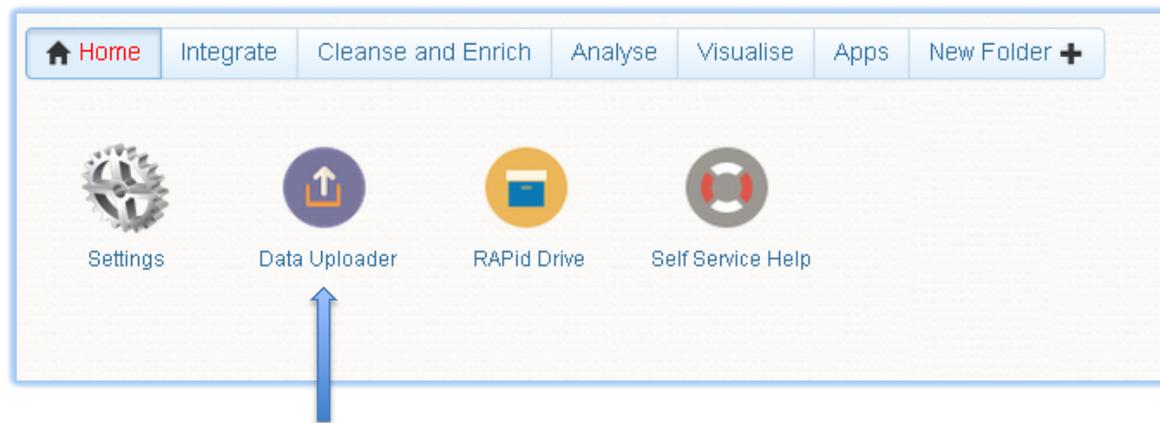


# Self Service Spend Analysis on RAPid®

## Get Started with RAPid® Spend Analysis Self-Service

### Step 1. Open the upload app and populate the invoice data template

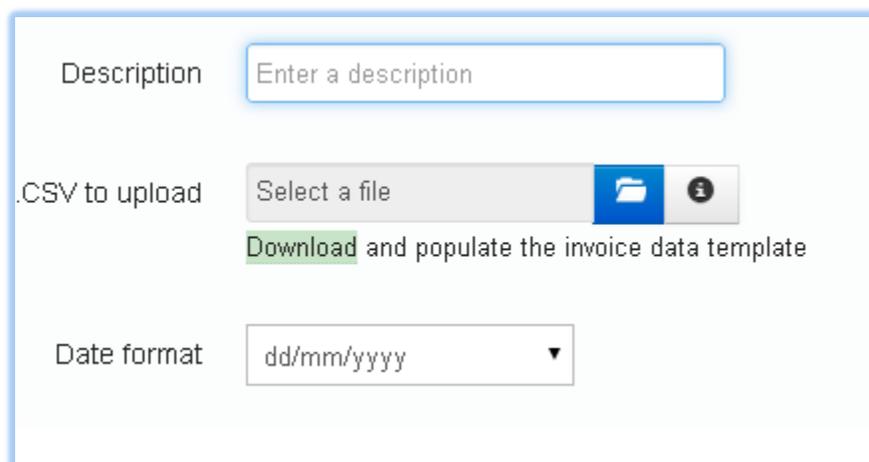
1. Open the 'Data Uploader' app



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

+ Upload data

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

A screenshot of the 'Data Uploader' form. It contains three main sections: 1. 'Description' with a text input field containing the placeholder text 'Enter a description'. 2. '.CSV to upload' with a file selection button labeled 'Select a file' (with a folder icon) and a 'Download' hyperlink. Below the file selection button, there is a text instruction: 'Download and populate the invoice data template'. 3. 'Date format' with a dropdown menu currently showing 'dd/mm/yyyy'.

