



## Place Holder: Staff Handbook – Current

Please replace this Placeholder document with your school's handbook. Please be sure to follow the directions below to update the file.

### How to update a new version of the same document?

1. Log into [DocuShare](#) (DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > YOUR SCHOOL'S NAME)
2. Click on the ellipsis (three dots) across the document you need to update.
3. Select Upload a New Version.
4. Select "Choose File" and upload the document – **do not change the title of the placeholder document**

The screenshot shows the DocuShare interface for a folder named "Staff Handbook". A table lists documents, with the first one, "Cascade Staff Handbook - Current", highlighted. A red arrow points to the ellipsis icon in the "Actions" column of this document. A context menu is open, showing options: "Check Out", "Upload a New Version" (highlighted with a red box), and "Comments". Below the table, the "Add Version" dialog box is open. It has a section labeled "UPDATE" with a "Filename: (required)" field containing a "Choose File" button and the text "No file chosen". Below this, a section labeled "DO NOT CHANGE Title" has a "Title: (required)" field containing "Cascade Staff Handbook - Current" (highlighted with a red box). There is a checkbox labeled "Change the title of the document to this title" which is unchecked. At the bottom, there is a "Version Comments:" text area and an "APPLY" button (highlighted with a red box).

**Example**

Staff Handbook

Edit Selected... Add...

Type	Title	Owner	Modified Date	Size	Actions
PDF	Cascade Staff Handbook - Current 2023-24 Cascade Staff Handbook		07/25/23	122 KB	...
PDF	Cascade Staff Handbook 2022-23				
PDF	Cascade Staff Handbook 2021-22				
PDF	Cascade Staff Handbook 2020-21				

Check Out

Upload a New Version

Comments

**Add Version**

**UPDATE** Filename: (required) Choose File No file chosen

**DO NOT CHANGE Title** Title: (required) Cascade Staff Handbook - Current

☐ Change the title of the document to this title

Version Comments:

**APPLY**