

Coordinator – Manually Adding Files

General

The Onsite Coordinator is a powerful tool that allows one to collect, store, and share all your organization's farm data. This document will cover the two primary methods for importing data into the Coordinator manually.

Quick Guide to Manually Adding Files

Method 1:

1. Navigate to the QC Pro Dashboard <https://qcpro.onsiteag.com/dashboard/> and click Coordinator
2. If It is not already selected, click My Cloud Files and select the appropriate Bucket
3. Navigate to a Destination Folder and Select it
4. Click Import
5. Click Choose File and Select the File to be Imported
6. Double Click the File or select the file and click Open
7. Click Import

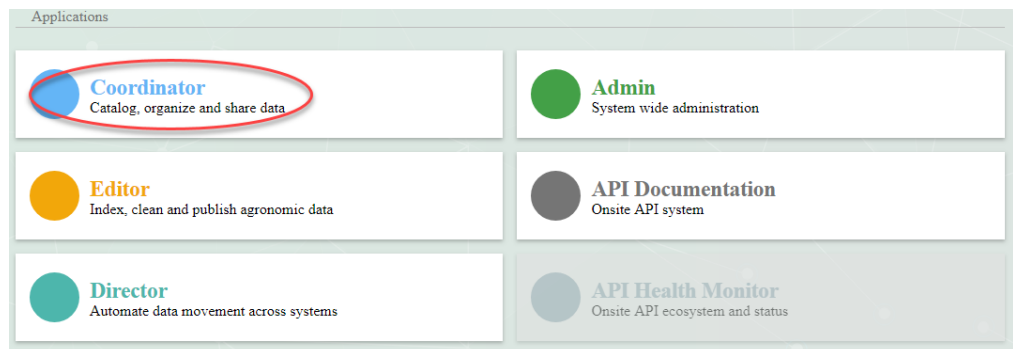
Method 2:

1. Navigate to the QC Pro Dashboard <https://qcpro.onsiteag.com/dashboard/> and click Coordinator
2. If It is not already selected, click My Cloud Files and select the appropriate Bucket
3. Navigate to a Destination Folder
4. Using your computer's files exploration tool, locate the file or files to be imported
5. Select the files to be imported and drag and drop them into the destination Coordinator folder

Detailed Walkthrough with Screenshots

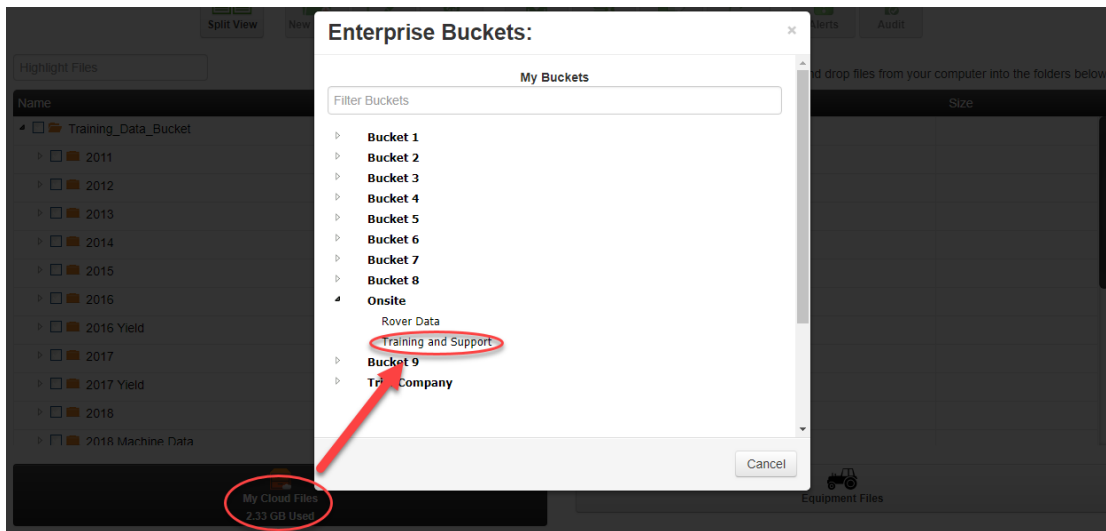
Method 1:

