#### **Uploaded Documentation**

No Documents Available	
Add New Document	

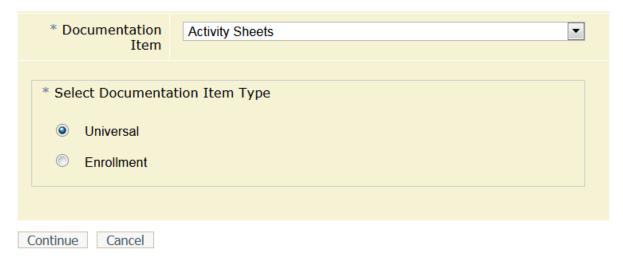
#### 1. Example to Document "Enrolled in Secondary Education Program" PIRL 1401

- > Before beginning, the document you want to use must be scanned into your computer
- > Case Details Page > Universal Information > Uploaded Documentation
- Click on "Add New Document"

#### Documentation Item

Select the documentation item and the type, then click Continue.

\* indicates a required field

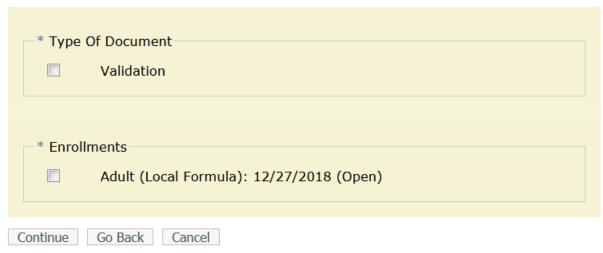


- **2.** Select Documentation Item Type: The actual documentation that has been collected & scanned
- > Open the dropdown to make a selection.
- > To document PIRL 1401: "Enrolled in Secondary Education Program" select: Transcript / Report Card
- Select "Enrollment" (always select Enrollment)
- > Click: Continue

# Documentation Item

Select the type of documentation for Transcript / Report Card. Select which enrollments the documentation is for.

\* indicates a required field



- **3.** Type of Document: For Data Validation purposes, always select "Validation"
- > Enrollments: Select the program the participant is enrolled in
- Click: Continue

# Documentation Item

Select the data elements that this documentation upload verifies for each enrollment.

_ `	ocal Formula) (12/27/2018 Open)
	Attained Diploma, GED, or Certificate
	Participated in Post-sec Ed During Participation #1332
<b>V</b>	Enrolled in Secondary Education Program #1401
	Date Enrolled in Post Exit Ed or Training Leading to Postsec Credential #1406
	Postsecondary Transcript/Report Card MSG #1807
	Secondary Transcript/Report Card MSG #1808
	Date enrolled during participation in education or training leading to a postsecondary credential or employment #1811
	Youth Placement Information Q4 #1901
	Date Attained Degree or Certificate
	Date Goal Was Attained
	School Status at Exit
	School Status at Participation
	Skill Goal Attainment
	Youth Placement Information Q2 #1900
	Youth Retention Information

**4.** Select the PIRL element to be documented then click: Continue

<sup>\*</sup> indicates a required field

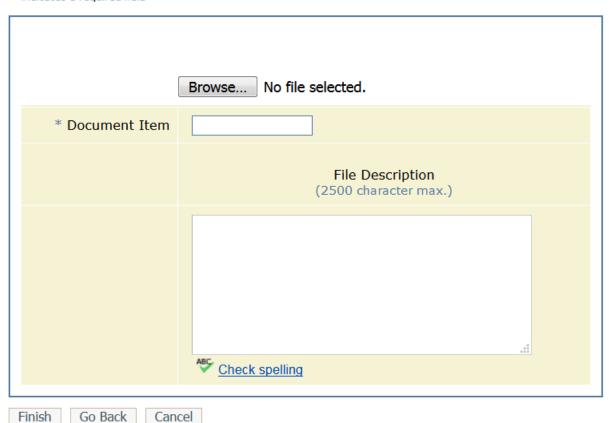
### Documentation Item

Select the document from your computer and click Finish to upload the document.

The following file types are accepted: PDF, JPEG, PNG, or GIF. The file may be no larger than 3 MB.

Before choosing the document to upload, please remove all special characters and/or extra punctuation from the file name. Underscores *are* allowed.

\* indicates a required field



**5.** Click on: "Browse" to locate the scanned documentation. I placed mine on the desktop.

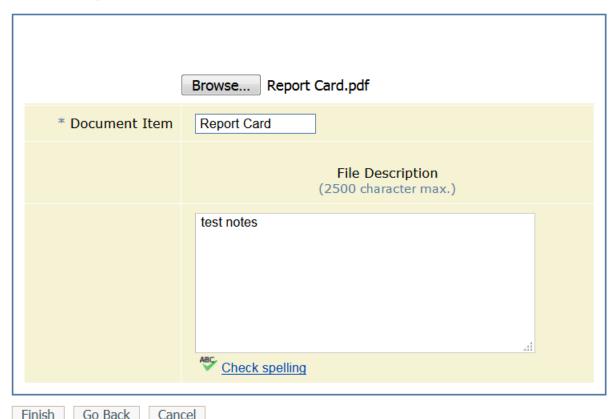
# Documentation Item

Select the document from your computer and click Finish to upload the document.

The following file types are accepted: PDF, JPEG, PNG, or GIF. The file may be no larger than 3 MB.

Before choosing the document to upload, please remove all special characters and/or extra punctuation from the file name. Underscores *are* allowed.

\* indicates a required field



#### **6.** Document Item:

- Enter the name of the paper you are using for documentation "Report Card".
- > Enter notes if desired.

#### Documentation Item

File Upload Finished

The file, Report Card.pdf, was successfully uploaded for Shawna Bailey.

Return to Case Details

#### **Uploaded Documentation**

1 Enrollment document is available	View
Add New Document	

#### **7.** Finished

> The document is added and "View" is available.

### Documentation Items

Document	Document	Uploaded			
Name	Item	By	Uploaded	Validates	Action

Transcript / Report Card	Report Card	Monaco, Sandy	08/13/2019	■ Adult (Local Formula) 12/27/2018 ○ Enrolled in Secondary Education Program	Edit	Delete
				#1401		

#### **Return to Case Details**

**8.** Click: "View" and the summary screen displays. Click "Transcript Report Card" to display.