

# Send File(s) to Branch(es)

The Send File(s) to Branch(es) module is part of the Head Office series of modules and enables you to send files to specific branches.

You can access the Send File(s) to Branch(es) module from the top left-hand corner of the ProScript Connect Main Screen by selecting the **[ProScript Connect]** main menu button and then selecting the *Send File(s) to Branch(es)* menu item.

## Selecting the Branch/Group

- 1. From the *Select Branch(es)* tab of the Add File(s) to Branch(es) window, you can:
  - Select the **[F1 Add Branch]** button to add a branch
  - Select the **[F2 Add BranchGroup]** button to add a group

Add File(s) to Branch(es)	– c	• ×
Select Branch(es) <ul> <li>Selecting branch(s)</li> </ul>	F1 - Add Branch     F2 - Add BranchGroup       Branches       Watford Branch (250588)	×
Select Files		
Branch-Files Summary		
<u>B</u> ack	✓ F10 - Next 🗙 Ca	ancel

2. When you are done, select the **[F10 – Next]** button.

### Selecting the Files

1. The *Select Files* tab contents display. Select the **[F1 – Add File]** button to select a settings template.



2. Select the compression type. You can either select .7zip, .zip, or no compression whatsoever, depending on the size of the file.

Add File(s) to Branch(es)			-	<b>— X</b>
Select Branch(es)	+ F1 - Add File	Compression 7Zip 💌		
	C:\Users\	\Desktop\File.txt		×
Select Files  Selecting file(s)				
Branch-Files Summary				
<u>B</u> ack			🗸 F10 - Next	Cancel

3. When you are done, select the **[F10 – Next]** button.

### Reviewing the Branch File Summary

1. The *Branch-File Summary* tab contents display. Ensure the selected details are correct.



Add File(s) to Branch(es)			- 🗆 🗙
	Branches	Files	
Select Branch(es)	Branch Name	File Name	
	Watford Branch (250588)	C:\Users\	\Desktop\File.
Select Files			
Branch-Files Summary ► Summary of Branch(es) & File(s)			
■ <u>B</u> ack	Compression Type : SevenZip	✓ F10	- SendFiles 🗙 Cancel

2. Select the **[F10 – SendFiles]** button. The file has been successfully sent to the branch's computer.

#### **Revision History**

Version Number	Date	Revision Details	Author(s)
1.0	02/08/2023		Joanne Hibbert-Gorst

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#### **Contact us**

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