Connect > Documents

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The Documents screen allows user to add generic documents for parents to access from the parent portal.

From the Connect menu, select the Documents option.

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On the Documents screen, the first section will display categories that have already been added to the system. This will help users to group documents for parents.

To add a new Category, select the New Category option, type the category name in the Description box- then press Save.

The third section of the screen will allow users to upload documents (in PDF or Word format).

- Select a category
- Add a title
- Add a description
- Select a Status
- Enter an Effective and End date Please note: Both of these fields are required for the documents to be viewable by parents via the parent portal
- Choose the document from a computer or drive location
- Press Save

	ategory	Document	Description		Effective Date	End Date	
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As soon as documents have been uploaded they will be available for parents to see on the Parent Portal in the Communication tab.

Sites can also choose to restrict access to certain documents by selecting the lock icon on the document's line-

Document Explo	rer				
Category	Document	Description	Effe	ctive Date End Date	
Registration Files					-
	MI Registration Form	2017-12018	2017-1:	2-11	A.

Select the Center or State that should be able to see the document- then press Save. Only sites that meet this criteria will display the document on the parent portal.

ocument Autho	rization Information Li	st				
Company	State	Brand	Division	District	County	
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ocument Autho	rization Information					
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To edit an authorization press the green square, to delete- press the red x.

Connect Documents Author	rization						
SUCCESS Document Authorization s	aved successfully.						
						Act	tions -
Document Authorization Ir	nformation List						
Company	State	Brand	Division	District	County		
DCW Transactional- Center 1							

Press the Actions button and select the option to Export Authorization List to see the list of authorized sites or states in excel format.

SUCCESS Document Authorization	saved successfully.					
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ocument Authorization	Information List				Export Aut	horization List
	State	Brand	Division	District	County	Exp
Company	State					

Note: If your site has brands, districts or divisions additional fields will display.