## 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.

Personal Info	Shared Attachments								
Change Pin	Upload File: Files must be in .docdocxpdfxls.xlsx.								
Shared Attachments	.ppt,.pptx and less than 600kb								
Preferred Substitutes	Choose File No file chosen								
Excluded Substitutes	Number of Files: 0								
Absence Reason Balances	File	Description	Active From	Active To	Actions				



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

Je Libraries	Documents  Classroom Docs		✓ 4 Search Classroom Docs
anize • New folder			輝・ 🗍
<ul> <li>Favorites</li> <li>Desktop</li> <li>Downloads</li> <li>Recent Places</li> <li>Drapbox</li> </ul>	Documents library Classroom Docs		Arrange by: Folder *
	Name	Date modified Type Size	
	Lesson Plan.docx	4/4/2014 10:59 AM Microsoft Word D 12 KB	
Libraries			
Documents			
Music			
Pictures			
videds			
Computer			
OSDisk (C:)			
RoboHelpStage (\\qu			
support (\\fldata.corp			
employees (\\fldata.c			
jeckert (\\fidata.corp.			
Desk (\\phycongawel			
Instructional Design			
letwork			
CONCERCIENCE NO.			
Ella man	0'		<ul> <li>All Files</li> </ul>

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	Lesson Plan	4/10/2014	5/15/2014	Đ
			✓ Sa	ve Changes

Click the  $\ensuremath{\textbf{Save Changes}}$  button to save the file(s) you have uploaded.