

TransactionDESK®

App

May 29th, 2017

Uploading Documents to the App

Powered by

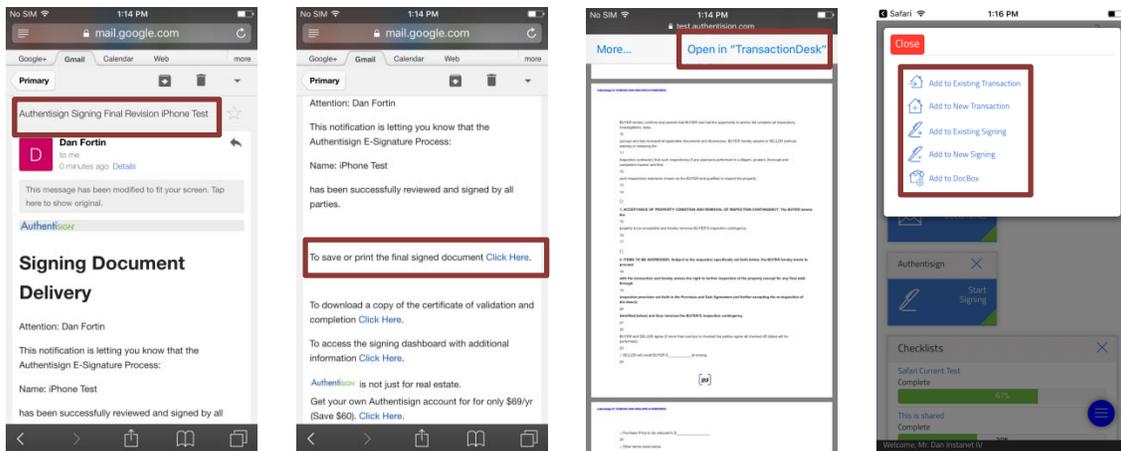


Uploading Documents to the App

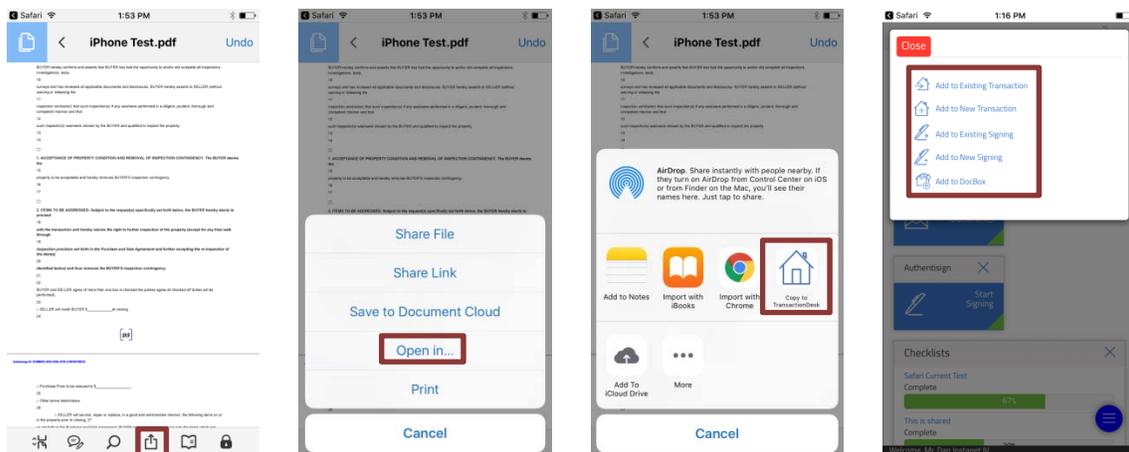
With the TD app you can now upload documents from your mail application, web based email page or PDF application on your phone directly into TransactionDesk. Below will show you how to upload a document from a mail program on your mobile web browser, Adobe PDF reader on your phone and lastly how to upload it from your mail program built into your phone.

To start below is an email program in your web browser (any web based mail program will be similar). Go ahead and log into your email and open your final document email or any other email with a document in it.

- First screenshot is the final document email as an example that you receive from Authentisign. In the second screenshot I have scrolled down in the email to click the “final document” link to view it.
- Third screenshot is the web browser opening the document it is built-in PDF viewer. Now if I touch the page near the corner you will have the option to open the document in “TransactionDesk”. This automatically open screenshot 4 with a few different options of where to upload the document.