# Self Service Spend Analysis on RAPid®

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

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

Results

Description

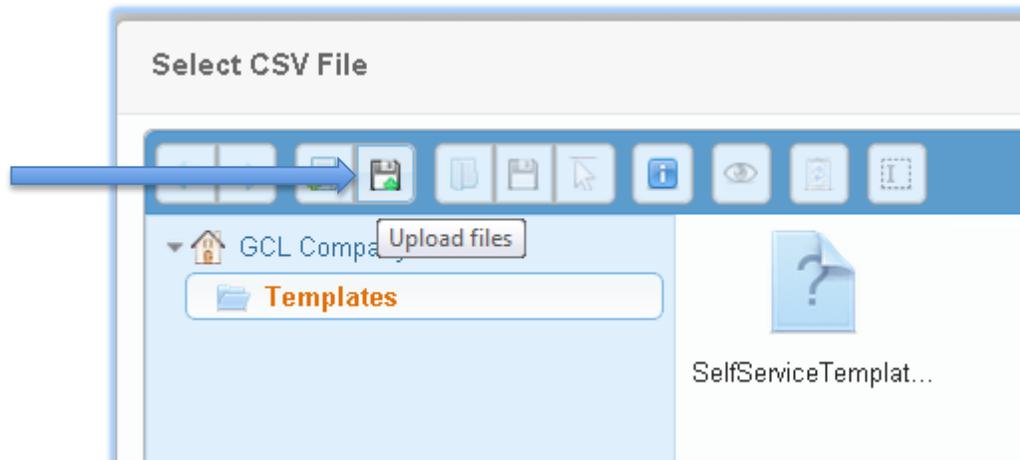
.CSV to upload   

[Download and populate the invoice data template](#)

