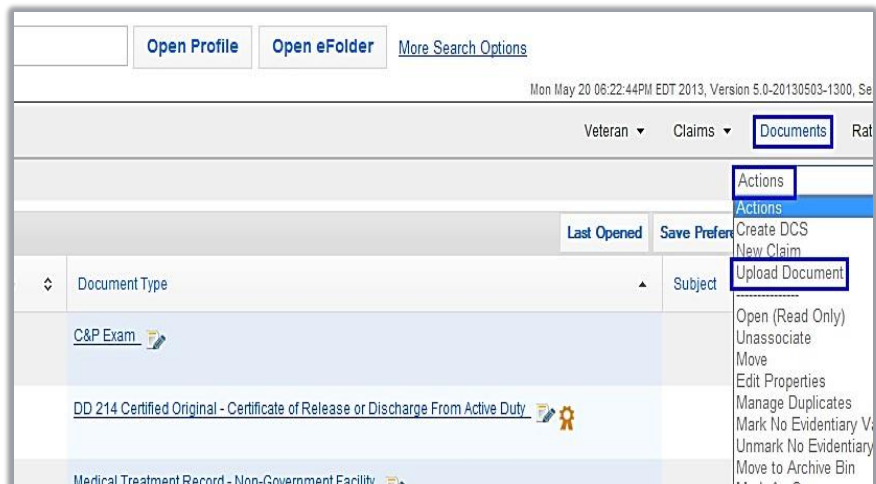


VBMS Job Aid

Adding Documents into VBMS eFolders for VR&E Staff



Step 1: Access the Veteran's eFolder.

Step 2: Go to the Actions drop-down list, and select Upload Document.

Step 3: Select the **Browse** button next to the **File** field to locate the file that you want to upload to the eFolder.

Step 4: In the **Category Type** field, start entering the document type.

Step 5: Select the appropriate document type.

Step 6: In the **Source** drop-down list, select **VRE** as the source of the document.

Step 7: Ignore this field. It is not applicable for VR&E

Step 8: Ignore this field. It is not applicable for VR&E

Step 9: In the **Date of Receipt** field, enter the date the document was received.

Step 10: Select the **Upload** button.

A screenshot of the 'Upload Document' form in VBMS. The form is titled 'John B Veteran File #: 703222222' and has tabs for 'Veteran Profile', 'Upload Document', 'Veteran', 'Claims', 'Documents', and 'Rated Issues'. The form fields are: '*File:' with a 'Browse...' button (circled 3); 'Subject:'; '*Category - Type:' with a text input field (circled 4) and a 'View All' button; '*Source:' with a dropdown menu showing 'Accurint' (circled 6); 'Associate To:' with a dropdown menu showing 'Claims' (circled 7); 'Actionable:' with radio buttons for 'Yes' and 'No' (circled 8); 'New Mail:' with radio buttons for 'Yes' and 'No'; '*Date of Receipt:' with a date input field (circled 9) and the format 'MM/DD/YYYY'; and 'Cancel' and 'Upload' buttons (circled 10).

For more information, see the User Guide, VBMS Online Help, or your local Superuser

This job aid contains fictitious Veteran information on images for training purposes.