




Marisabel Navarro

Veeva Vault System Step by Step Instructions

System Role: Contract Template Lead

 [How to Drag & Drop to Upload a Document and Classify Now](#)

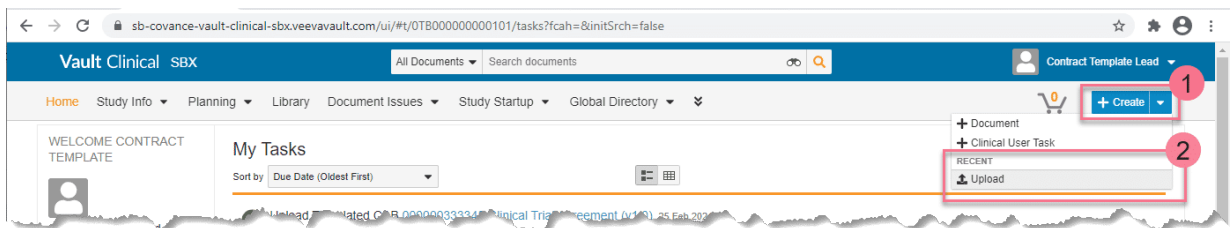
 [How to Choose to Upload a Document and Classify Later](#)

How to Drag & Drop to Upload a Document and Classify Now

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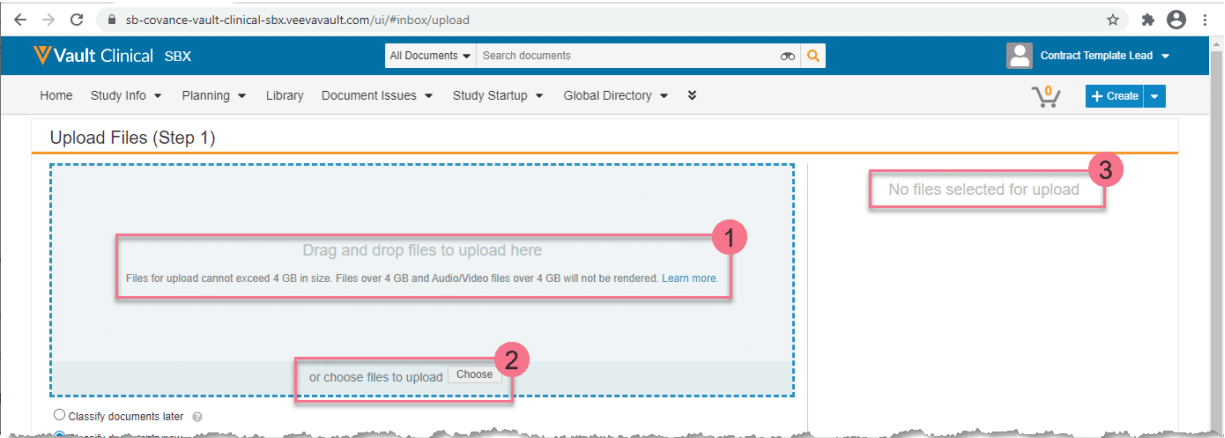
Step 1

Once logged in the system, (1) click the **Create** button drop down menu arrow and (2) click to select the **Upload** option.



