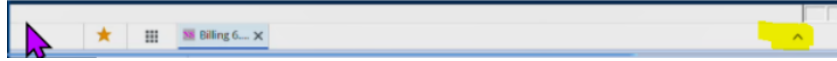


Uploading or Downloading Documents, Reports or Files Using Parallels

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Uploading or Downloading Documents, Reports or Files

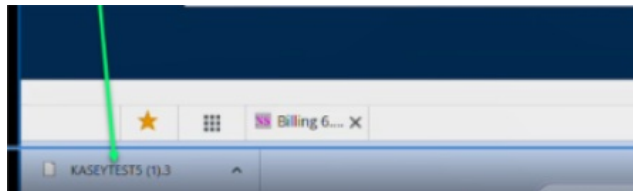
1. Click on the UPLOAD/DOWNLOAD **carrot** on the bottom toolbar.



2. You will see options to choose **upload** or **download**.



3. When you **download** a file, it will show in the lower left hand corner of your screen and download to your local machine.



4. To **upload**, please drag and drop the file into the folder you want to save to your customer directory.
 - Most customers will save in the following locations: **EDI\835** or **EDI\837** folder.

Directory Hierarchy

Examples of new file structures are listed below. If using a billing solution, they will have VPO, VFO or EZClaim included in the naming convention.

SCHEDULER Path/File Structure example

- C:\Program Files (x86)\Customer\EZClaimCustomerName

BILLING Path/File Structure examples

- C:\Program Files (x86)\Customer\VPOCustomerName
- C:\Program Files (x86)\Customer\VFOCustomerName
- C:\Program Files (x86)\Customer\EZClaimCustomerName