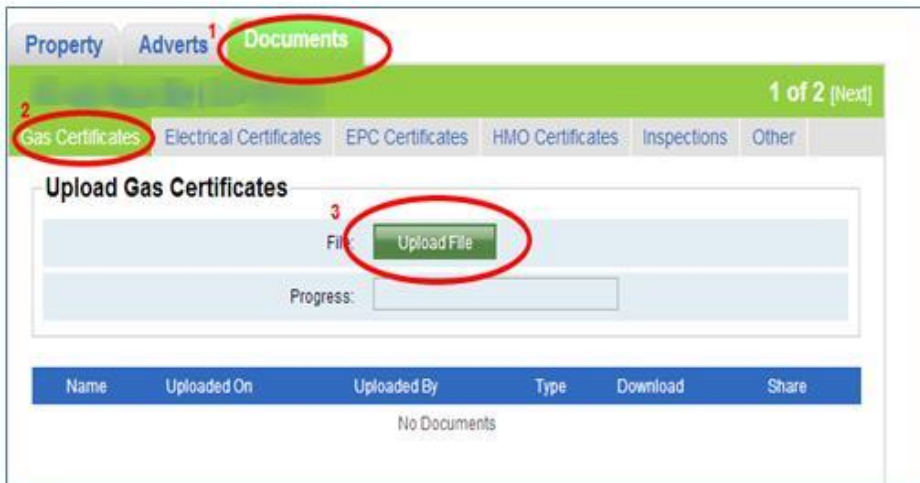


# Document Storage Module

The documents can be uploaded by clicking:

1. The document tab
2. Selecting the type from the list (ie Gas Certificates, Electrical etc)
3. Selecting and uploading the document from your pc.



Alternatively documents can be uploaded via the icon shown on the "property details" page as shown below.



# Document Sharing

Uploaded Documents can be shared with prospective students etc. for a pre-set time period via the share link (shown in the image below)

The screenshot shows the 'Documents' section of the London Student Housing website. The 'Documents' tab is highlighted in red. Below the navigation bar, there is an 'Upload Gas Certificates' section with a file upload field and a progress bar. A table lists uploaded documents, with the 'Share' button for the 'house' document circled in red. A 'Share a file' dialog box is open, showing options to share for 7, 14, or 21 days, and a copyable link.

Name	Uploaded On	Uploaded By	Type	Download	Share
house	15/11/2012 09:34:40	www.londonstudenthousing.co.uk	image	Download	Share

**Share a file** Close

Filename: house.jpg

Share for 7 Days  
Share for 14 Days  
Share for 21 Days

**Copy the link below into your email**

<http://www.londonstudentpad.co.uk/Shared/612b65080-4236-90b3-ed48c3a78412>

**OR**

Send an email