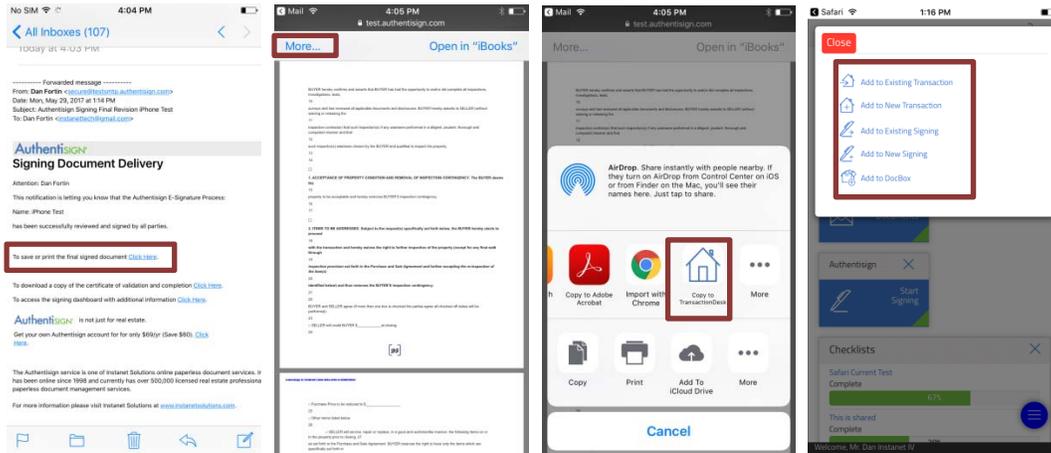


Here is how it looks when you open the document in Adobe Reader and how to send it to TransactionDesk.

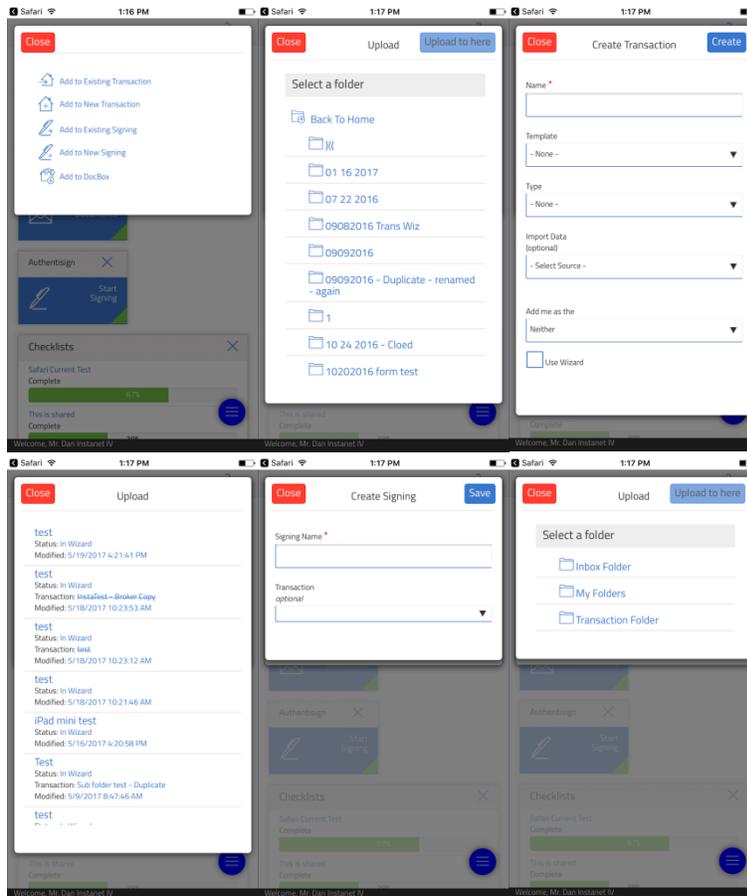


This is what it looks like when opening a document from the Mail App on your mobile device.

- First screenshot is opening the final document link. Next screenshot is when it opens in the Mail PDF preview. Now go ahead and hit more and you can air drop it into TransactionDesk.



Once you have found your document and sent it to TransactionDesk, you will be prompted with the first screenshot. The next few screenshots after will show you what screen each option will lead you too going in the order of the first screenshot list of options.



You now have successfully uploaded your document from your mobile device into TransactionDesk.