Instructions for uploading your DBS from SOLE to your ERP.

Go to SOLE

Find Course information

On the left hand side find DBS letter and click on this. Your letter should appear.

When you have your letter open right click and select 'print'

On destination click 'save as PDF'

Save your DBS letter somewhere on your device.

At this point you are now attaching an asset, instruction are in further detail on the PP slide number 11

Make sure you have your ERP open and on the section where it says DBS letter, on the right hand side, in the box, type in 'DBS letter'

You need to highlight this with your mouse, then in the middle tab click on the link icon.

Click 'more items'

Click 'upload new' and find the saved letter

Click save and add link.