

Uploading Shared Attachments

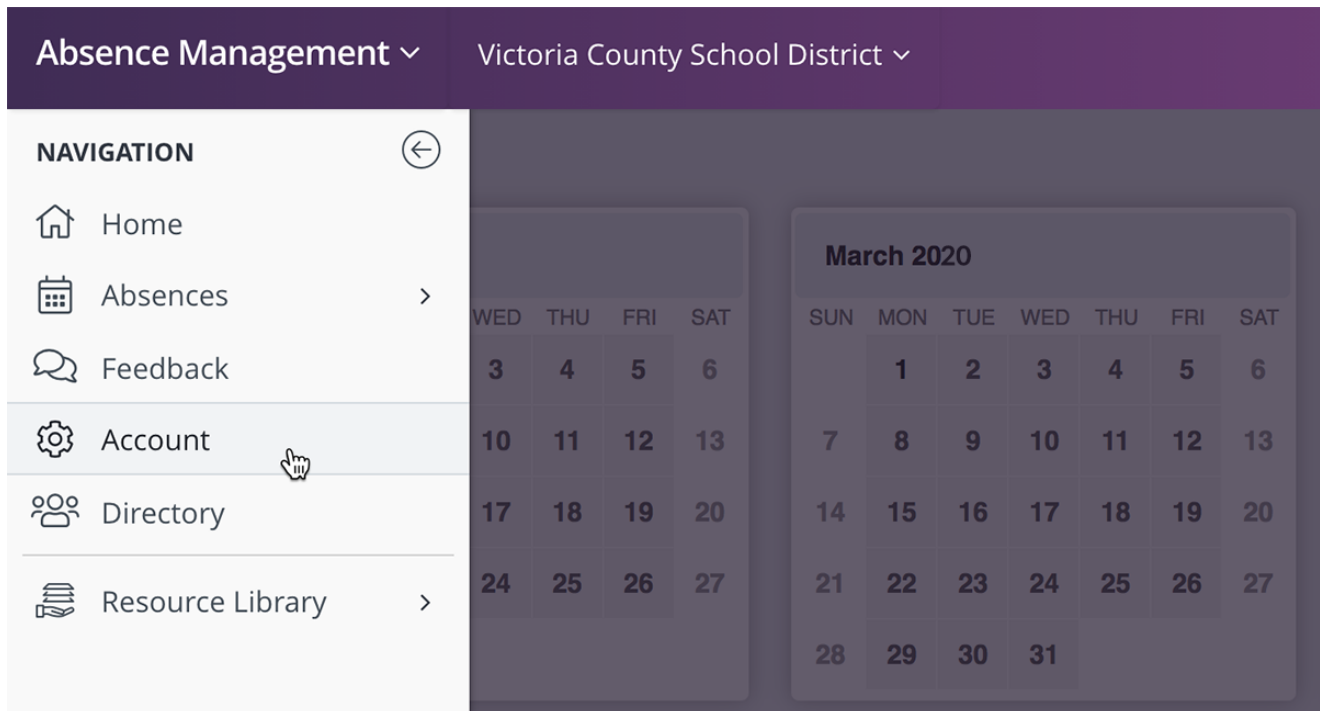
 absence-help.frontlineeducation.com/hc/en-us/articles/115003265787-Uploading-Shared-Attachments

Employees oftentimes need to attach specific files (e.g. seating charts, etc.) to any absence they create within the Absence Management system.

Rather than regularly repeating this step, you can optionally perform a one-time upload to your Absence Management account and have the system automatically attach the file(s) to any absence you create! (Once uploaded, you can determine what date range these files will be active.)

To upload your shared attachments, locate and select the **Account** option in the side navigation.

Note: This option may or may not be available to all users based on district settings. If you do not see the options as presented here, please reach out to your organization's administrator for more information.



The screenshot shows the Frontline Absence Management interface. At the top, there is a purple header bar with 'Absence Management' and 'Victoria County School District'. Below the header, on the left, is a side navigation menu with the title 'NAVIGATION'. The menu items are: Home, Absences, Feedback, Account (highlighted with a mouse cursor), Directory, and Resource Library. To the right of the navigation menu, there are two calendar views. The first is a weekly view for the week of March 3rd to 6th. The second is a monthly view for March 2020, showing the days of the month in a grid format.

WED	THU	FRI	SAT
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

March 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Now, click the **Shared Attachments** tab on the left of the page.

