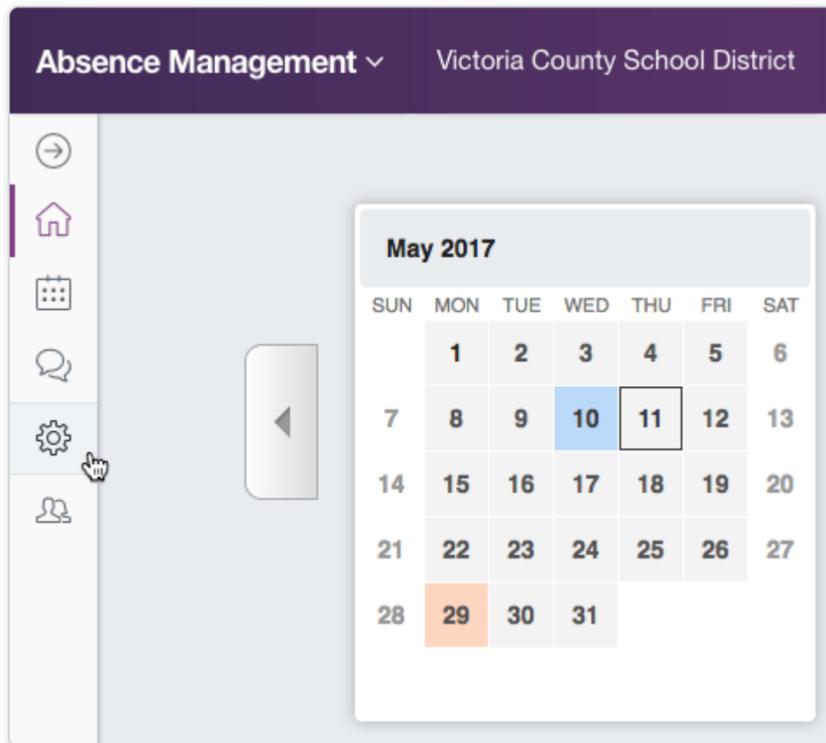


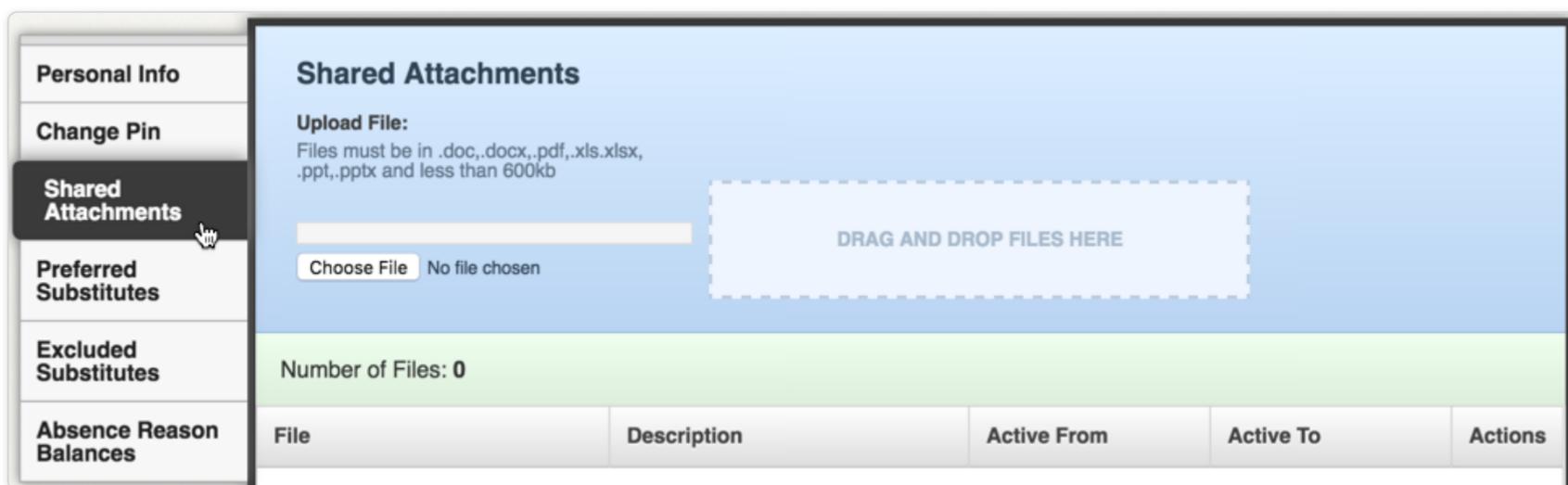
Uploading Shared Attachments

In absence management, you can upload files and documents that will be attached to all of the absences you create. Once uploaded, you can determine what date range these files will be active.

