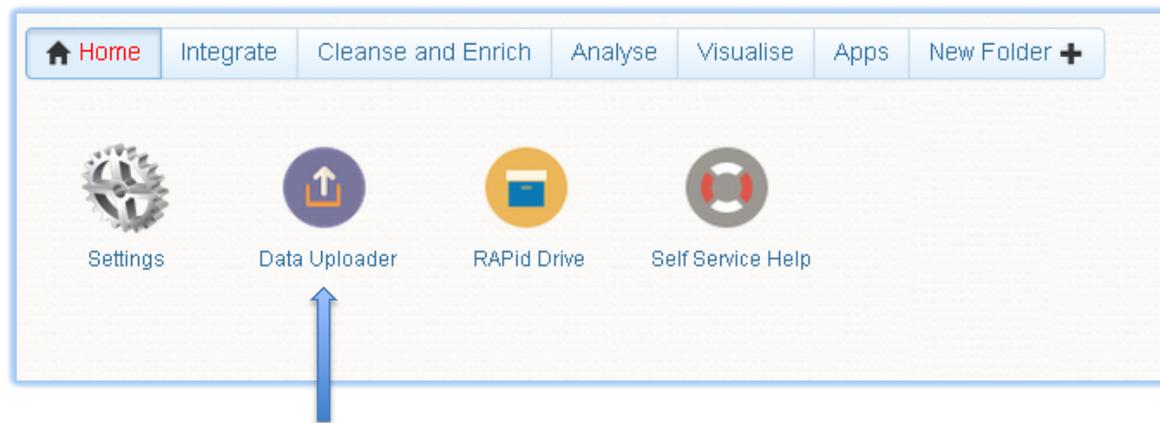# Self Service Spend Analysis on RAPid®

Get Started with RAPid® Spend Analysis Self-Service

Step 1. Open the upload app and populate the invoice data template
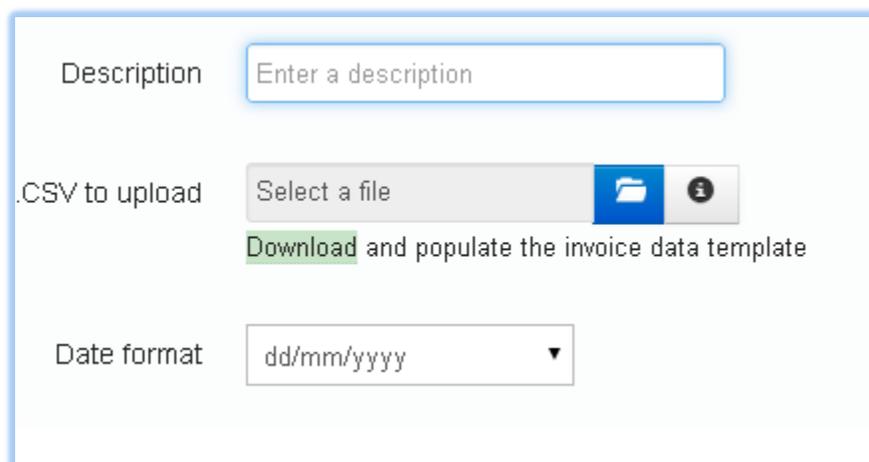
1. Open the 'Data Uploader' app

2. If you haven't uploaded data before, the upload wizard will open automatically. Otherwise, press 'Upload data'

3. Download the Self-service template by clicking the "Download" hyperlink

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4. Populate the template with your source data, and save it.

	A	B	C
1	InvoiceVoucherNumber (Required)	InvoiceVoucherLineNumber (Required)	InvoiceEntryDate (Required)
2	100768	1	09/04/2014
3	100768	2	09/04/2014
4	100768	3	10/04/2014
5	100768	4	10/04/2014
6			

