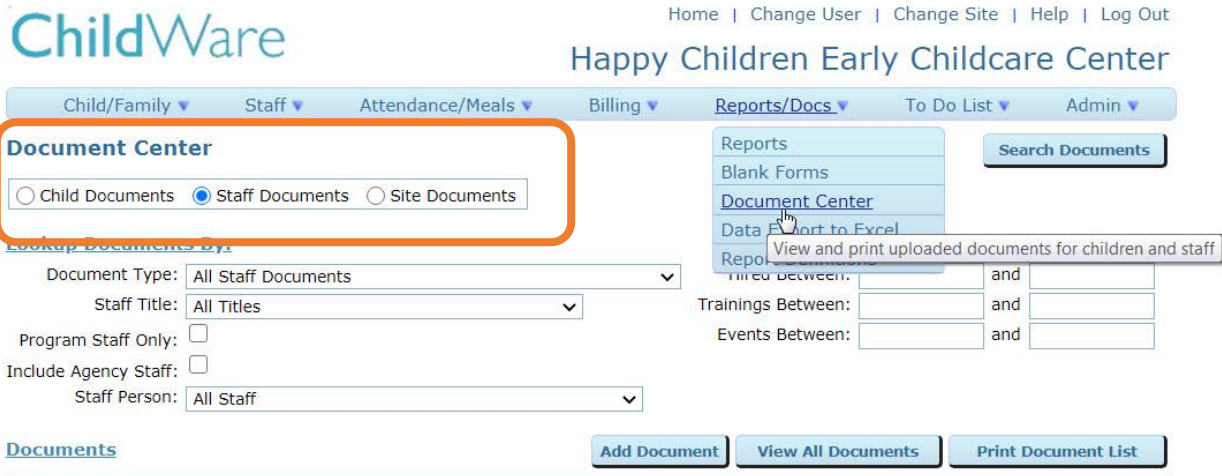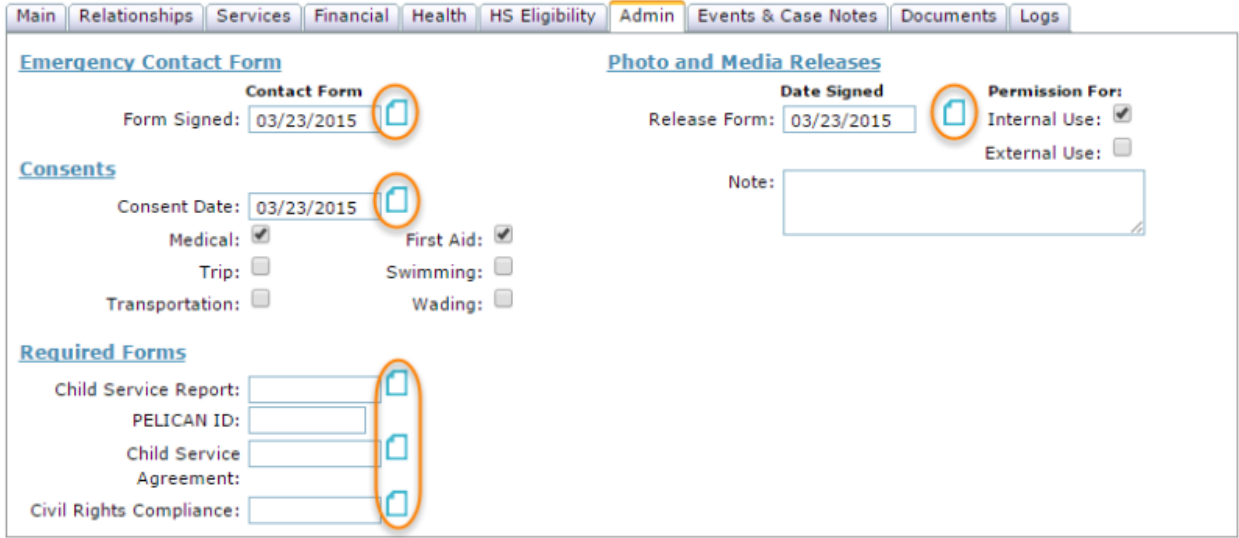# DOCUMENT UPLOADS

To quickly view and add a large variety of documents (PDFs) to your ChildWare account, navigate to the Reports/Docs on the blue bar and scroll down to Document Center. You can choose to upload documents for a child, staff, or site.

In addition to the Documents Tab, several files can be found on the Admin Tab of a child's record. Documents are represented by **the blue page icon.**

CHILD DOCUMENTS

From the Child's Documents tab, you can:

- add a new document (using the 'Add Child Document' button); and
- print a report of all documents for a child (using the 'Print Document List' button)

ADDING A CHILD DOCUMENT

1. Open a Child's Record.
2. Click on the Documents Tab
3. Review Existing Documents
4. Click on Add Child Document

The Document Type menu contains many options listed in alphabetical order to help find the document you want to add. Single data fields, such as the Child Service Agreement, do not require further specification. Data found in grids, such as General Health Assessments, will require you to select the specific health assessment. After selecting a document type, upload your document (see instructions for uploading files here).