1. Navigate to the QC Pro Dashboard <https://qcpro.onsiteag.com/dashboard/> and click Coordinator

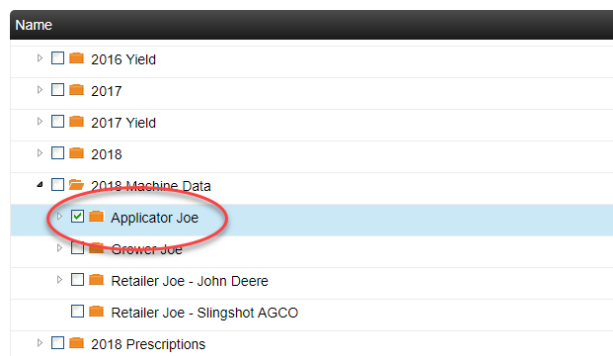


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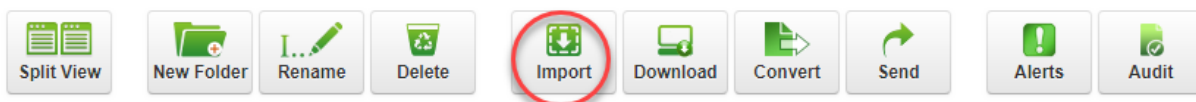
2. If It is not already selected, click My Cloud Files and select the appropriate Bucket



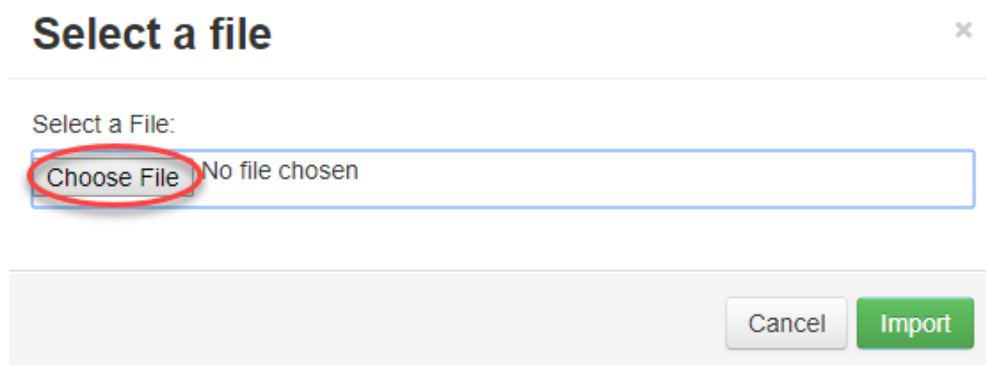
3. Navigate to a Destination Folder and Select it



