

# BS Upload User Guide

## Summary

BS Upload is a web-based file upload and download utility. The supported file extensions are listed in Table 1. This User Guide describes the basic functions of the BS Upload web site.

**Table 1: Valid File Extensions**

PDF	CSV
GIF	DOT
DAT	ZIP
DOC	XLS
XLA	JPG
XLSX	DOCX
TXT	XML

## Login

You need to be a registered user in order to upload and download files. Go to: <https://bsupload.sdcoe.net/login.asp> Enter your username and password in the Login Screen (Figure 1). Note: after three unsuccessful attempts to login, your login account will be locked out. You will not be able to login until your account is unlocked by an administrator.

**Figure 1: Login Screen**

SDCOE Home  
Business Services Home

# BUSINESS SERVICES

Lora Duzyk, Assistant Superintendent  
Rosa MacManus, Admin. Assistant IV

Phone: (858) 292-3618 Fax: (858) 541-0697  
Phone: (858) 292-3617

BS Upload

**Instructions:** Enter login and password (case sensitive).

User Name:	Password:
<input type="text"/>	<input type="password"/>

Login

## Upload Files

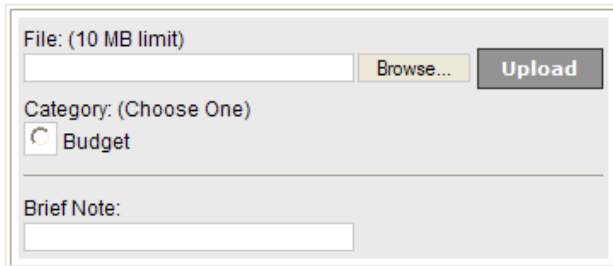
You can upload files using the File Upload Screen (Figure 2). The maximum file upload size is 10 MB. You must choose a document with a valid file extension to use the file utility. See Table 1 for valid file extension. Choose one Category for the file upload. You also have the option to send a brief note to Deposit administrators.

**Figure 2: File Upload Screen**



The screenshot shows the top navigation bar of the Business Services portal. On the left, there are links for "SDCOE Home" and "Business Services Home". The main header area features the text "BUSINESS SERVICES" in large, bold, white letters on a blue background. Below this, contact information is provided: "Lora Duzyk, Assistant Superintendent" and "Rosa MacManus, Admin. Assistant IV" on the left, and "Phone: (858) 292-3618 Fax: (858) 541-0697" and "Phone: (858) 292-3617" on the right. At the bottom of the header, it says "BS Upload" on the left and "Logged in as mlucas. [Upload Files] [Download Files]" on the right.

**Instructions:** Find file to upload.



The screenshot shows the main file upload form. It includes a text input field for the file name with the label "File: (10 MB limit)", a "Browse..." button, and an "Upload" button. Below this is a "Category: (Choose One)" section with a radio button selected for "Budget". At the bottom of the form is a "Brief Note:" label followed by a text input field.

**Logout**

## Download Files

You can download files using the Download Files Screen (Figure 3). Click on the File Number to download a file. Click on the checkbox to the left of the File Number to select a file for deletion. Click on the Delete button to confirm and delete the selected files.

**Figure 3: File Download Screen**

SDCOE Home  
Business Services Home

# BUSINESS SERVICES

Lora Duzyk, Assistant Superintendent  
Rosa MacManus, Admin. Assistant IV

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Phone: (858) 292-3617

BS Upload Logged in as mlucas.

**Instructions:** Find file to upload and select district and category.

File: (10 MB limit)   District:  Category:

Note:

File(s) deleted.

**Instructions:** Click on file number to download. (Note: deleted files cannot be recovered.)

(Check)	File No. (Get)	File Type	File Ext.	User (Edit)	District	Category	Log Date
<input type="checkbox"/>	[0001]	Upload	txt	mlucas	SDCOE	Budget	5/1/2008 11:12:57 AM
<input type="checkbox"/>	[0002]	Upload	txt	mlucas	SDCOE	Budget	5/1/2008 11:12:46 AM