

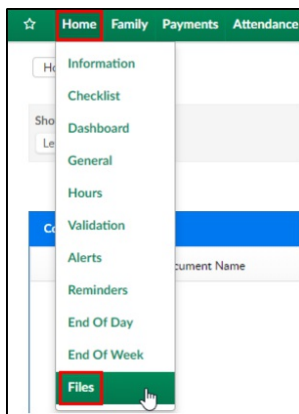
Home > Files

Last Modified on 12/21/2018 3:51 pm EST

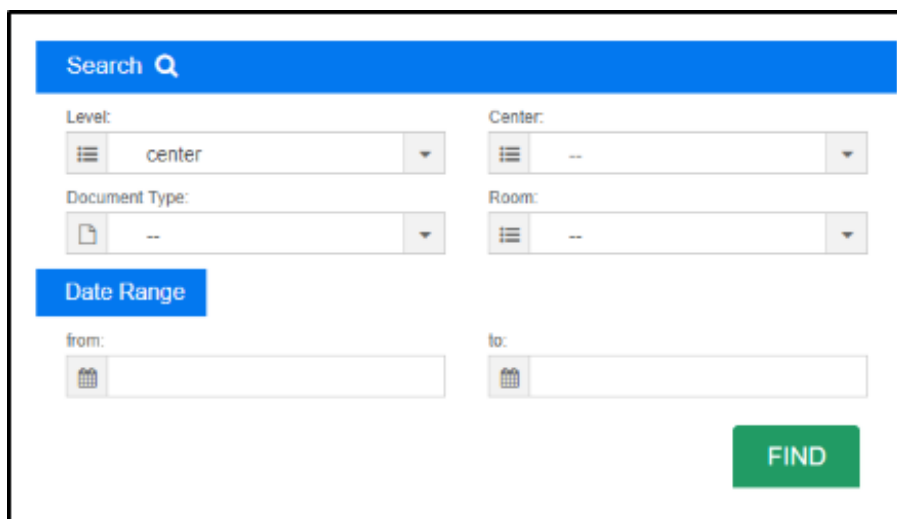
This area allows administrators the ability to view documents that have been uploaded for children at the business level.

To access the Files screen, follow the steps below:

1. Click Home from the navigator bar, then click Files



2. Click the Search Criteria drop-down
3. Enter the necessary information



- o Choose the Level
 - Center – search documents uploaded for a center
 - Child – search documents uploaded for children
- o Center – select the business level or a center
- o Document Type – select a document type if applicable
- o Room – choose the room

- From/To – enter the date range you wish to search
4. Click Find
 5. To view the document press the green square, this will open the document
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