4. Click Import

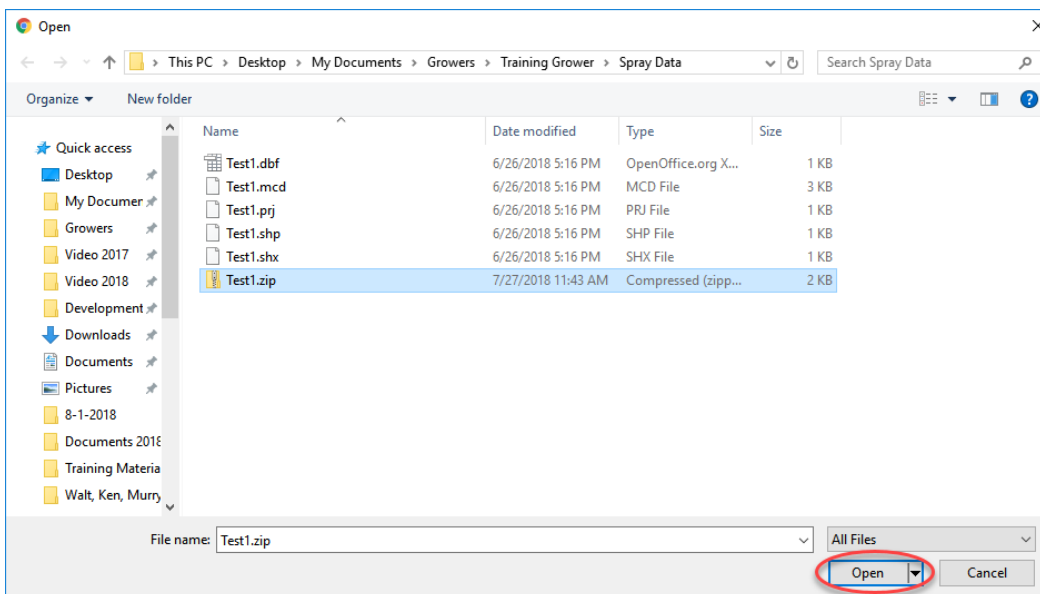


5. Click Choose File and Select the File to be Imported

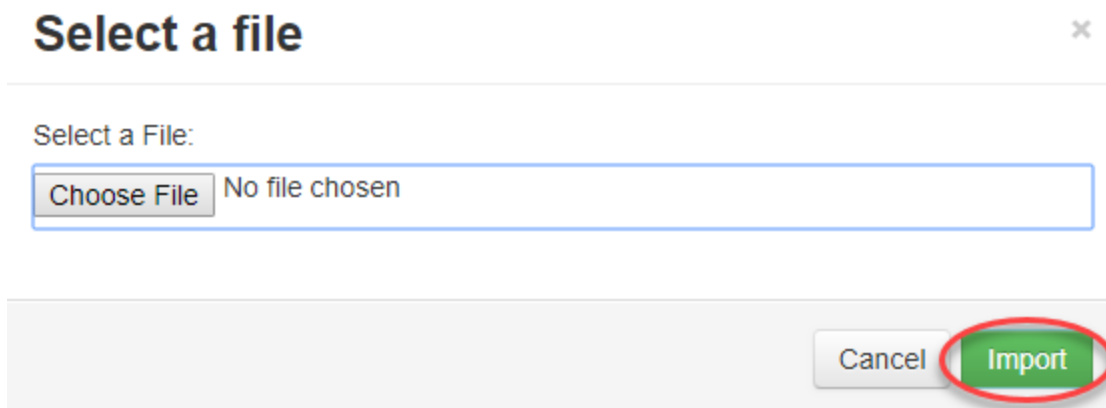


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6. Double Click the File or select the file and click Open

