



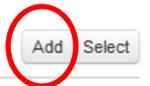
How to add Supporting Documents

There are two ways to add supporting documents, from within each standard, and from the Documents tab.

From the Standards Data Entry page:

1. Go down to Supporting Documents and click the “Add” button:

Supporting Documents

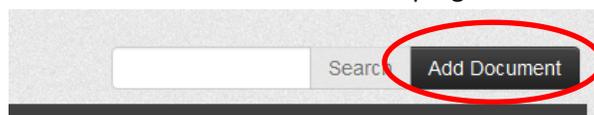


2. A modal pop-up will open, click on the gray “Browse” button at the top to search for the document on your computer.
3. Fill in the document information:

4. The Restricted checkbox will secure the document so that only Affirm Managers can see it. It will show as a live link, but no one else will be able to open it. Once a report is run, that document will be available to whomever the reports need to go to (SACS, etc).
5. Your document not shows up in the Supporting Documents list in that standard and is automatically connected to that standard as a resource. It also shows up in the “Master list” and is accessible to any other standard.

From the Documents tab:

1. Click on “Add Document” at the top right.



2. Follow instructions 2-4 above, and click “Add”.
3. Your document is now accessible to any standard in the “Master list”.