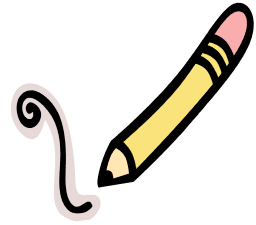


# TENET Tips for.....



## File Based Documents

### *Adding a file based document to a “Draft” or “Final” document*

1. Open a “Draft” or “Final” document that you wish to attach file based document(s) to
2. Select **“Navigate To”**
3. Select **File Attachments**
4. Select **“Attach file(s)”**
5. Choose the blue action **“Select”** button
6. Find the document on your computer and double click
7. *To add additional documents at one time, repeat step 6 until you have all the documents you need.*
8. Then select the green action button **“Upload File(s)”**

### *Adding a file based document to a student’s record*

1. Select the drop down arrow in the box **“Create New Document”**. It is the last selection, be sure to scroll down.
2. Select green action button **“Go”**
3. Be sure to give a description of the document you wish to attach in the **“User Comment”**
4. Choose the blue action **“Select”** button
5. Find the document(s) on your computer
6. At this time you may change the name of the document in the box labeled **“File Name”**. Be sure to give a good description of the file for the next reader.
7. Select the green action button **“Upload File”**