Start by clicking the **Account** option in the side navigation.



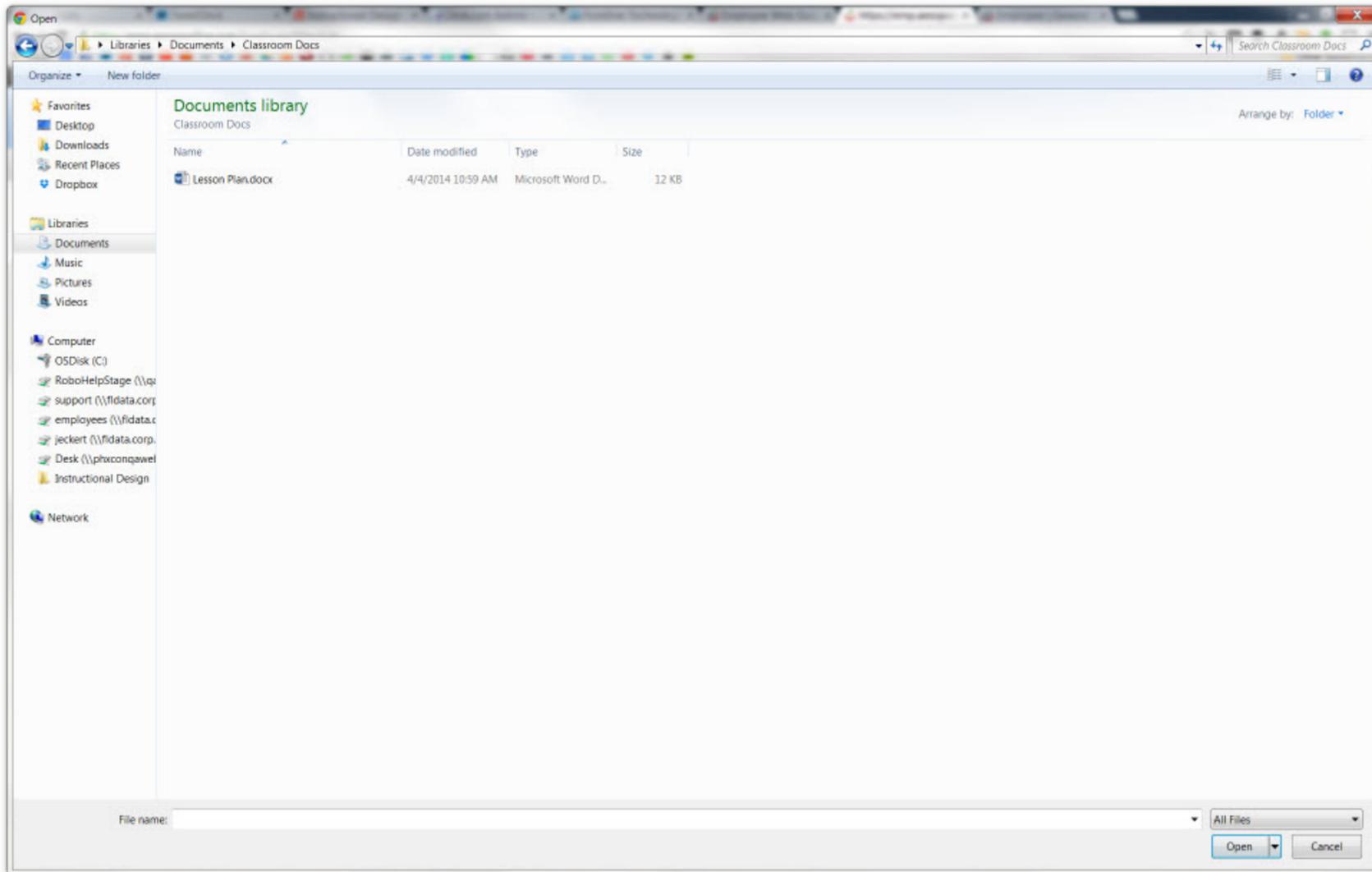
Now click the **Shared Attachments** tab on the left of the page.



To upload a file, click the **Choose File** button.



This will open the file system in your computer where you can choose the file to upload.



Files must be in .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx format and no larger than 600kb.

Once you have uploaded the file, you will see it in the file list. Here, you can give it a description and active to-and-from dates. The to-and-from dates will control when the files will be visible to substitutes who take your jobs.

File	Description	Active From	Active To	Actions
 Lesson Plan.docx	<input type="text" value="Lesson Plan"/>	<input type="text" value="4/10/2014"/> 	<input type="text" value="5/15/2014"/> 	
✔ Save Changes				

Click the **Save Changes** button to save the file(s) you have uploaded.