**COLS Script for ‘How to Add Documents’**

|  |  |
| --- | --- |
| **Action** | **Script** |
| Biosecurity biosphere on screen with video tutorial title ‘How to Add Documents’ fading into COLS home page. |  |
| Hover ‘hand’ cursor under ‘Home’.Move cursor along left side of main menu options. | This video shows you how to add documents to an existing lodgement in the Cargo Online Lodgement System, or COLS. You can access the main menu on the COLS home page. |
| Hover cursor under highlighted ‘Add Documents’ and select. | To add additional documents, select the second icon, titled ‘Add Documents’. |
| Hover cursor under ‘A’ in heading and then run arrow underneath and along menu ribbon, coming back to rest under red asterisk before field box. | On the ‘Add Additional Documents’ page is a menu ribbon which shows your progress within the system.  |
| Hover Cursor over highlighted, red asterisk then into required field box to enable ‘This is a required field’ pop-up. | Throughout the form are fields marked with a red asterisk. These are required fields where you must enter information before the form can be submitted. |
| Select the field and enter the LRNHover cursor over ‘Search’ button and select. | Enter your Lodgement Reference Number, or LRN and select ‘Search’.  |
| Hover cursor under highlighted ‘Documents’ heading then under ‘Documentation’ in progress ribbon.Hover cursor over highlighted + button and select.Hover cursor over highlighted file drop icon then over highlighted ‘Choose Files’ and select.Select a ‘Manufacturer Declaration’ pdf file from folder then select ‘Open’Hover cursor under ‘Packing Declaration’ document and then under Filename heading.Hover cursor under ‘Document Type’ heading then select field to enable drop down. Select corresponding ‘Manufacturer Declaration’ dropdown.Hover cursor under ‘Document Reference’ heading and select field to enable pop-up. | ‘Documents’ is where documentation is added to the lodgement. Select the add button under ‘Actions’ to upload a document. This will open a new screen. Here you can drag and drop files directly into the top section of the ‘Add Files’ screen or select ‘Choose Files’. Choose the file you wish to upload and select ‘Open’. Once files have been uploaded, select ‘Save’. This adds the document under ‘Filename’. Remember documents cannot exceed 20.0 MB in total.Select the document type from the drop down menu. Under ‘Document Reference’, enter any additional information that will help to interpret and process this document.  |
| Hover cursor under highlighted ‘Additional comments’ then into comment field.Scroll to bottom of page. | Add any additional comments that may help to assess your documentation here. |
| Hover cursor under highlighted ‘Declaration’ then check the ‘General Declaration’ box. | Check the ‘General Declaration’ box to declare that the information provided in this form is true and correct. |
| Hover cursor over ‘Submit’ and select | Select ‘Submit’.  |
| Hover cursor under highlighted ‘Submission Confirmation’ heading.Hover cursor under highlighted LRN.Hover Cursor over ‘Finished’ button and select. | Once the additional documents are submitted, a notification containing the Lodgement Reference Number will appear. Please record this number for future reference. Select ‘Finished’ to complete your form. |
| Fade out to black screen with branding crest and text:-For further information visit [agriculture.gov.au](http://www.agriculture.gov.au/import/online-services/cols)  |  |