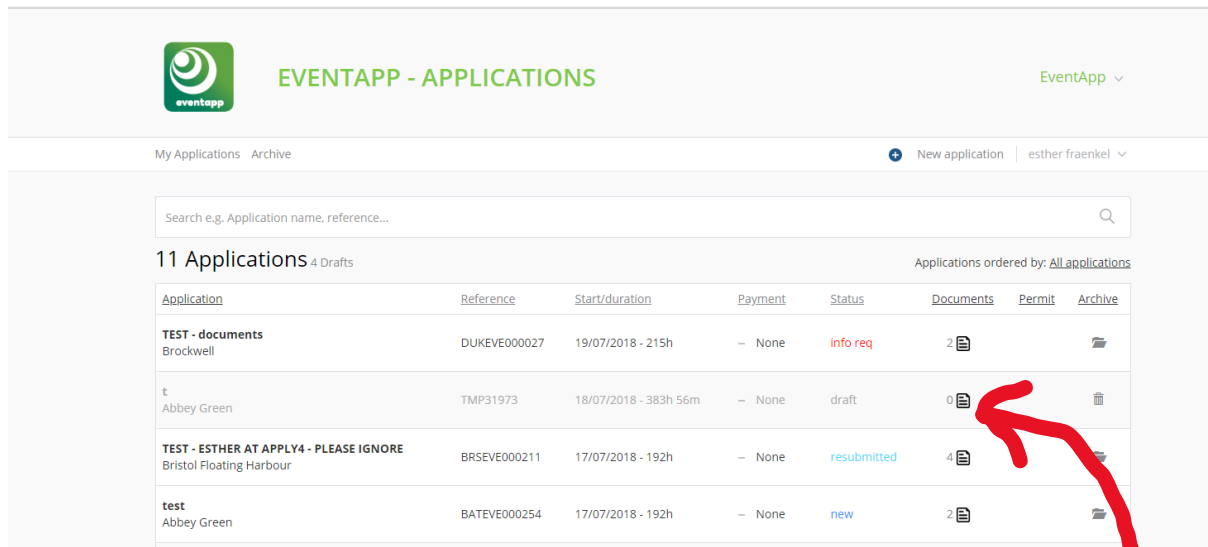


Document Uploading to Submitted Applications

An applicant can add documents to an application at any time; it does not need to be in 'info req'.

When an applicant logs in at <https://app.apply4.com> and chooses FilmApp or EventApp, they are taken to their dashboard. Below you can see an example of an EventApp dashboard. FilmApp looks exactly the same, just with the different branding.



EVENTAPP - APPLICATIONS

EventApp

My Applications Archive

New application | esther fraenkel

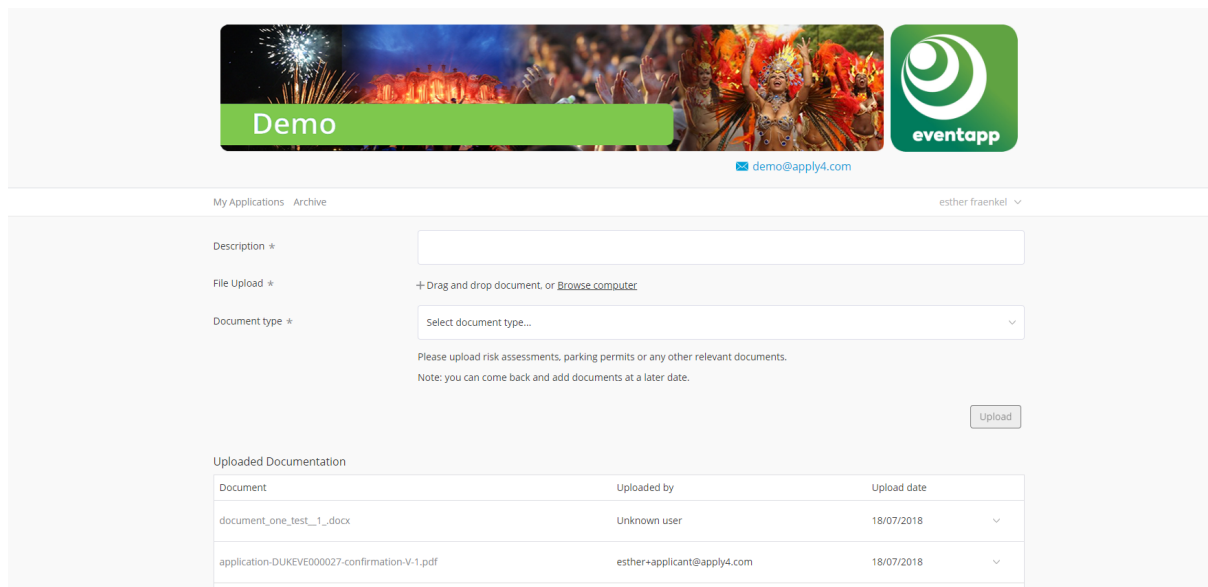
Search e.g. Application name, reference...

11 Applications 4 Drafts Applications ordered by: All applications

Application	Reference	Start/duration	Payment	Status	Documents	Permit	Archive
TEST - documents Brockwell	DUKEVE000027	19/07/2018 - 215h	- None	info req	2		
t Abbey Green	TMP31973	18/07/2018 - 383h 56m	- None	draft	0		
TEST - ESTHER AT APPLY4 - PLEASE IGNORE Bristol Floating Harbour	BRSEVE000211	17/07/2018 - 192h	- None	resubmitted	4		
test Abbey Green	BATEVE000254	17/07/2018 - 192h	- None	new	2		

The applicant can see the following: application name, reference, start date, payment status, application status, number of documents and any permits (where an application is approved).

If an applicant wants to check any documents or add another document, they can now click on the paper icon under the 'Documents' column. This will open up the page below:



Demo

eventapp

demo@apply4.com

My Applications Archive

esther fraenkel

Description *

File Upload * + Drag and drop document, or Browse computer

Document type * Select document type...

Please upload risk assessments, parking permits or any other relevant documents.
Note: you can come back and add documents at a later date.

Upload

Uploaded Documentation

Document	Uploaded by	Upload date
document_one_test_1_docx	Unknown user	18/07/2018
application-DUKEVE000027-confirmation-V-1.pdf	esther+applicant@apply4.com	18/07/2018

You can see here, that the applicant has two documents that are already uploaded. They can delete either of these quite easily by using the drop-down arrow on the right hand side.

The applicant can also use this uploading function to add new documents to their application **at any time**. This will not result in the application showing as 'resubmitted', but it will result in the admin's document paperclip turning red to alert the admin to unread documents.