**File Upload via Citrix:**

Instead of dragging and dropping a document, you can add a document to an existing folder using a file upload capture profile called, **UHP Upload File To Folder**.

1. Open the desired Student folder.
2. Evoke the **CAPTURE** command by clicking VIEW>TOOLBARS>CUSTOMIZE.
3. A **CUSTOMIZE** window will display as shown below:



1. Select the **COMMANDS** tab.
2. Under the FOLDER VIEWER category, drag the CAPTURE command out of the dialog box to the Folder Viewer toolbar, as shown below:

|  |  |
| --- | --- |
|  | Macintosh HD:Users:mlee104:Desktop:Screen Shot 2015-09-21 at 5.35.43 PM.png |

1. Once you drag the command to the Folder Viewer toolbar, click the **CLOSE** button.
2. Your *FOLDER VIEWER* will display as shown below:



1. Click the **Capture**  icon drop-down menu and select, **UHP Upload File To Folder**, the capture profile, as shown below:



1. A *PROPOSED KEYS* window will appear; enter in the Submission ID and select the appropriate Document Type, as shown below:



1. Click the **CAPTURE** button to upload the document.
2. Click the **REFRESH**  button to see the added document in the list of student folder documents.
3. Proceed to the UHP\_Evaluation\_Form and open the document.
4. Click the **REFRESH** button to index the newly added document and exit the document.
5. Click the **REFRESH**  button to see the newly indexed document in the list of student folder documents.