

File Upload

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This page allows files to be uploaded for use in other functional areas.

Note: This is currently only visible within the Portal if the WMS module is in use

- **Upload Type** A drop-down will allow the user to select the type of file to be uploaded (e.g. a WMS despatch note image or a LOTS / TTM stock image). Note that the options available are limited based on the Portal modules that are available. Once this value is set a message will appear to provide any upload type specific information (such as the subdirectory or file naming requirements).
- **Subdirectory** Allows the user to specify a subdirectory for the uploaded file. The use of subdirectories is dependent on the upload type.
- **File** Clicking the ?Browse? button will open a file selection window to allow the user to select the file to upload (i.e. the file on their local machine).
- **Filename** This text box will allow the user to set the filename used for the file after it has been uploaded. This will initially be set to the filename of the local file. The file naming requirements will depend on the upload type.
- **Upload** Clicking this button will upload the selected local file to the system, storing it in the specified subdirectory with the specified filename. The message shown will change to indicate whether or not the file was successfully uploaded.
- **Reset** Clicking this button will reset the page without uploading any files.

This page can only be used to upload files for specific functional areas. It cannot be used to download or delete any previously uploaded files.

If the user sets the subdirectory and filename to an existing subdirectory and filename the existing file would be overwritten. A warning would be issued that must be acknowledged before uploading the file and overwriting the existing file.