Step 2. Upload your data to RAPid®

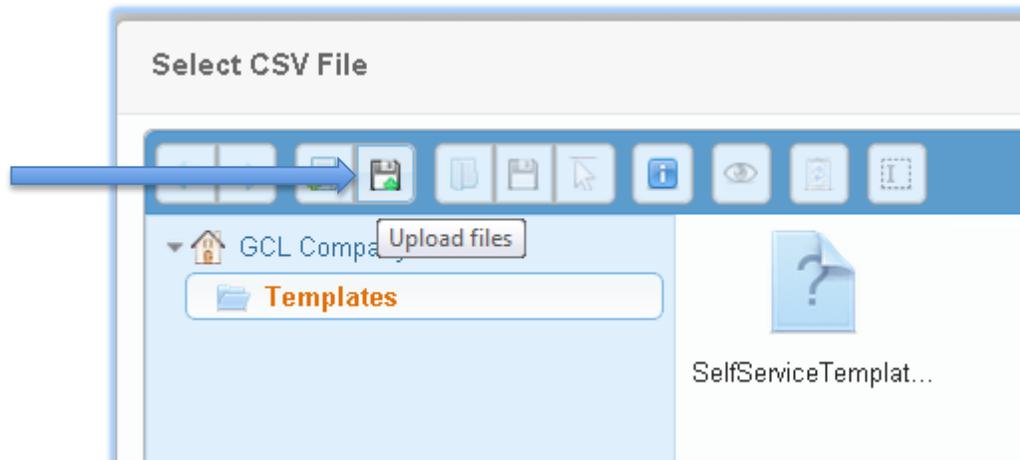1. Back in the Data Uploader, give your data a descriptive name and click on the browse RAPid Drive icon.
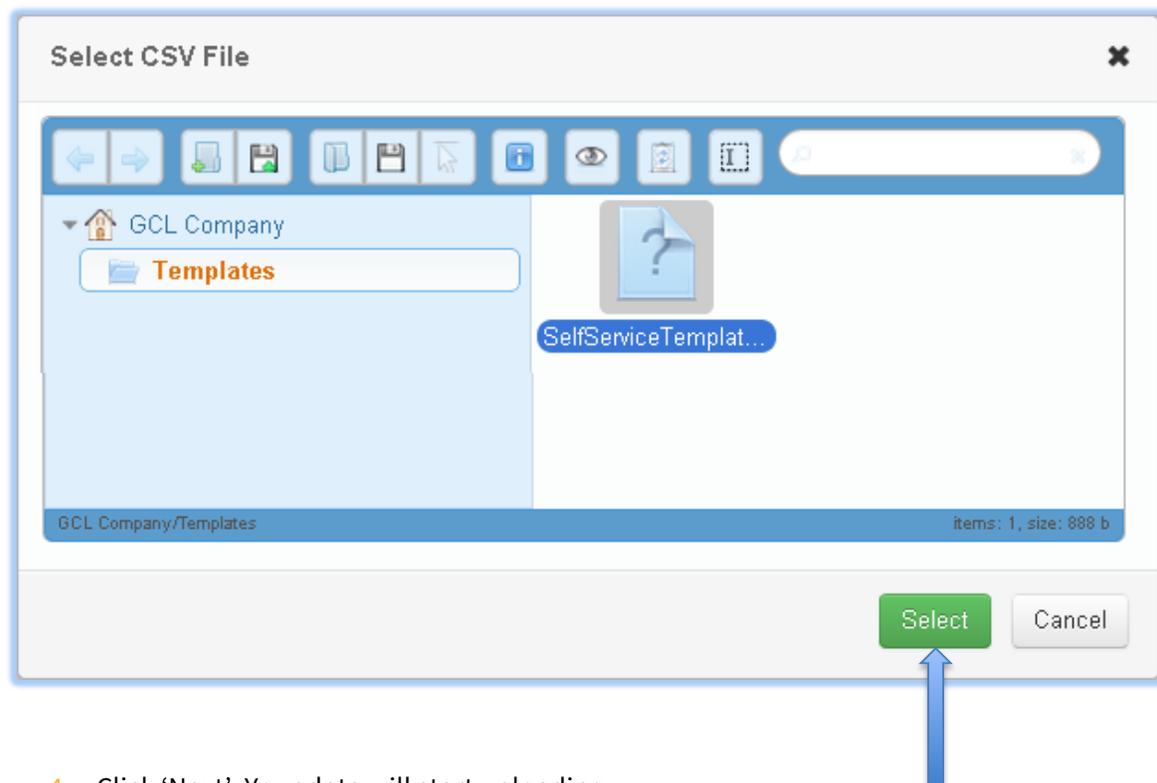
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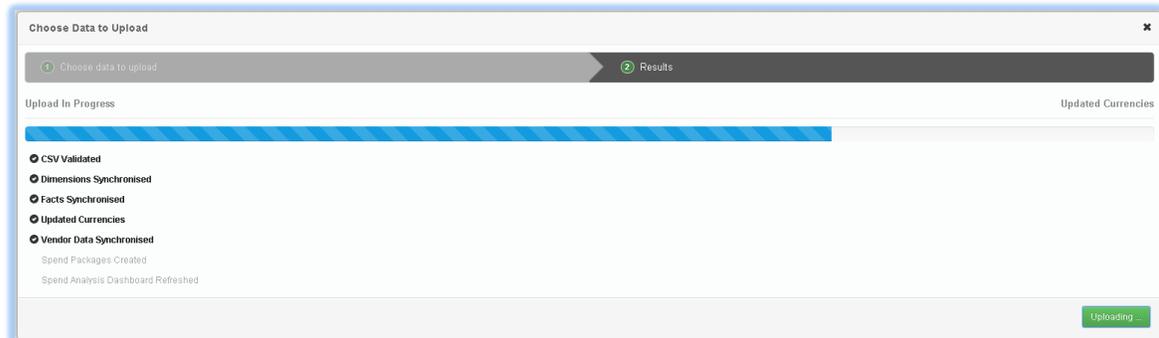2. Click the 💾, and browse to your completed template.
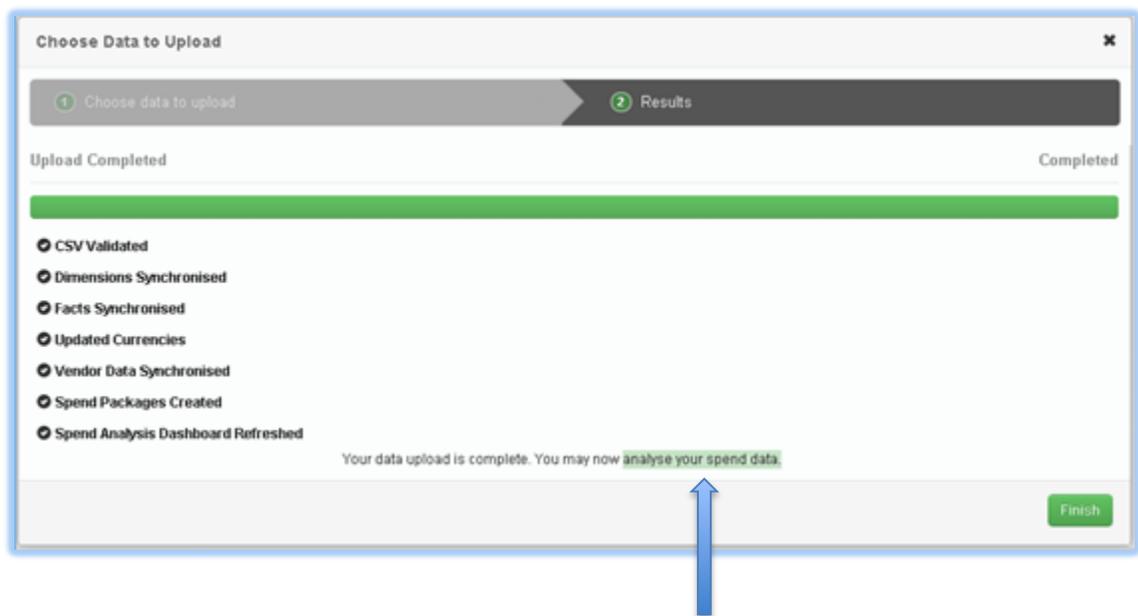

3. Select the file you added and click 'Select'.

4. Click 'Next'. Your data will start uploading.

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Step 3. Start Analysing

1. Click the 'analyse your spend data' link, to take you back to the RAPid® homepage.

2. Choose an app and start exploring your data! We recommend the 'Spend Analysis Dashboard' as a good place to start.

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