

reZEN 2.0: PDF Splitter

You can use the "Split & Attach" feature in reZEN 2.0 to easily split a large document and attach it to multiple checklist items.

How to use the feature:

1. Click the "split & attach PDF" button. You will see this whenever you are viewing the checklist for a given transaction.



2. You can drag and drop the PDF or click to upload.

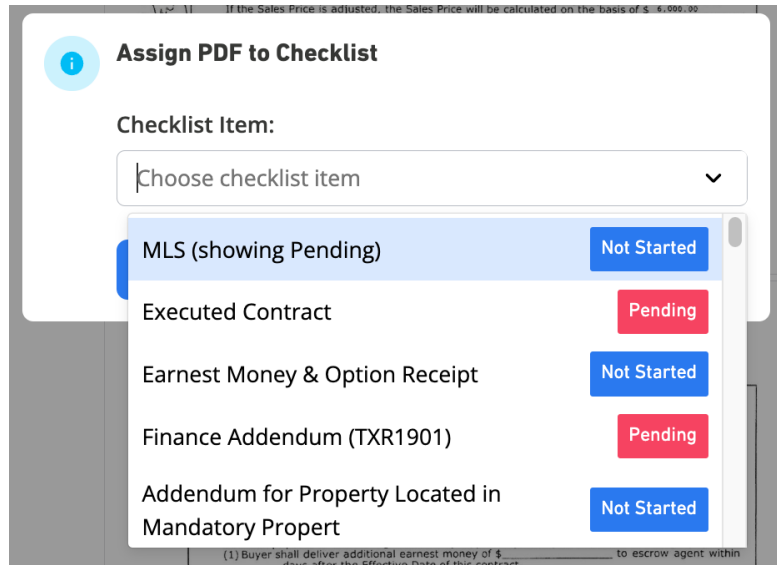
Upload PDF to Split & Attach it to a Checklist Item



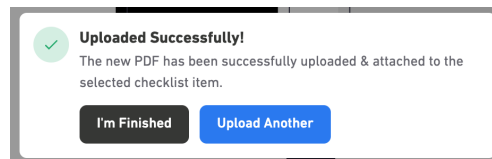
3. Then, simply select the pages you want to attach to the checklist items. Click "Assign" in the bottom right-hand corner.



4. A window will popup. Select the checklist item from the dropdown and click confirm.



5. If the document contains multiple checklist items, you can repeat steps 2-4 to attach various pages from the same document to multiple checklist items.



Voila! You're done!