the system.

What to do	What to see	Important Information
<p>1. The applicant needs to have registered on CPMS following: Quick Guide Register</p>		
<p>2. Send required documents for an application to kiosk@redcircle.co.za to send documents to the kiosk sever.</p>		<p> <i>It takes approximately 5 minutes for sent documents to appear on the application.</i></p>
<p>3. Submit an application following the steps highlighted in the User manual: CPMS User Manual</p>		
<p>4. Click on “file upload from server”</p>		<p> <i>This allows the applicant to access the kiosk server that stores the required documents.</i></p>
<p>5. Type in the email address used to send documents to the kiosk@redcircle.co.za email address from step 2 above.</p> <p>6. Click on “get files”</p>		<p> <i>It takes approximately 5 minutes for sent documents to appear on the application.</i></p> <p> <i>The documents that you upload will stay on the system for 48hrs before being removed.</i></p>
<p>7. Select the file you would like to upload.</p> <p>8. Click on “Import file”</p>		<p> <i>Applicant files should appear under “list of files”</i></p>
<p>9. Once the upload is successful, a pop-up message will appear. Click on “ok” to continue to upload the next required document.</p>		<p> <i>Once all required documents have been uploaded, you may continue with the application.</i></p>
Print Documents		
<p>Open the document you want to print.</p>		
<p>Click on the  icon on the top right corner of the screen.</p>		
<p>A pop-up should appear, the printer should automatically be selected. If it is not, click “Custom KPM216H (200dpi)” printer.</p>		<p> <i>A connected printer will have the green tick to indicate that it's connected to the network.</i></p>