

## Uploading a Batchlink BulkFile.

This is when you would like to upload many transactions at once. (Minimum of 2 records and maximum of 5000)

1. Select the 'Bulk File Uploads' option.

Home		Home Batch Link
Home Batch Link		
Reporting		
Transaction Maintenance	×	
Bulk File		Bulk File Upload
Batch Link MEDIA		Bulk File History
Contact Us		
Log out		

2. Select 'File Upload'

Home	Batch Link Bulk File Upload	
Home Batch Link	Bulk File Options	
Reporting	>	
Transaction Maintenance	File Upload	
Bulk File	*	
Batch Link MEDIA	Continue	
Contact Us	Continue	
Log out		

3. Select "Browse" to search for generated file.

	Bulk File Upload Details
ranch: ile:	00000000123456 - testBatchLinkDrupalCall           BrowseNo   file selected.
	Import Back



## Uploading a Batchlink BulkFile.

- 4. Obtaining your generated file.
  - Once you selected the "Browse" option, route to the location of the generated file.
  - Select your generated file. (Make sure this is the correct file, or else upload will fail.)
  - Once selected select 'Open'

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File nam	e: 10010_19_0417114906	✓ All Files	•				Access to Info
		Open 🔻 🤇	Cancel				

- 5. File has been selected for upload. (See 'File' box)
  - Select 'Import' to upload your bulk file

Batch Li	nk Bulk Bulk Upload
	Bulk File Upload Details
Branch:	00000000123456 - testBatchLinkDrupalCall
File:	Browse_ No file selected.
	Import Back

## 6. Confirmation of Bulk File.

- A confirmation screen will appear to inform you of the bulk file was uploaded successfully or failed. (If failed, a reason will be given)
- An email will also be sent to you for confirmation of all transactions loaded successfully and failed

Bulk File U	load Confirmations
The file was	uploaded successfully.