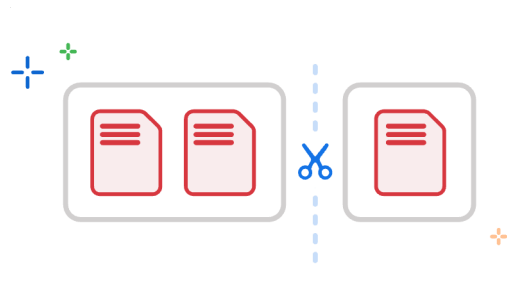
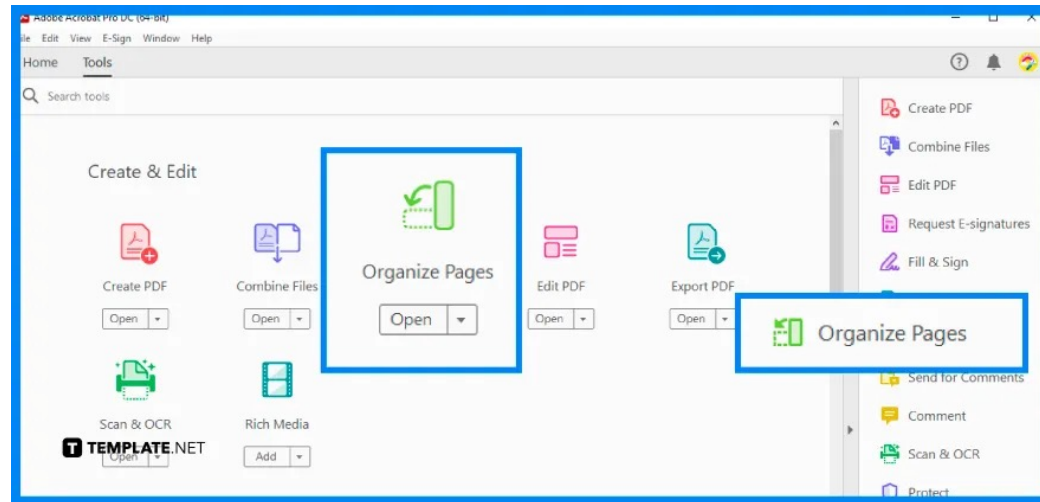
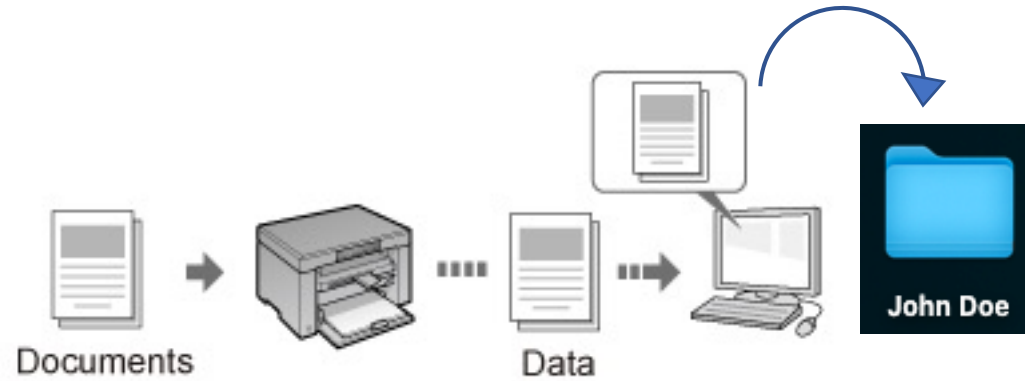


# Bulk Upload Steps

1. Create a new empty folder on your desktop with the name of the driver you are uploading for. Ex. 'John Doe'
2. Scan the entirety of that driver's physical paper profile as one document.
  1. You do not have to rename anything
3. Open Adobe Acrobat/Pro
  1. Select Organize Pages
  2. Upload a File, and select the document containing the driver's entire file that you just scanned.
  3. Select 'Split into multiple files' and make selections
  4. Drag the split files folder back into your driver named desktop folder





1. Select the Driver Profile in DQM
2. Select Edit Driver
3. At the bottom of the page, select bulk upload and PAUSE...
4. Now, open up the named driver folder on your desktop that now contains the separated files.
5. Hold 'Control' on a PC, 'Command' on a MAC to select all files in the folder at once
6. Drag and Drop them directly into DQM
7. Preview the File within DQM and name each one accordingly using the drop down menu
8. Select Upload Files
9. Move onto the next driver

A screenshot of the DQM interface. On the right side, there is a vertical stack of buttons: a green button with a checkmark and 'Active Driver', a light blue button with 'Safety score 94', a light grey button with 'New driver incident', a light grey button with 'Actions' and a dropdown arrow, a grey button with a pencil icon and 'Edit driver' (highlighted with a red border), and a teal button with 'View application'. Below these buttons, there is a text prompt 'Have multiple files? Bulk upload' with a blue arrow pointing to a 'Bulk upload' link. Underneath this is a file upload area with a dropdown menu showing 'DOT Files' and 'HR Files'.