## 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  $\ge$  to select the **Company**.

Click the second **Second Click the Second Point** 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	1

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

Document Status Add/Edit		×
	9 ? 55	
Company	CAS TRAINING COMPANY PTY LTD	
Document/Year	No. 1003 Annual Review	
Document Date	01/07/2003 🔤	
Status Level	DOC RECEIVED	
Status Level Date	01/07/2003 🔄	
Note		<u>&gt;</u>
ASIC Lodgement Fee	_200	
ASIC DOCIMAGE Number		
Document PDF Files	🖳 F480_173.PDF 🖳	
Date Fee Paid	_/_/  Invoice No:	8
Cheque Drawer		<ul> <li>B</li> </ul>
Account/Cheque Details		8
Amount Paid	User 🗾 💌	
Transmission Report	Invoice	周
Validation Report	CAS Trace No	0

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.

File name:	Folders:	<u>0</u> K
F480_T9.001	C:\caswin61\els\in	<u> </u>
F480_T9.001       •         F480_T9.002       •         F480_T9.003       •         F480_T9.005       •         F480_T9.006       •         F480_T9.007       •	C:\ C⇒ caswin61 C→ els M→ in	
List files of type: ASIC Annual Reviews 💌	Drives:	

Highlight the file and click

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

Warnin	ng 🔀
♪	Warning: The file you have selected will update the Annual Review file received for this company. Do you wish to continue ?
	<u>Y</u> es <u>N</u> o

Click Yes if you wish to continue.

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

Then click **to** save this change.

Document Status Add/Edit				
Company	SAS TRAINING COMPANY PTY LTD			
Document/Year	Sector Se			
Document Date	01/07/2003 📑			
Status Level	DOC RECEIVED			
Status Level Date	01/07/2003 🖻			
Note				
ASIC Lodgement Fee	_200			
ASIC DOCIMAGE Number				
Document PDF Files	9 F480_001.PDF			
Date Fee Paid	_/_/ Invoice No: 🔌			
Cheque Drawer	<u>&gt;</u>			
Account/Cheque Details	<u>&gt;</u>			
Amount Paid	User 🔹			
Transmission Report				
Validation Report	🖳 📇 CAS Trace No 📃 🤶			