

How to change the PDF File attached to a Company in Document Tracking?

From the **CAS Explorer**:

Click  **Data Input** under **Tracking**, to go to the **Document Status Add/Edit** screen.

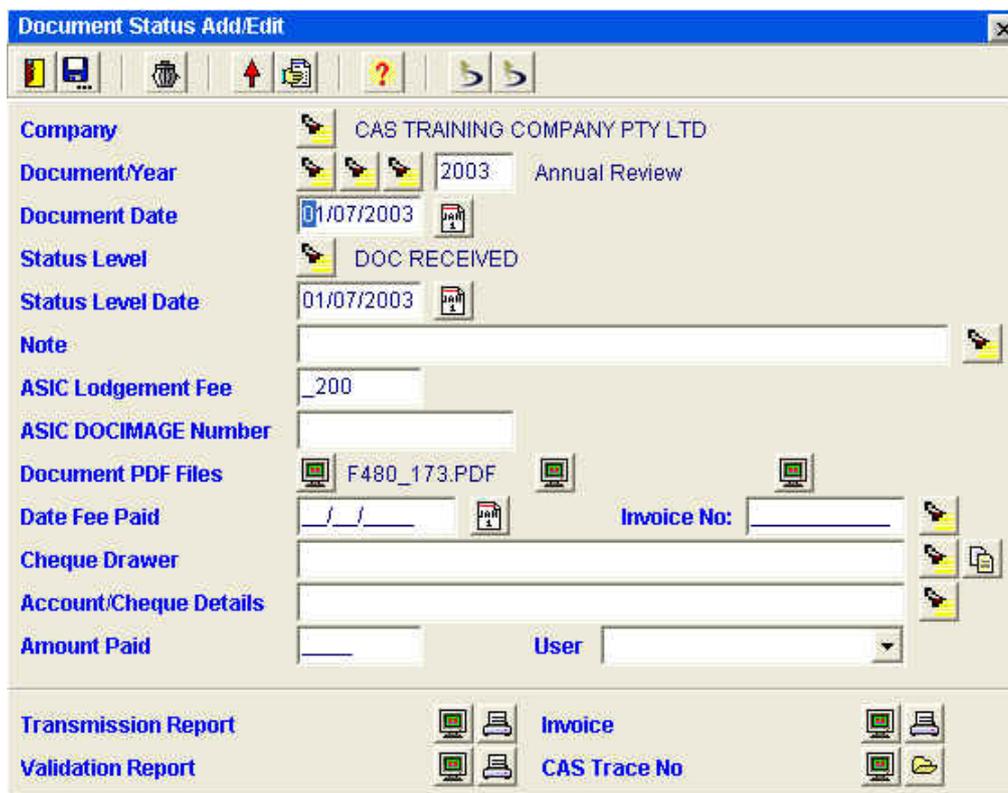
Click  to select the **Company**.

Click the second  for **Document/Year** and select the 2003 Annual Company Statement.



Year	Form Date	Status	Status Date	Trace
2003	01/07/2003	DOC RECEIVED	01/07/2003	

Once you select the Annual Statement, this will take you back to the **Document Status Add/Edit** screen.



Document Status Add/Edit

Company  CAS TRAINING COMPANY PTY LTD

Document/Year   2003 Annual Review

Document Date  01/07/2003 

Status Level  DOC RECEIVED

Status Level Date 01/07/2003 

Note 

ASIC Lodgement Fee

ASIC DOCIMAGE Number

Document PDF Files  F480_173.PDF 

Date Fee Paid  **Invoice No:** 

Cheque Drawer  

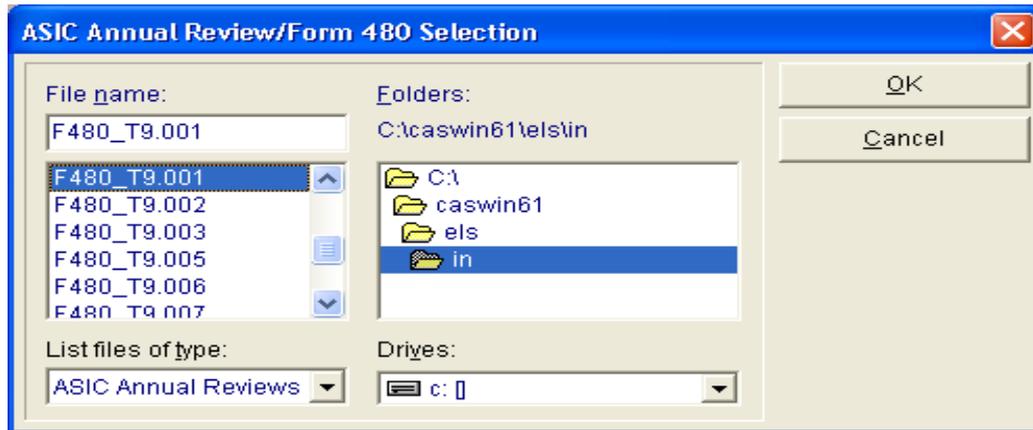
Account/Cheque Details 

Amount Paid **User**

Transmission Report   **Invoice**  

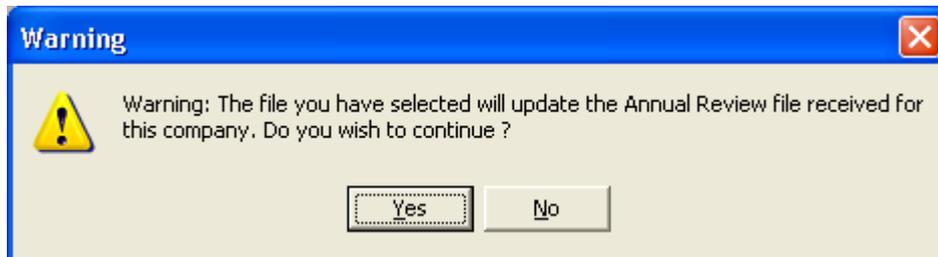
Validation Report   **CAS Trace No**  

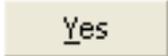
To change or add a PDF file to the **Document PDF Files** field, click the  button at the bottom right hand corner of the screen.



Highlight the file and click .

CAS will give you a warning that this will update the Annual Review file received for this company.



Click  if you wish to continue.

CAS will input the new file in the **Document PDF Files** field.

Then click  to save this change.

