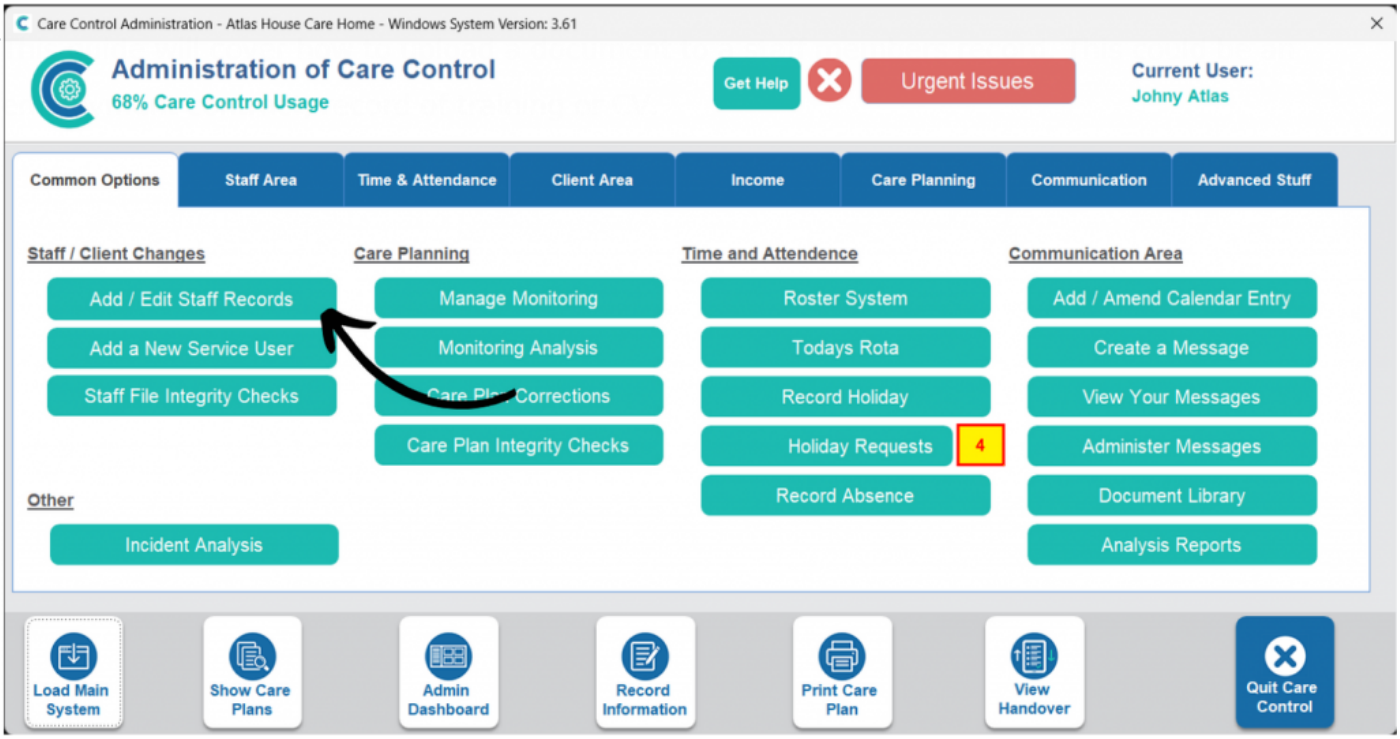
Uploading a Document to a Staff Record

Staff Windows · https://cclearninghub.co.uk/docs/uploading-a-document-to-a-staff-record/



