Adding a Document to SoftPro Select from Your Desktop

Follow these steps to add a document to SoftPro Select that is stored on your home drive **not** the local drive.

> **IMPORTANT**: SoftPro automatically accesses your operation's home drive (i.e., the H-drive; the drive letter may differ depending upon your operation). If the document you need to upload was not saved to the home drive, you must do so before proceeding.
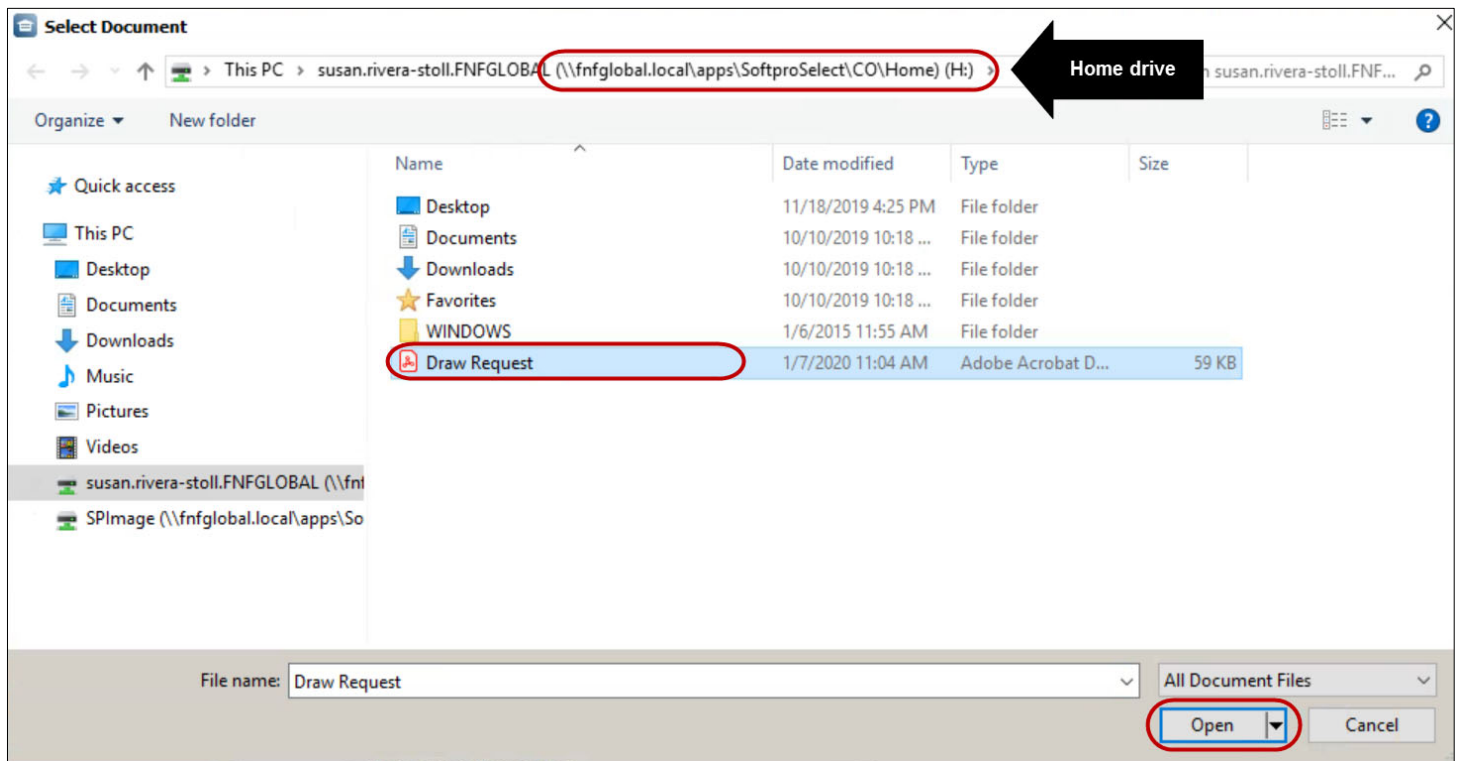>
> If you do not already have a Desktop shortcut to your home drive, refer to the job aid, *SoftPro Documents – Creating a Desktop Shortcut to the Home Drive*.

With the Order open you wish to add the document to,

1. Click the **Documents** button

2. From the **Documents Selection** window, click the **Add** button

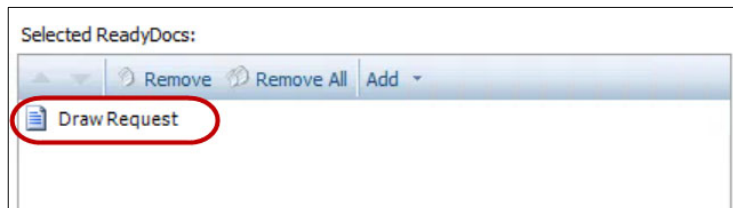3. Select **Existing File...** to open your home drive folder
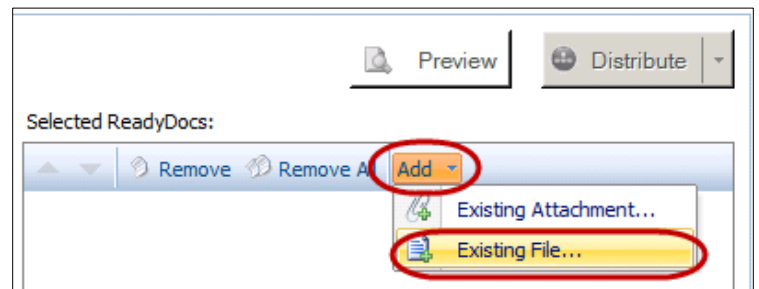
4. From the **Select Document** window, click the document you wish to upload

Once the document appears in the **Document Selection** window,

5. **Publish** the document to smartview

A copy of the document is also saved in SoftPro Select as a **pdf** file and is accessible via the **Attachments** screen.