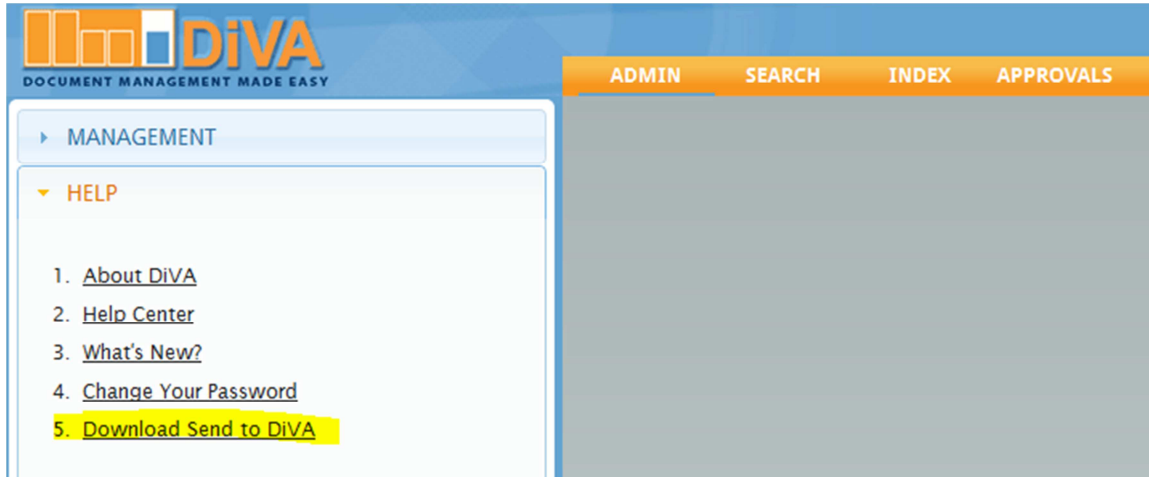
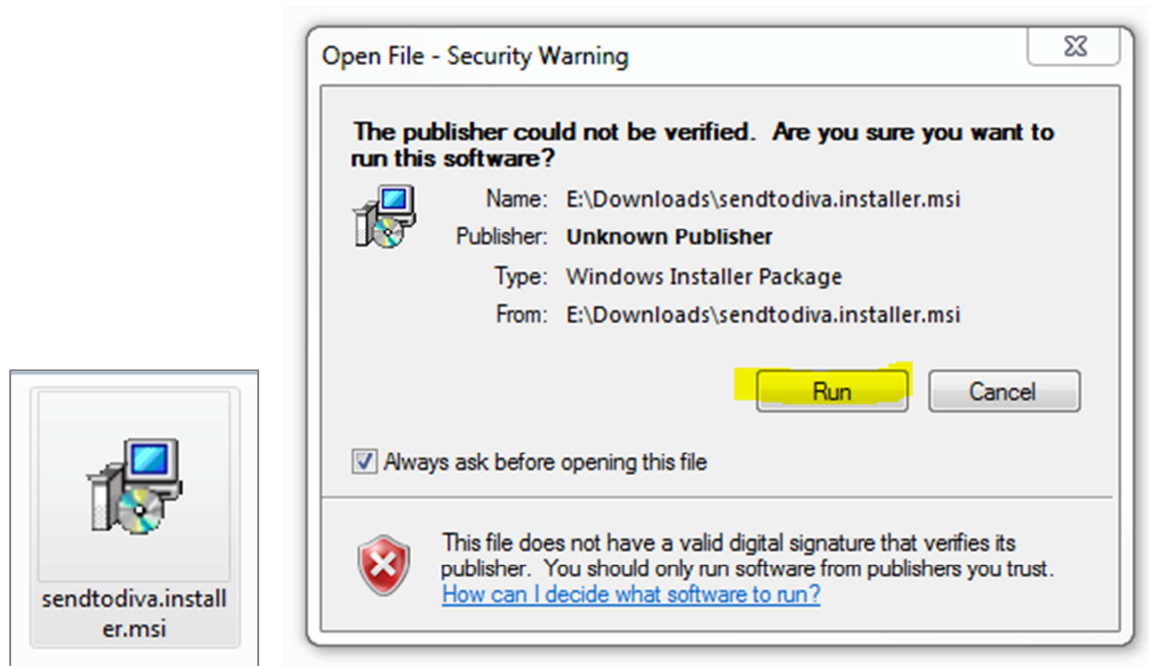