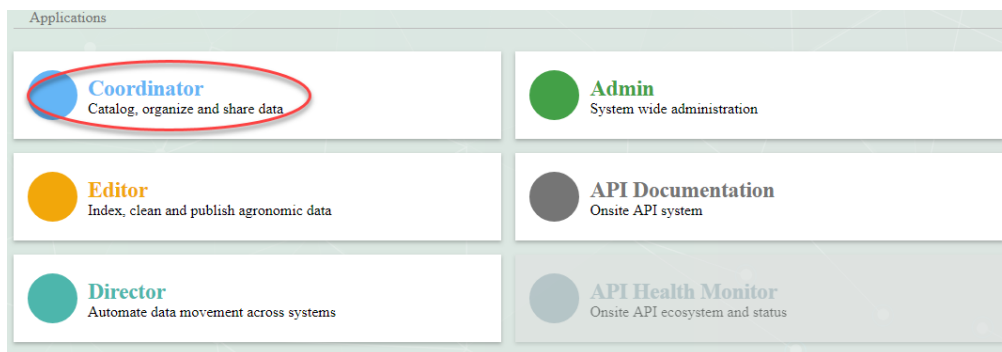


7. Click Import



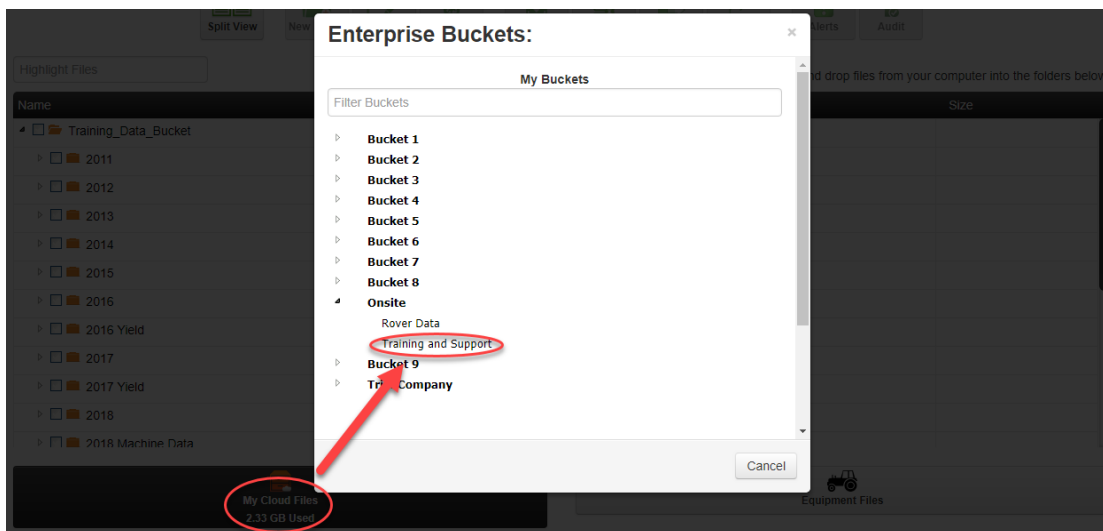
Method 2:

1. Navigate to the QC Pro Dashboard <https://qcpro.onsiteag.com/dashboard/> and click Coordinator

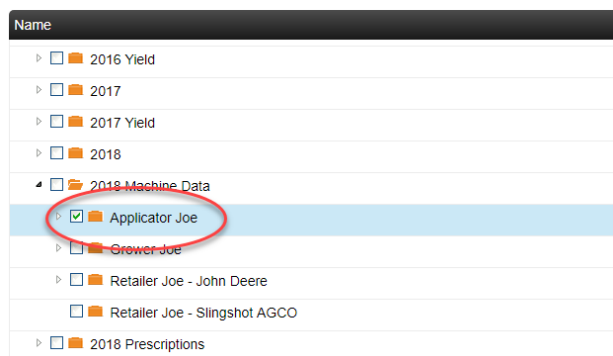


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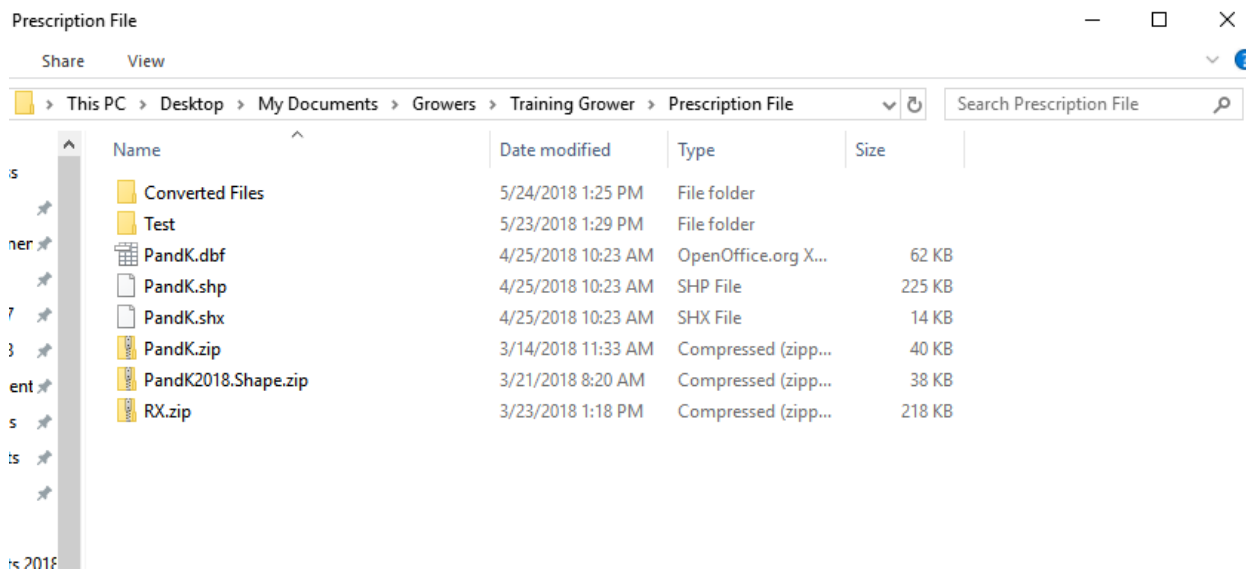
2. If It is not already selected, click My Cloud Files and select the appropriate Bucket



3. Navigate to a Destination Folder

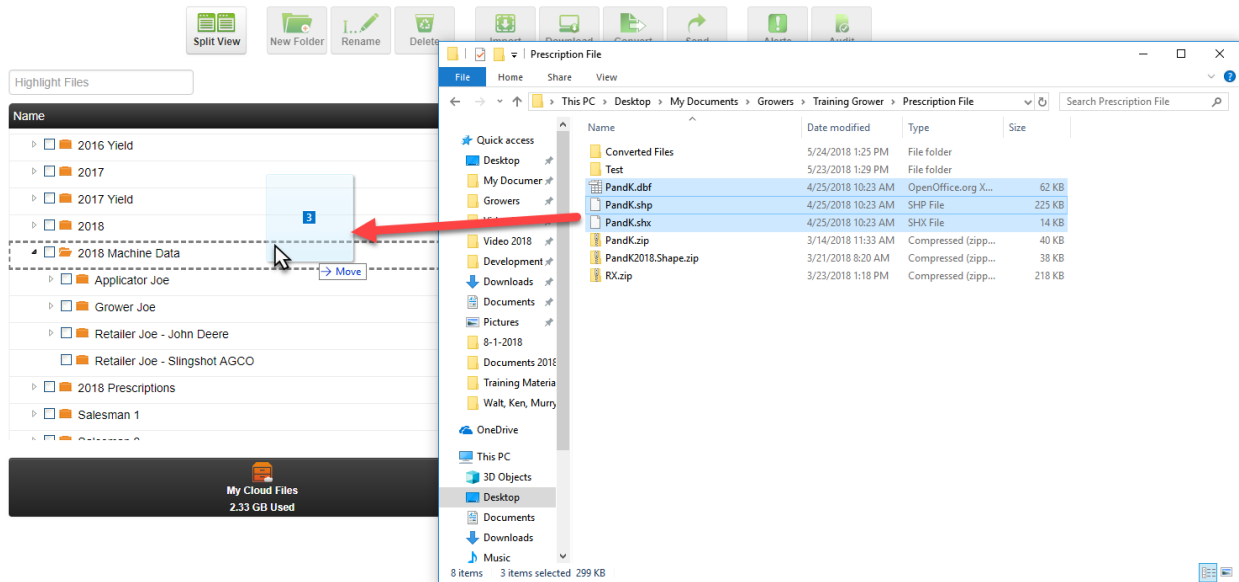


4. Using your computer's files exploration tool, locate the file or files to be imported



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5. Select the files to be imported and Drag and Drop them into the destination Coordinator folder



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