Uploading a Document to a Staff Record

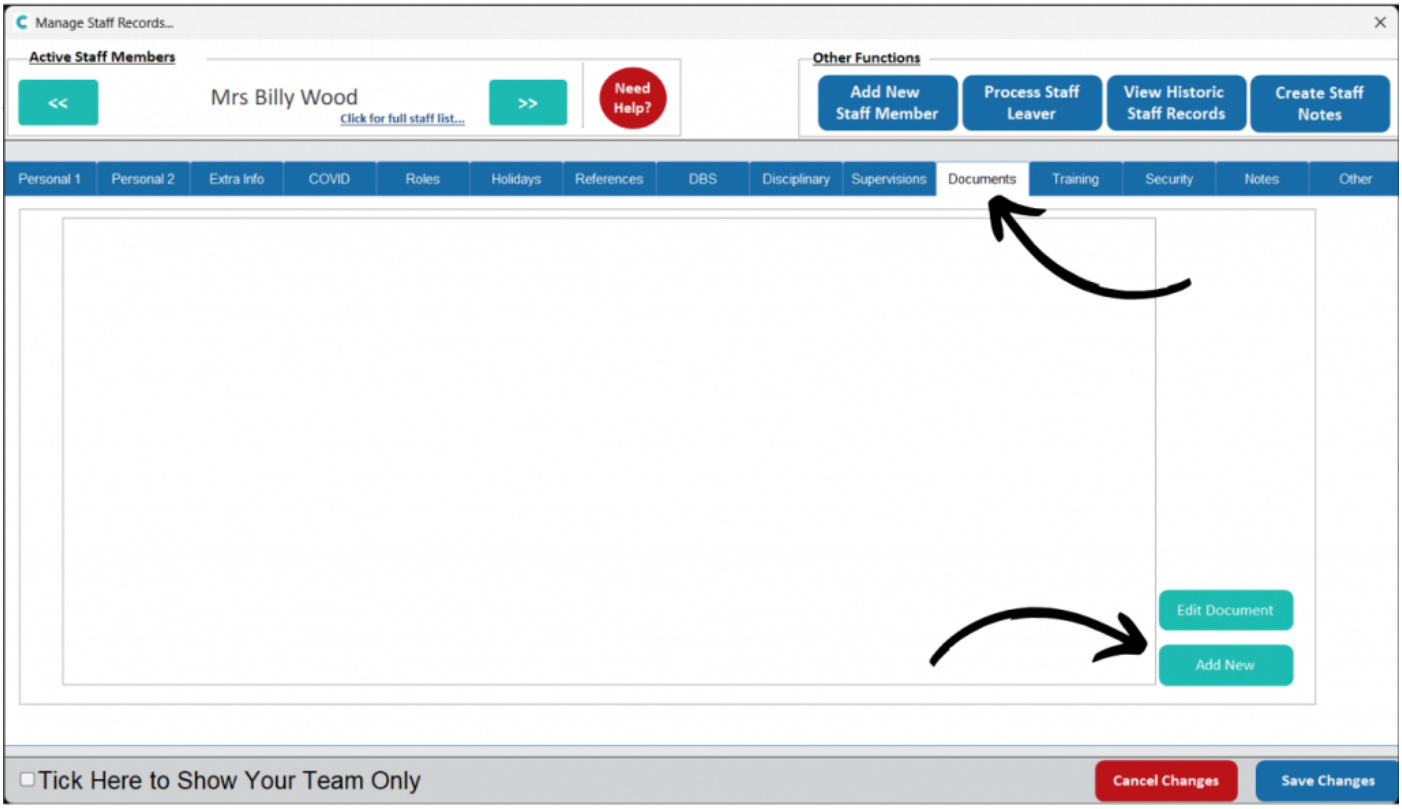


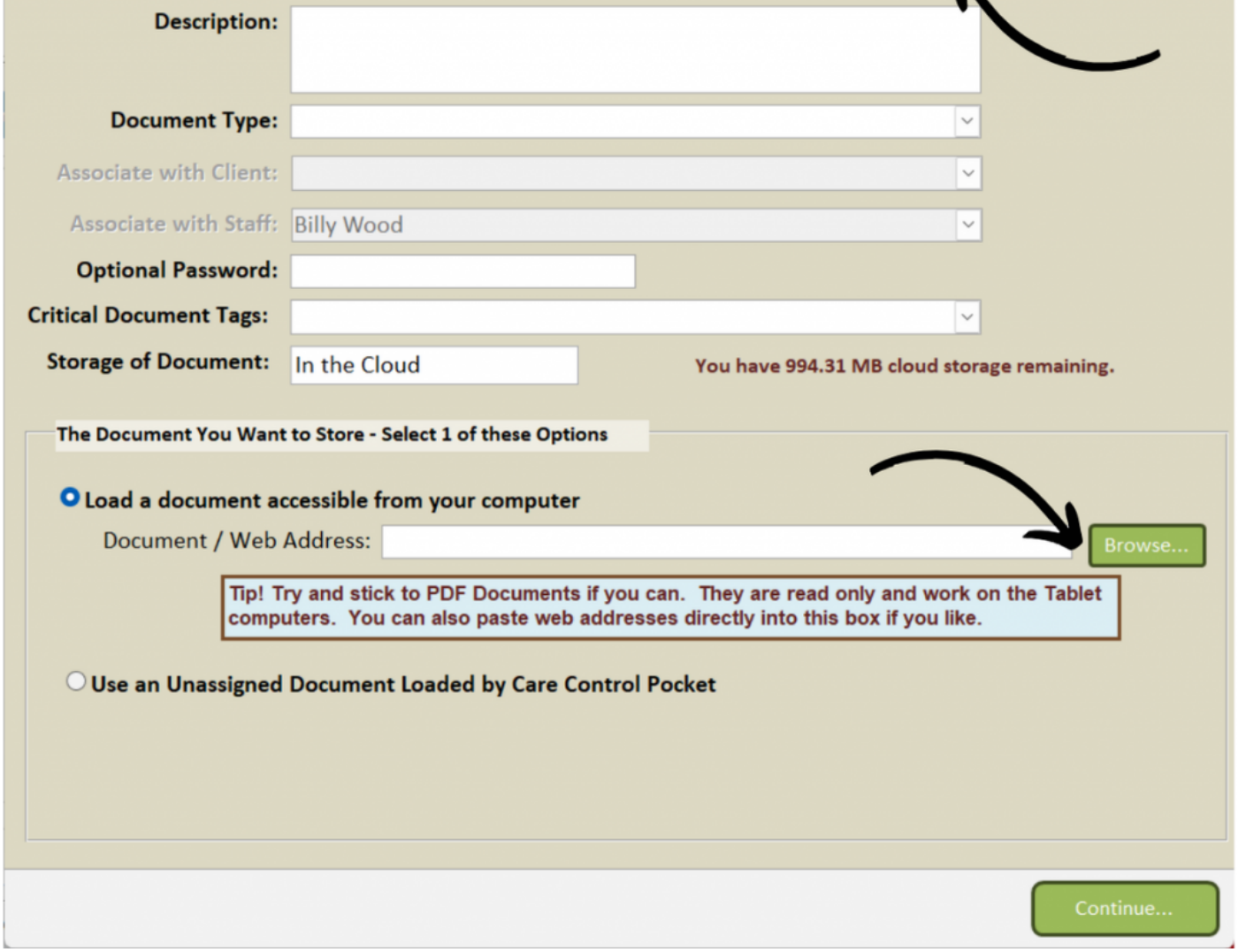
1

In the Administration of Care Control Windows, navigate to the **Staff Records** tool, which can be found under the Common Options tab.

2

Find the staff member you wish to upload a document for and select the **Documents** tab from the





3

The document upload form will open.