Press 'OK' when you are ready to save the new document.

The Documents tab allows you to print a report of all saved documents for a child with the 'Print Document List' button. The report will open as a new tab or window in your browser and can be reviewed or printed, as needed.

ABC Day Care
Happy Children Early Childcare Center

Document List
All Documents
Report Date: 4/24/2015

Name ↕	Document Type ↕	Entered ↕	By ↕
Battis, Daveon	Child Service Agreement	4/1/2015 3:53 PM	AHANNAN
Battis, Daveon	Consent Form	4/24/2015 12:11 PM	AHANNAN
Battis, Daveon	Emergency Contact Form	4/17/2015 2:04 PM	AHANNAN

4/24/2015 12:13:25 PM / Page 1 of 1

EDITING AN EXISTING ENTRY

To view or add a comment to an existing document, click 'Select' next to the document you would like to edit.

You can to view the uploaded document by clicking 'View Document' or record a comment for this document. Remember to press 'OK' if you've added a comment in the text field.
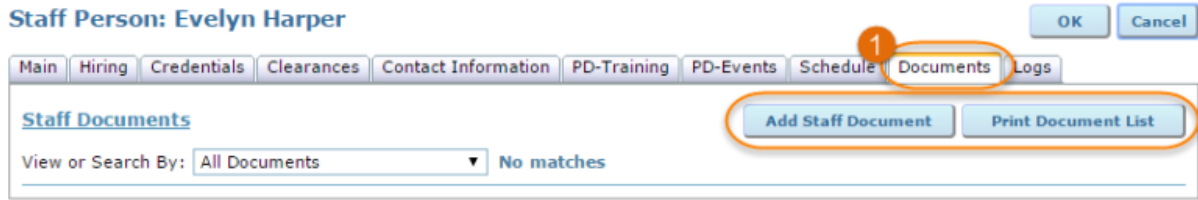
STAFF DOCUMENTS

Note: The Staff Documents tab will only appear for agencies subscribed to ChildWare PLUS. To learn more about the additional system features available through an expanded subscription, visit the ChildWare PLUS page.
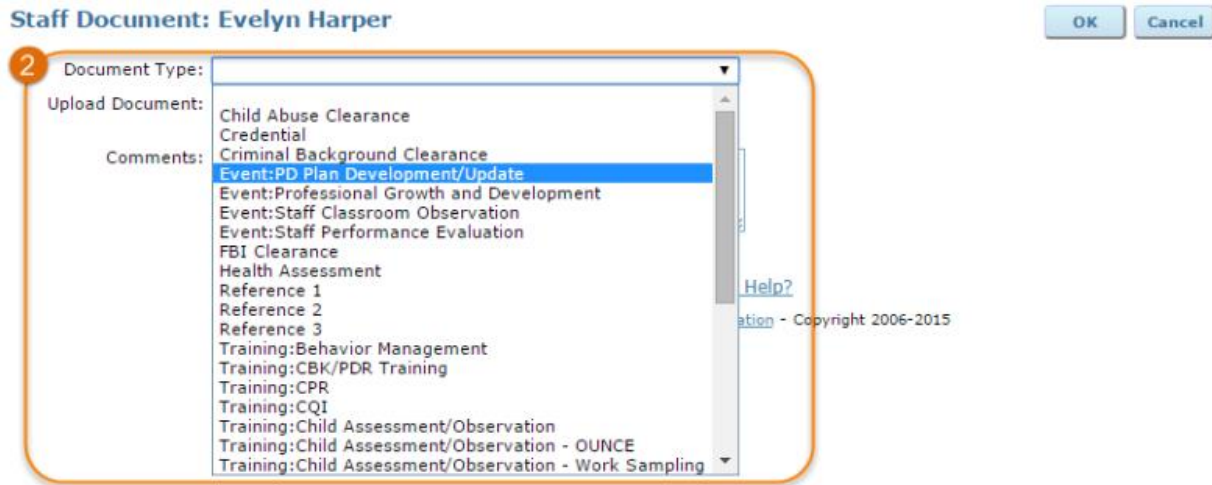To quickly view and add a variety of documents for each employee, navigate to the Documents tab. This tab compiles documents uploaded here and on several other tabs in the staff member's record.

From the Documents tab you can:

- add a new document (using the 'Add Staff Document' button); and
- print a report of all employee documents (using the 'Print Document List' button).

The Document Type menu contains many options listed in alphabetical order to help find the document you want to add. After selecting a document type, upload your document (see instructions for uploading files here).

Press 'OK' to save the new document.

The Documents tab also allows you to print a report of all saved documents for a staff member with the 'Print Document List' button. The report will open as a new tab or window in your browser and can be reviewed or printed, as needed.