

## Purpose:

This document was created to provide a step-by-step guide to properly upload a contract to the Google Drive, Contracts Folder, additionally this document will discuss renaming a contract that has been uploaded as well as how to quickly search for a contract previously signed

## Revision History:

Revision	Prepared By:	Description of Change	Effective Date
A	T. Siegrist	Documented Standard Procedure	03-30-2025

## Process(es) required to be completed prior to starting this Work Instruction:

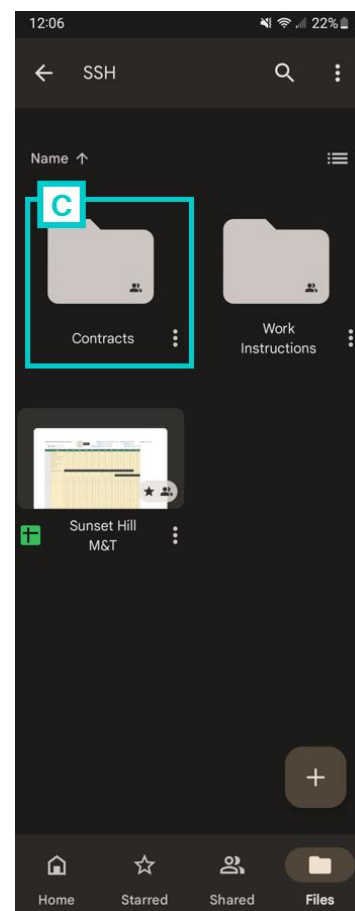
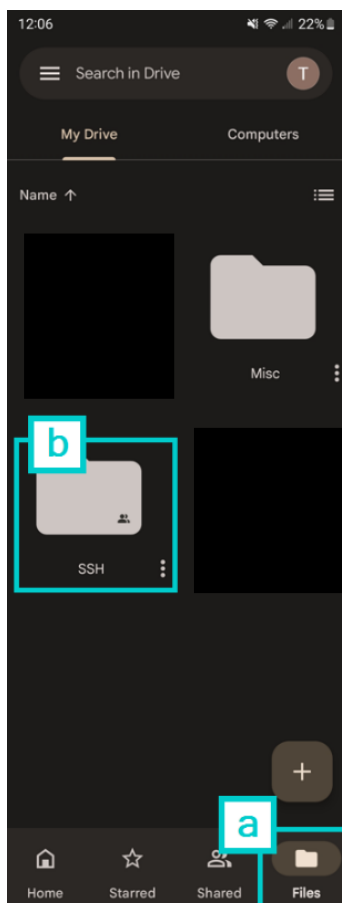
- Navigation to the Google Sheet (*Sunset Hills M&T*)

## Table of Contents:

- Uploading a Contract through a Device
- Renaming a Contract Upload
- Searching for a Contract (*History*)

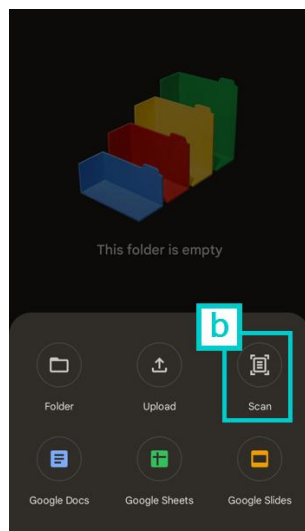
## Uploading a Contract Directly to Google Drive from a Device:

- Open the google drive app on your phone
- Navigate to the "Contract" Folder
  - Select "Files" at the bottom
  - Select the "SSH" Folder
  - Select the "Contracts" Folder



### 3. Start the Scan of the Signed Contract to the Contracts Folder

- Select the “+” in the bottom right corner
- Select “Scan”
- Scan the Signed Contract from the Customer/Family
- Select “Next” in the bottom right corner