Downloading and Installing *Send to DiVA*

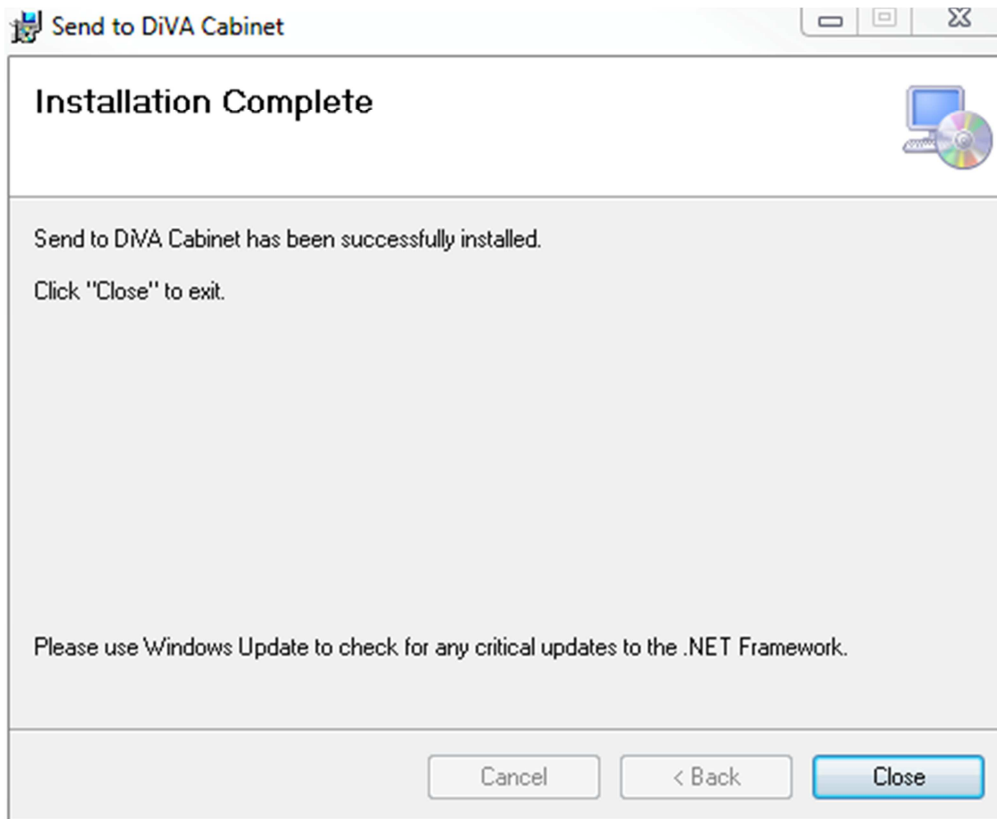
1. Log onto **DiVA** and navigate to the **ADMIN > HELP** section and click **5. Download Send to DiVA**. If you do not see this link, contact your DiVA Administrator and request access.



2. Locate the downloaded install file, double-click and choose **Run**.

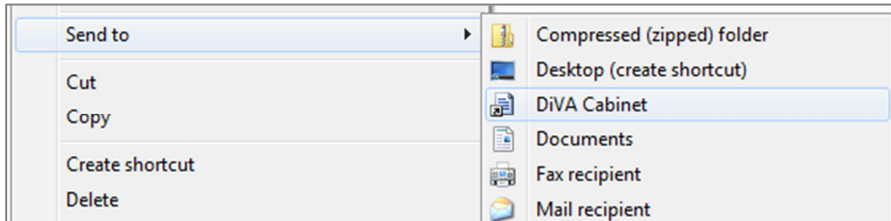


3. Follow the directions in the installer and once complete click the **Close** button.

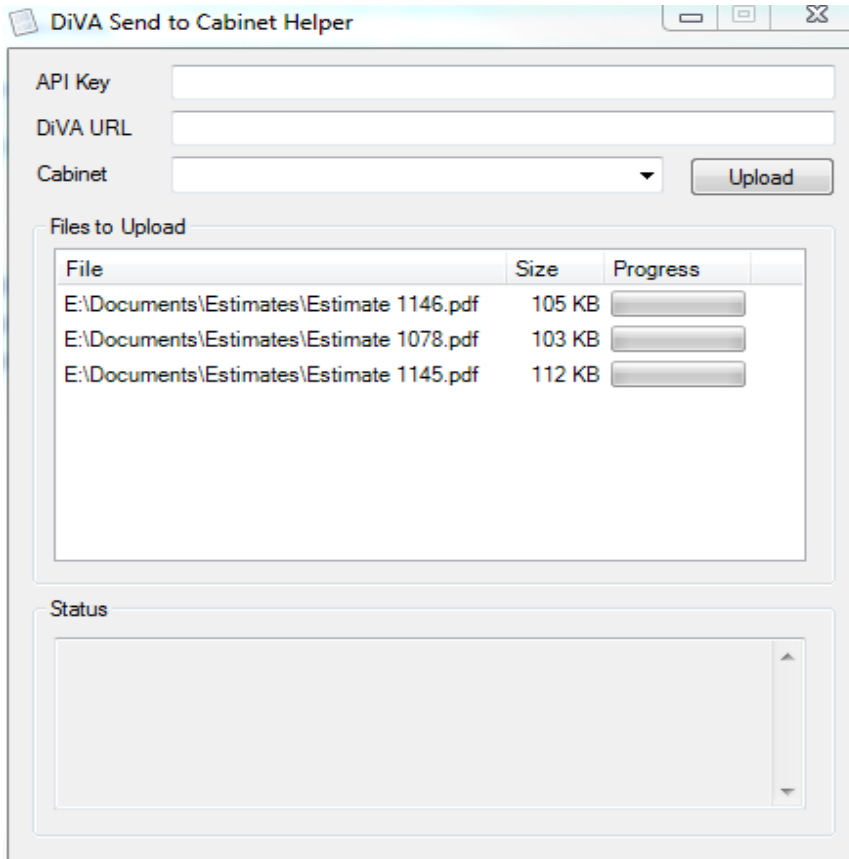


Configuring and Using

1. Locate the file(s) or folder you wish to upload to **DiVA**. Right click and choose the **DiVA Cabinet** option on the **Send to** menu.



2. The **Send to DiVA** helper dialog box will now open.



3. If this is the first use of **Send to DiVA**, some configuration is necessary:
 - a. **API Key** – Ask your DiVA Administrator for this information.
 - b. **DiVA URL** – Enter the DiVA URL (e.g. <https://MyCompany.DiVASolutions.com>)
 - c. **Cabinet** – Select the desired upload cabinet.

4. Click the **Upload** button to upload the selected files to the DiVA cabinet.
5. Index the files using the standard procedures.