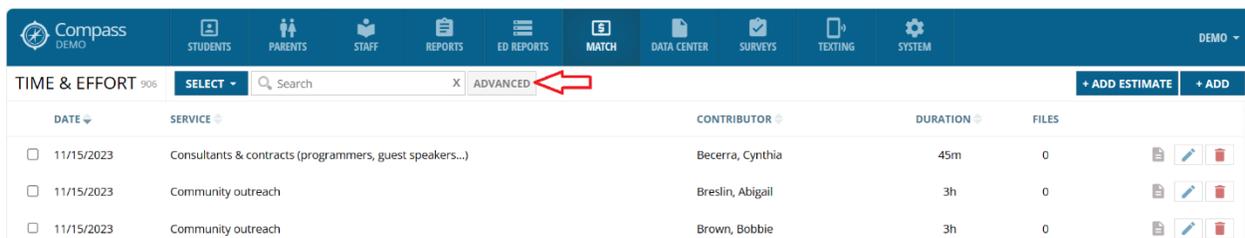
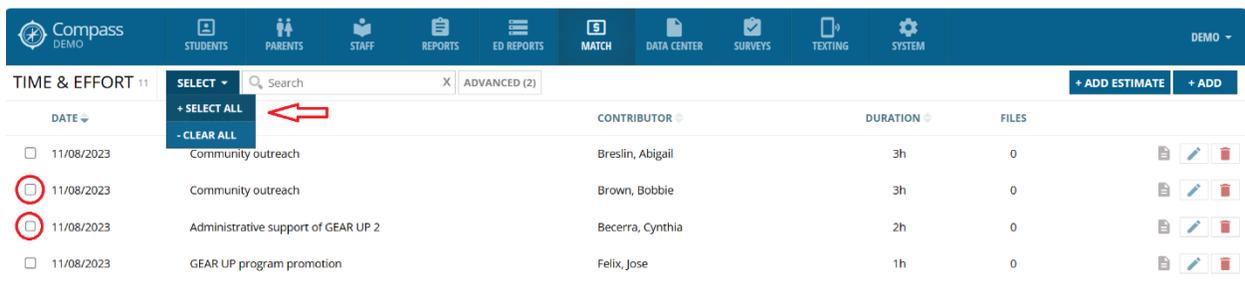


Add Time & Effort Attachment

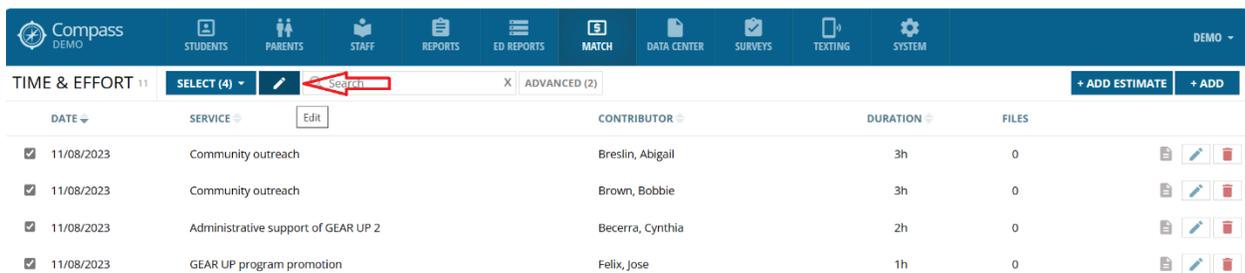
1. Hover over **MATCH** on the main menu. From the dropdown menu that appears, click **Time & Effort**.
2. Click the **ADVANCED** button and filter accordingly to find the time & effort you would like to attach a document to.



3. Once you find your time & effort, select the records you want to attach a document by clicking the check box or using the **SELECT** button drop down and **SELECT ALL**.



4. After making your selection, click on the pencil icon to enter the edit page.



5. From the edit time & effort page, click on the +UPLOAD FILE button to attach a document. Once the document is attached click on the SAVE AND CLOSE button.

Compass DEMO

STUDENTS PARENTS STAFF REPORTS ED REPORTS MATCH DATA CENTER SURVEYS TEXTING SYSTEM DEMO

EDIT TIME & EFFORT SAVE AND CLOSE CLOSE

Updates to Time & Effort

+ UPLOAD FILE

Selected (4)

Breslin, Abigail : Community outreach | Brown, Bobbie : Community outreach | Becerra, Cynthia : Administrative support of GEAR UP 2 | Felix, Jose : GEAR UP program promotion