Uploading or Downloading Documents, Reports, or Files Using Parallels

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Uploading or Downloading Documents, Reports, or Files

1. When using Parallels Web (https://ras.nsdesktop.com/), you will see **download** and **upload** buttons on the lower-right side of your screen.

2. To **download** a file, use the directory path below to locate your file. Once you click**Open**, the downloaded file will show in the upper-right corner of your screen and download to your local machine.
3. To **upload** a file, select the file from your local machine and click**Open**. This will open another pop-up to choose a place to save your file within Parallels. Use the appropriate directory path below to save your upload.

Directory Hierarchy

BILLING Path/File Structure examples

- This PC > C: > Program Files (x86) > Customer > VPO*CustomerName*
- This PC > C: > Program Files (x86) > Customer > VFO*CustomerName*
- This PC > C: > Program Files (x86) > Customer > EZCLAIM*CustomerName*

*Most customers will save in the following folders:**EDI > 835** or **EDI > 837**

*If using a billing solution, they will have VPO, VFO, or EZClaim included in the naming convention.

SCHEDULER Path/File Structure example

- This PC > C: > Program Files (x86) > Customer > EZClaim*CustomerName*