

Notice to all Accredited Glass Shops

Uploads to Mitchell Cloud Glass

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Effective immediately, a separate note per image can be added when uploading attachments in Mitchell Cloud Glass (MCG). This feature was implemented to further streamline claim administration processes through ongoing collaboration with the repair trade and its associations. It removes the need to select each image after the upload to manually update each image note.

Example of upload screen:

Attachment Upload

Please select a file to upload

3 files

Regulator.jpg
Note :

DOC3785.pdf
Note :

DOC3786.pdf
Note :

Please select a file to upload. Each file size is limited to 4 MB. Max. 5 Files are allowed at a time.

After upload has been completed, in the attachments tab:

Attachments		<input type="button" value="Upload Images"/>	Total : 3		
	Attach #	Date Received	Shop Note	Uploaded By	
	337	09/13/2024	Regulator damage	Shop	
	338	09/13/2024	Glass Authorization Signature Sheet	Shop	
	339	09/13/2024	Supplier Invoice; glass and moulding	Shop	

If you have any questions regarding this notice, please contact the [Glass Audit Unit](#).