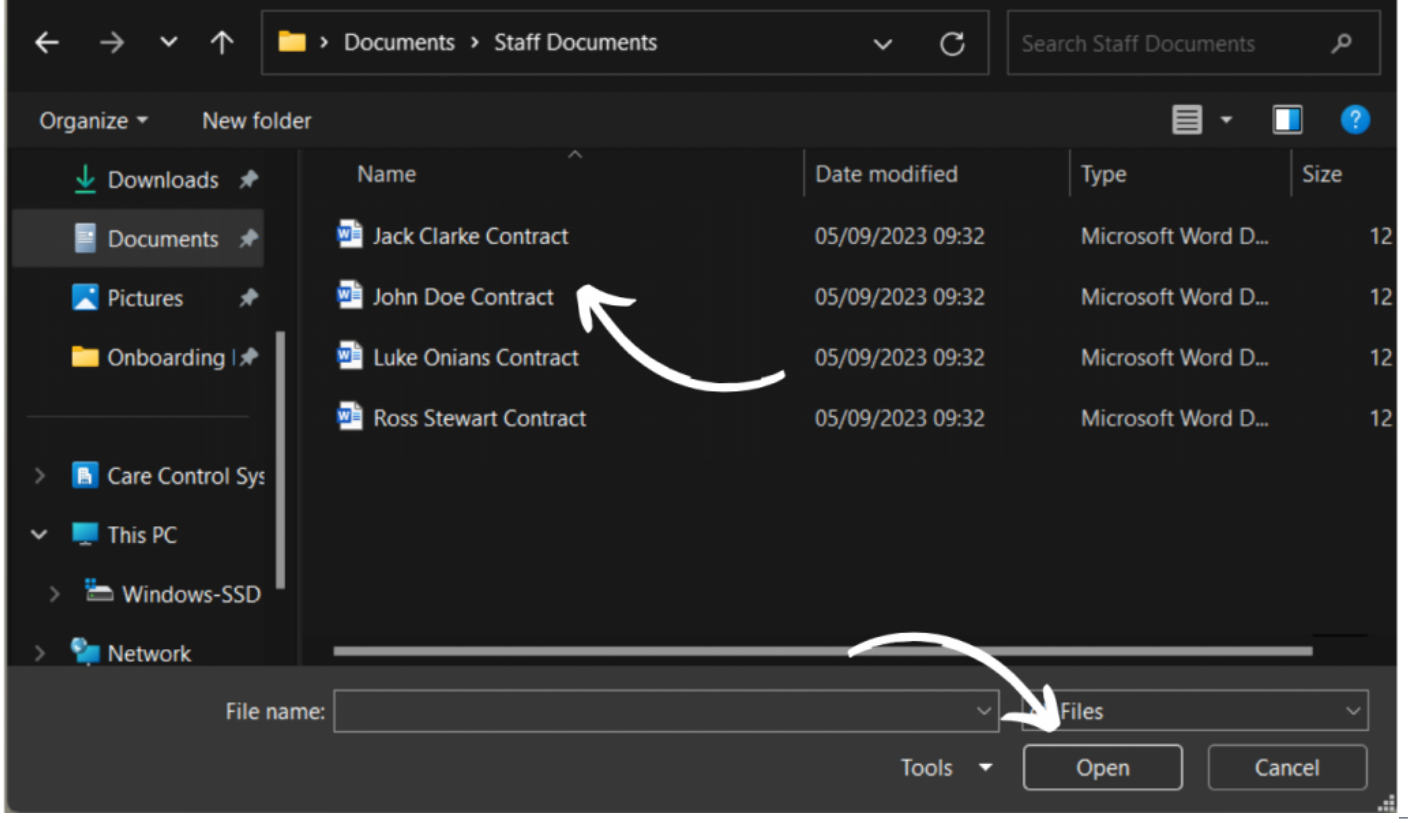
Begin by entering the details of the document – the **Name**, **Description** and **Document Type**.

