

## Uploading a Batchlink BulkFile.

This is when you would like to upload many transactions at once. (Minimum of 2 records and maximum of 5000)

1. Select the 'Bulk File Uploads' option.

Home		Home Batch Link
Home Batch Link		
Reporting		
Transaction Maintenance	×	
Bulk File		Bulk File Upload
Batch Link MEDIA		Bulk File History
Contact Us		
Log out		

2. Select 'File Upload'

Home	Batch Link Bulk File Upload	
Home Batch Link	Bulk File Options	
Reporting	>	
Transaction Maintenance	File Upload	
Bulk File	*	
Batch Link MEDIA	Continue	
Contact Us	Continue	
Log out		

3. Select "Browse" to search for generated file.

	Bulk File Upload Details
ranch: ile:	00000000123456 - testBatchLinkDrupalCall  Browse_ No file selected.



## Uploading a Batchlink BulkFile.

- 4. Obtaining your generated file.
  - Once you selected the "Browse" option, route to the location of the generated file.
  - Select your generated file. (Make sure this is the correct file, or else upload will fail.)
  - Once selected select 'Open'

File Upload	Acres Interior	Mark	X	Altech NuPay	× 🗍 tsp		× 🗌 http
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Favorites	Documents library Includes: 2 locations	Arrange by: Fo	lder 🔻				
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S Recent Places	L.		File fol				
Librarion	1		File fol				
Documents	1		File fol				
Music	<u>1</u>		File fol				
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File nam	e: 10010_13_0417114306	Open     Open     Open	Cancel				

- 5. File has been selected for upload. (See 'File' box)
  - Select 'Import' to upload your bulk file

Batch Link Bulk Bulk Upload	
	Bulk File Upload Details
Branch:	00000000123456 - testBatchLinkDrupalCall
File:	Browse_ No file selected.
	Import Back

## 6. Confirmation of Bulk File.

- A confirmation screen will appear to inform you of the bulk file was uploaded successfully or failed. (If failed, a reason will be given)
- An email will also be sent to you for confirmation of all transactions loaded successfully and failed

Bulk F	File Upload Confirmations	
The file	e was uploaded successfully.	
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