

The Documents Tab is where you will add the Supplier documents linked to your PCR Records. This feature allows you to scan and link documents to the related PCR sheets and specific records.

Index PDF Images

IndexPDF

On this window you can start by choosing the folder where your scanned documents were saved. The details of the scanned document will be displayed on the left hand side and the image on the right.

Then highlight the record (document) you wish to link to the PCR. Also choose the PCR number on the bottom section.

Then click on the **Link** button

To Remove a document linked to a PCR that was possibly done in error, simply highlight the PCR record and click on the **Unlink** button.

View PDF Images

On this window you can view the scanned and linked images. The details on the left reference back to Pastel account number, PCR number and the Job number. The next coloum Supplier name, Document number and Document total. You can then compare this to the image on the right hand side to make sure it is the correct document linked to the correct PCR.

ViewImages