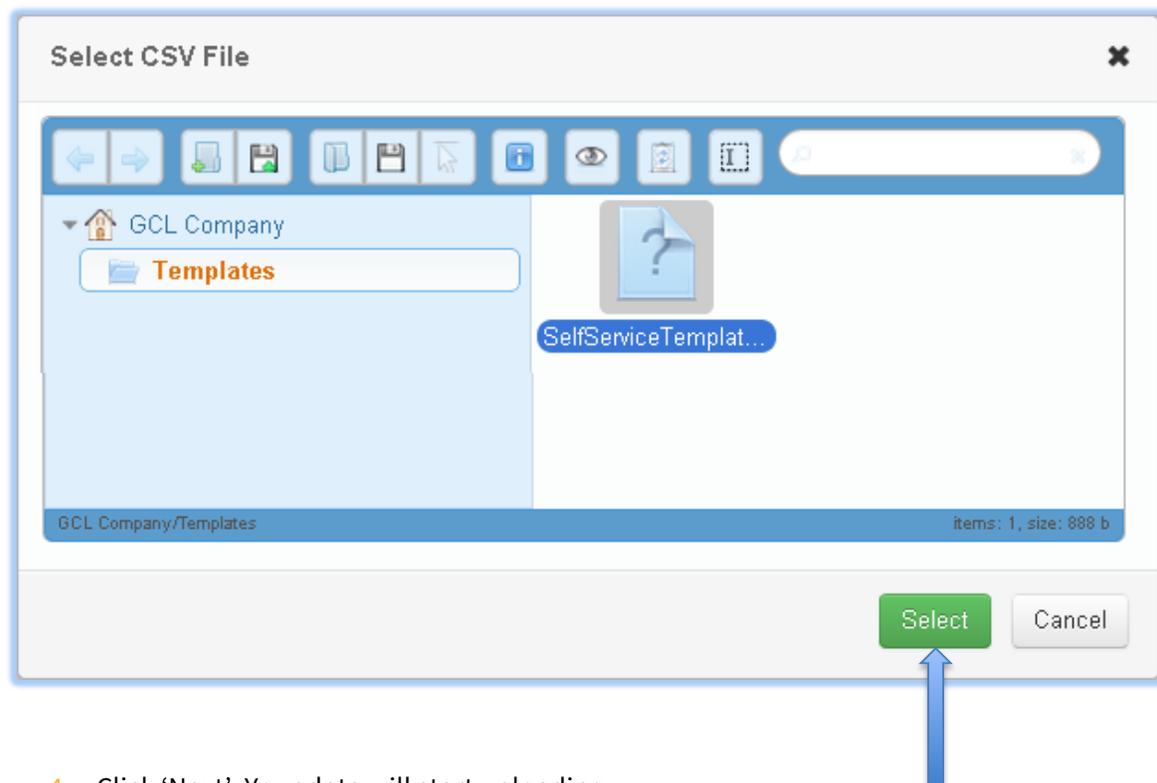
Date format

# Self Service Spend Analysis on RAPid®

2. Click the , and browse to your completed template.

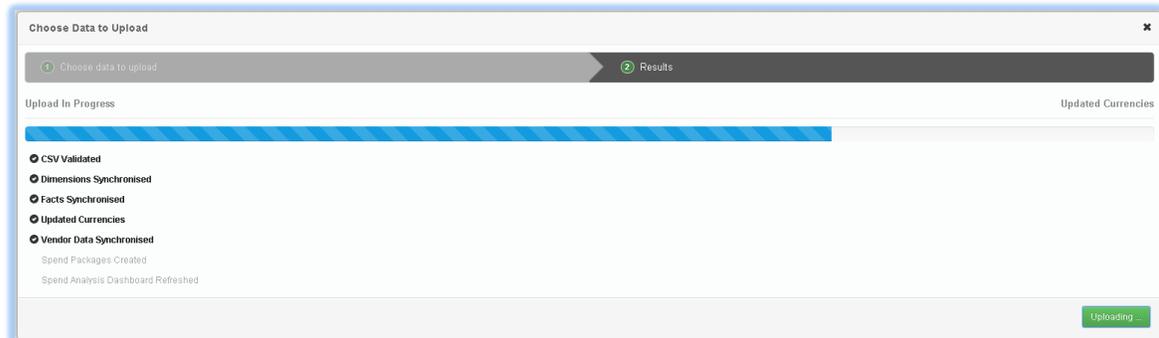


3. Select the file you added and click 'Select'.



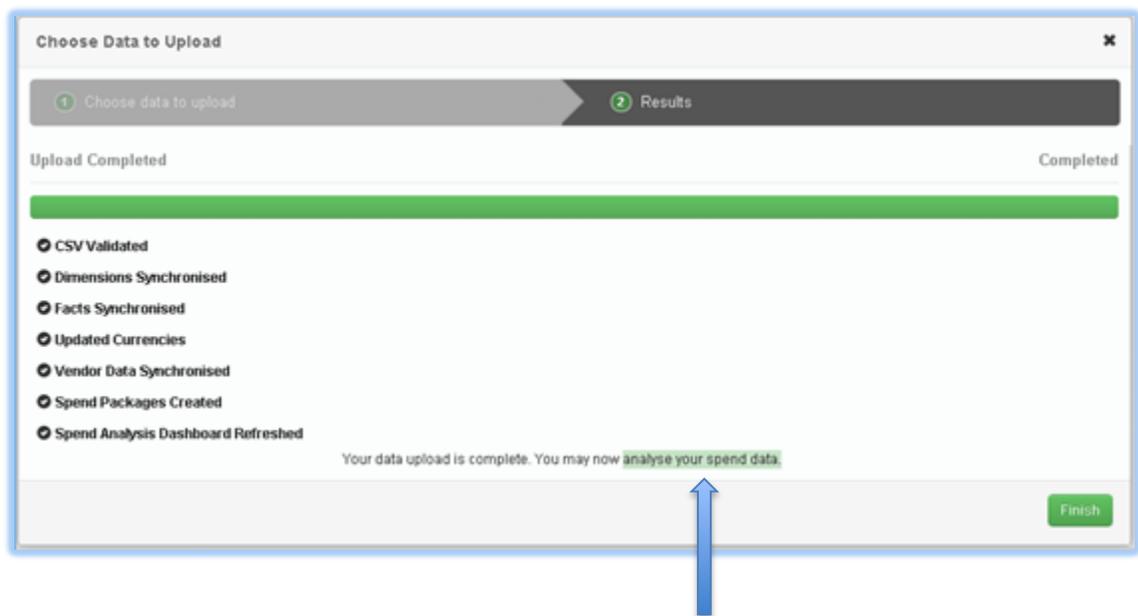
4. Click 'Next'. Your data will start uploading.

# Self Service Spend Analysis on RAPid®



## 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.

# Self Service Spend Analysis on RAPid®