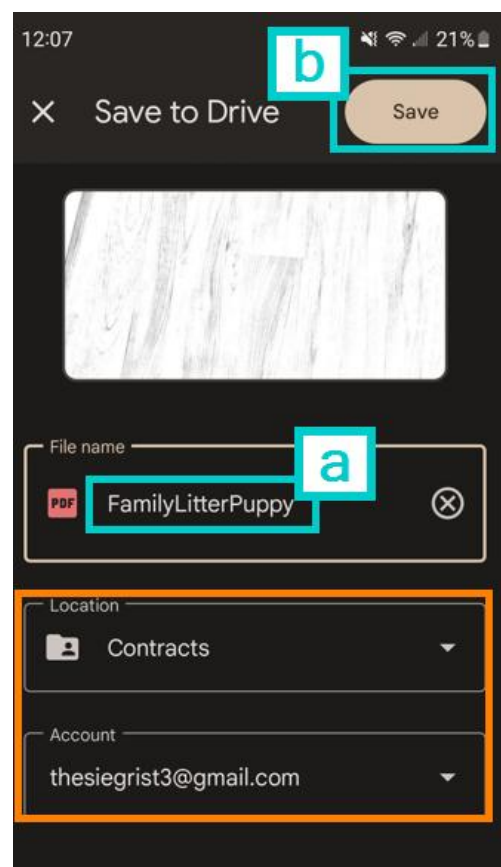
### 4. Upload the Scanned Contract

- Rename the File to the appropriate name

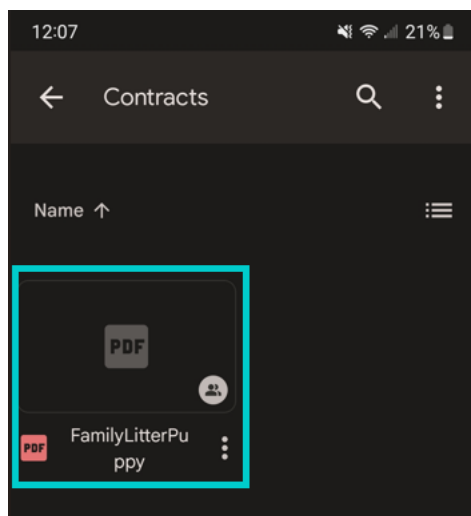
**Recommended name:** FamilyName\_LitterName\_PuppyName

- Select “Save”

**NOTE:** The location and account this pdf is being saved to is displayed at the bottom

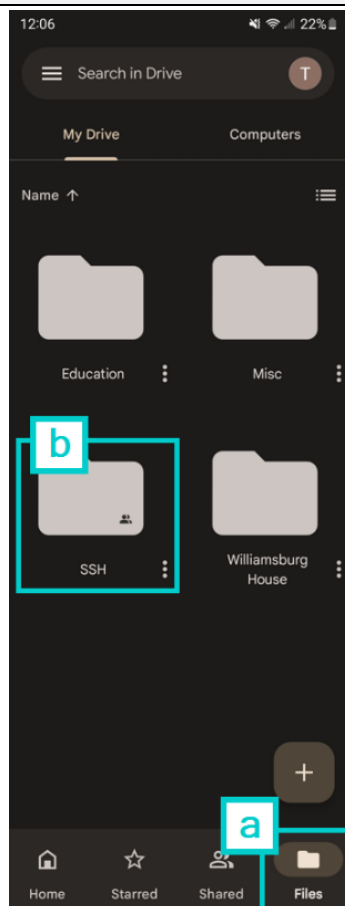


### 5. Verify the Contract Uploaded Correctly



## Searching for a Contract (*History*):

1. Open the google drive app on your phone
2. Navigate to the "SSH" Folder
  - a. Select "Files" at the bottom
  - b. Select the "SSH" Folder



3. Look up the digitally stored contract

- a. Select the magnify glass
- b. FamilyName, LitterName, &/or the PuppyName to look up the digitally stored contract
- c. Select the Appropriate Contract