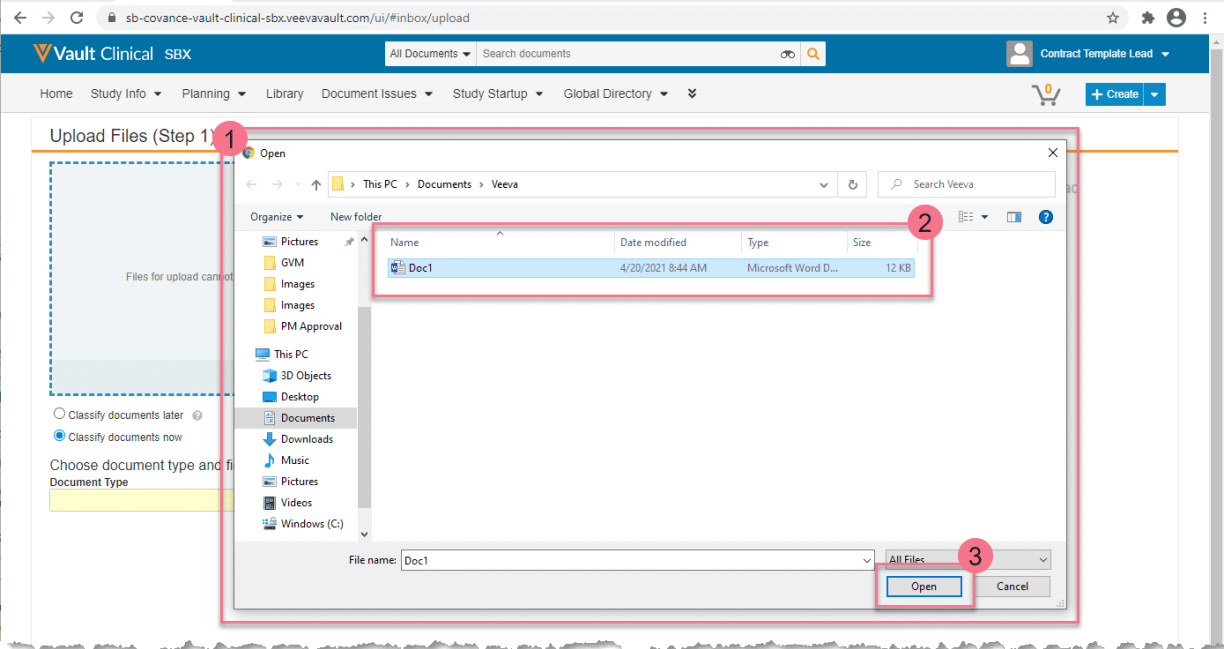
Step 2

The **Upload Files (Step 1)** screen displays. Users (1) can drag and drop a document or (2) click the choose button. The right side of the screen (3) is blank, waiting for the document to upload.



Step 3

Clicking the **Choose** button (1) displays the **Open** pop-up window. (2) Locate and click to select the document to upload, then (3) click the Open button.

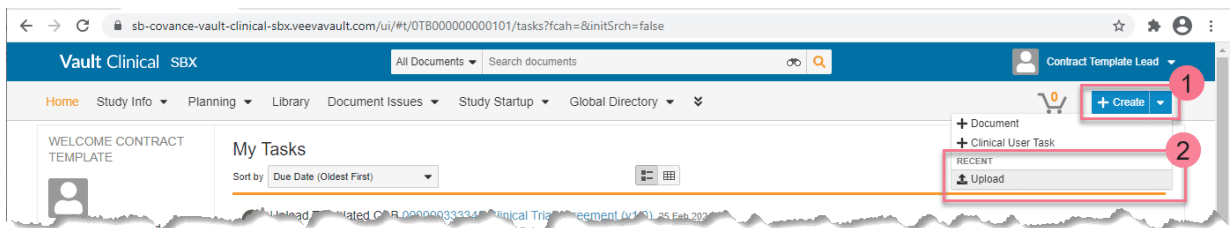


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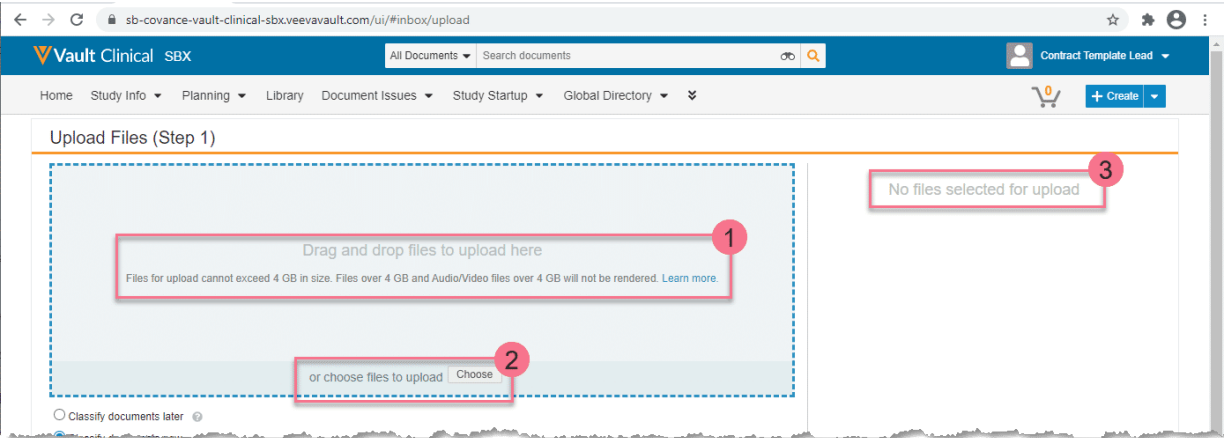
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