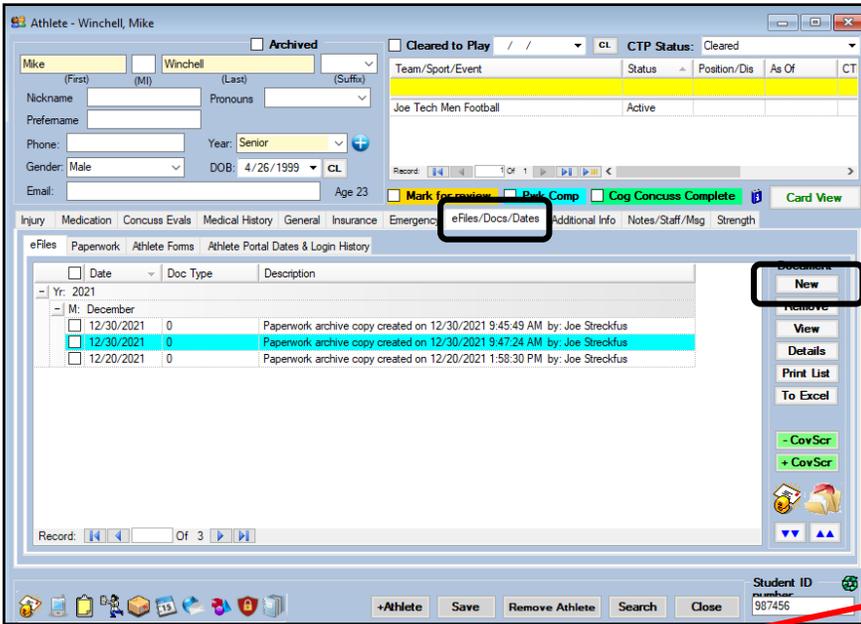# Uploading eFiles Without a Scanner Attached—Desktop

## Loading documents without a scanner attached:

If you do not have a scanner that is directly attached to your computer, you are still able to attach files to ATS. These files will need to be scanned and saved to either your local hard drive, or some type of network drive or cloud.



Example: if you are going from the athlete profile, and want to attach a document you have already. When you click new and see the Scanner Attached Prompt, tell it <u>NO</u> and you will then be taken to the screen below.
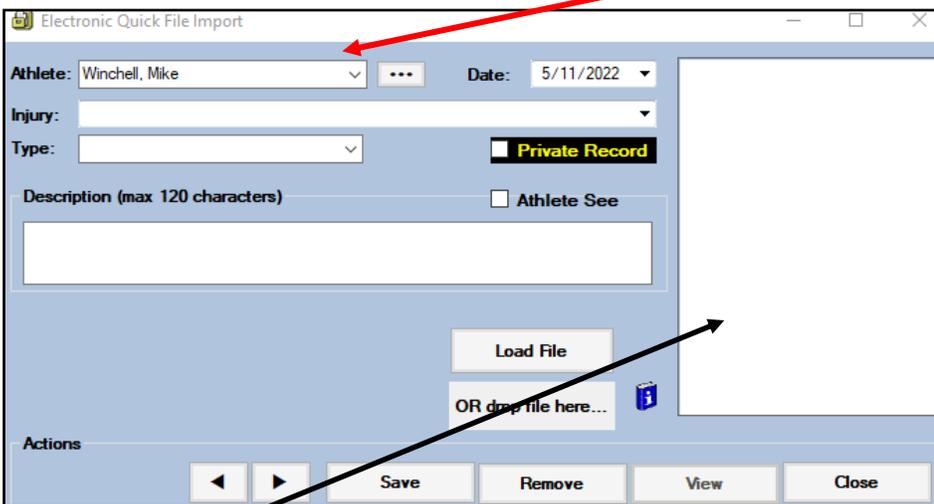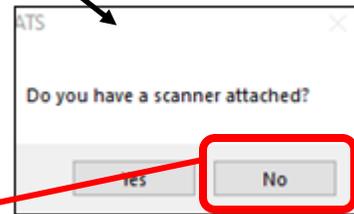


When you see this screen, you can select the injury if necessary, as well as the type of file you are uploading.

Give a description of what the file is in the Description box.

Once you have completed the dropdown information and given a description, you are ready to either select load or drag the file from your computer directly into the window.



Grab the file you want to upload and drag it to the open upload screen from your desktop or file explorer.
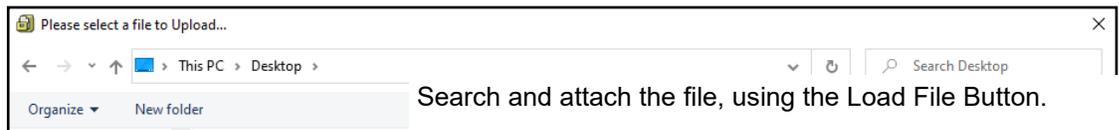


Search and attach the file, using the Load File Button.

These screens are to only serve as examples. There are other screens throughout the ATS Desktop that allow you the ability to upload an eFile. Use the screen that you are most comfortable with or use to do your documentation.