Absence Management ▾ Victoria County School District ▾

? Amy Pond ▾
 Employee

→
 Home
 Calendar
 Chat
 Settings
 People
 Lists

Personal Info
 Phone Credentials
Shared Attachments
 Preferred Substitutes
 Excluded Substitutes
 Absence Reason Balances

Shared Attachments

Upload File:
Files must be in .doc,.docx,.pdf,.xls.xlsx,.ppt,.pptx and less than 600kb

Choose File No file chosen

DRAG AND DROP FILES HERE

Number of Files: 0

File	Description	Active From	Active To	Actions

✓ Save Changes

The system will indicate any previous files that were uploaded, and it includes an option to perform a new upload.

Click the **Choose File** button to begin the upload process.

Shared Attachments

Upload File:
Files must be in .doc,.docx,.pdf,.xls.xlsx,.ppt,.pptx and less than 2mb

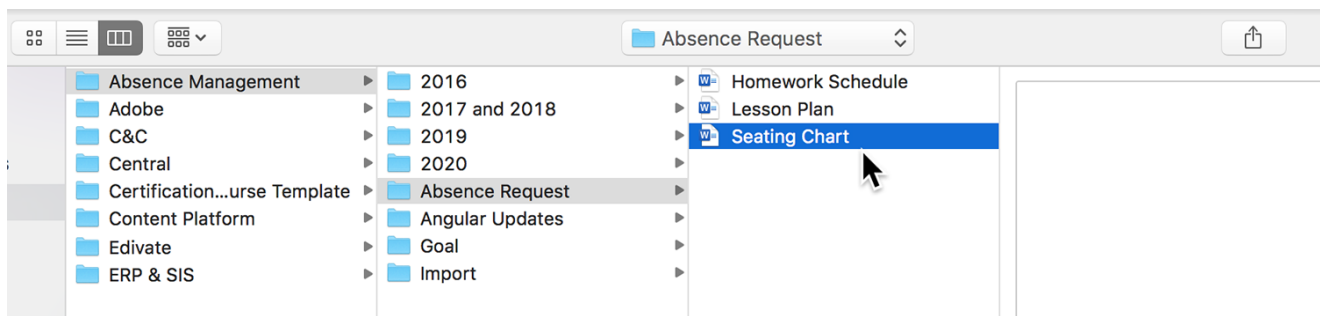
Choose File No file chosen

DRAG AND DROP FILES HERE

Number of Files: 0

File	Description	Active From	Active To	Actions
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This selection will open your computer's file system where you can choose a file.



Files must be in .doc, .docx, .pdf, .xls, .xlsx, .ppt, or .pptx format and less than 2MB.

Once you have uploaded the file, you will see it in the file list.

Here, you can add a description and choose the file's active to-and-from dates. This date range controls when the files will be visible to substitutes who take your jobs.

Shared Attachments

Upload File:
Files must be in .doc,.docx,.pdf,.xls.xlsx,.ppt,.pptx and less than 600kb

DRAG AND DROP FILES HERE

No file chosen

Number of Files: 1

File	Description	Active From	Active To	Actions
Seating Chart.docx	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Save Changes

Click the **Save Changes** button to save the file(s) once you are finished.

You will then see the attachment(s) within the "Notes & Attachments" section during the absence creation process.

If you realize at a later point that you attached the wrong document or need to revise the document, you can remove it and add it back through the main absence page. When you select **Edit Absence** there will be an option to either edit the attachment, which would allow you to create notes or information pertaining to that attachment. You will also see a trash can icon that will allow you to completely remove that attachment from the absence.

Modify Absence # 493085052 - Abbott, Christopher
January 28 Status: Unfilled / No Approval Required
 Hours Per Day: 9 | Created: 1/26/2022 1:35 PM | Last Update: 1/26/2022 1:35 PM

Absence

✓ Save Absence Cancel

January 28 at Windbreaker High

January 2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Absence Reason Sick Time > Personal-Sick

Time Full Day
 Please enter a valid time range using the HH:MM AM format.
 08:00 AM to 04:00 PM

+ Add New Variation

Notes & Attachments

Notes to Administrator
 (Viewable only by Administrator and Employee)

Notes to Substitute
 (Viewable by Administrator, Employee, and Substitute)

255 character(s) left

255 character(s) left

File Attachments

DRAG AND DROP FILES HERE

Choose File No file chosen

Uploaded Files

Test.docx
 Test

✎ 🗑️

NEXT STEPS

ABSENCE SUMMARY

During any part of the absence process, whether approved or filled, you will always be able to edit the attachments of an absence.

If the attachment is a file you have uploaded to your profile, you will need to navigate to **Account** then **Shared Attachments** to delete the recurring file using the trash can icon. You can also set a future "active to" date when the attachment will no longer be active.

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