Add Time & Effort Attachment

1. Hover over **MATCH** on the main menu. From the dropdown menu that appears, click **Time & Effort.**

2. Click the ADVANCED button and filter accordingly to find the time & effort you would like to attach a document to.

	E STUDENTS	PARENTS	STAFF	E REPORTS	ED REPORTS	(S) MATCH	DATA CENTER	SURVEYS		SYSTEM		DEMO -
TIME & EFFORT 906	SELECT -	O ₆ Search		XA	DVANCED							+ ADD ESTIMATE + ADD
DATE 🜩	SERVICE 🔷							DURATION 🗢	FILES	i		
11/15/2023	Consultants & contracts (programmers, guest speakers)						Becerra, Cynthia			45m	0	8 🗡 📋
11/15/2023	Community outreach						Breslin, Abigail			Зh	0	B 🗡 📋
11/15/2023	Community outreach							n, Bobbie	Зh	0		

3. Once you find your time & effort, select the records you want to attach a document by clicking the check box or using the SELECT button drop down and SELECT ALL.

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4. After making your selection, click on the pencil icon to enter the edit page.

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TIM	E & EFFORT 11	SELECT (4) 👻	1 <	Search	X ADVANCED (2)								+ ADD ESTIMATE	+ ADD
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v	11/08/2023	Community	outreach			Breslin, Abigail					3h	0	Đ	/
~	11/08/2023	Community outreach				Brown, Bobbie					3h	0	Đ	/
 Image: A start of the start of	11/08/2023	Administrative support of GEAR UP 2				Becerra, Cynthia					2h	0		/
✓	11/08/2023	GEAR UP program promotion				Felix, Jose					1h	0	B	/

5. From the edit time & effort page, click on the +UPLOAD FILE button to attach a document. Once the document is attached click on the SAVE AND CLOSE button.

