

# Add Multiple Files

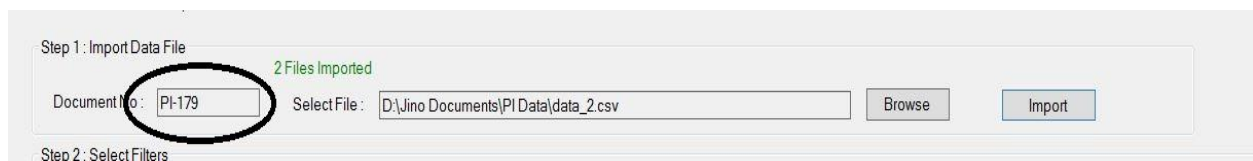
## 1: How to import multiple files to a document?

In this application you can import multiple files into a document.

For Example, Please see the following pictures.



In the above picture Document No. is “PI-179” and we imported the first data file. You can see the message also “1 File imported”.



In the above picture Document No. is “PI-179” and we imported the second data file. You can see the message also “2 Files imported”.



In the above picture Document No. is “PI-179” and we imported the 10<sup>th</sup> data file. You can see the message also “10 Files imported”.

## 2: How to open multiple documents at the same time?

In this application you can open multiple documents at the same time. For that you need to open new PI worksheet and click minimize button then open another worksheet.

Please see the below pictures.

# Add Multiple Files

PI Count Application - [PI Count Report]

File Options

Minimize Button

Step 1: Import Data File

Document No: PI-180 Select File: Browse Import

Step 2: Select Filters

Filters

☐ Division ☐ Category ☐ Family ☐ Linecode12 ☐ Barcode ☐ ReceiptDate ☐ Quantity

Division: C Category: C01.C02 Family: C020101.C090201 Linecode 12: B02061200004.B02061300000 Barcode: 1020612000044,1020613000005 Receipt Date: 13/06/2016 Quantity: 0

Step 3: Enter Details

PDT Name: Scanning Done By: Description: Report

☐ Variance Only

Export All Export Variance

This is document no. "PI-180".If you minimize this form then you can see all other opened documents.



## Add Multiple Files

Here you can see three documents (PI-180, PI-181&PI-182) and if you need to view one of them, just click on maximize button.

PI Count Application - [PI Count Report]

File Options

Step 1: Import Data File

Document No: PI-182 Select File: Browse Import

Step 2: Select Filters

Filters

☐ Division ☐ Category ☐ Family ☐ Linecode12 ☐ Barcode ☐ ReceiptDate ☐ Quantity

Division: C Category: C01.C02 Family: C020101.C090201 Linecode 12: B02061200004.B02061300000 Barcode: 1020612000044.1020613000005 Receipt Date: 13/06/2016 Quantity: 0

Step 3: Enter Details

PDT Name: Scanning Done By: Description: Report

☐ Variance Only

Export All Export Variance

This is document No:PI-182