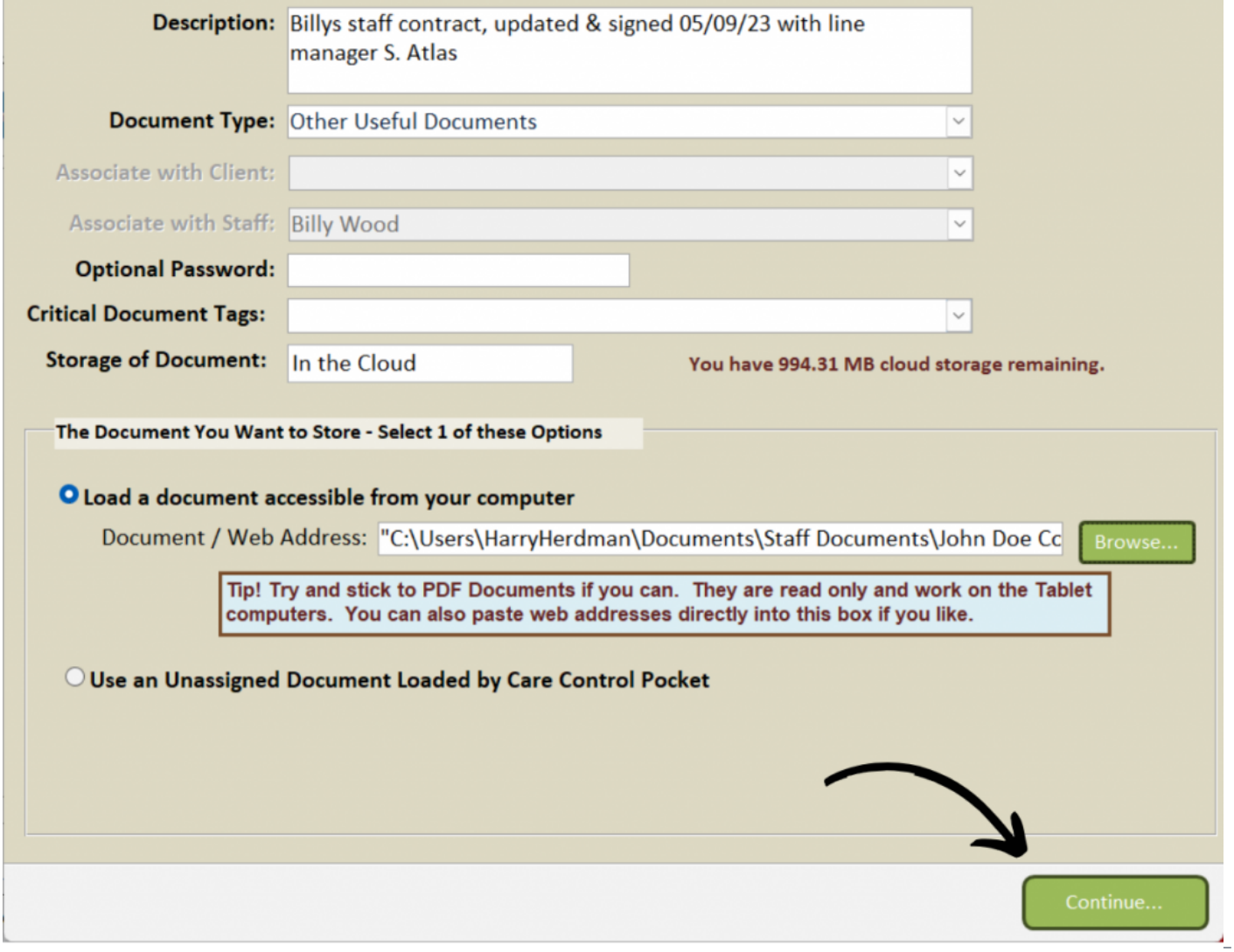
You can add a **Password** to the document which will be required when viewing it in the future.

Finally, select the document by pressing **Browse**.

4

This will open your file directory on your PC. Find the document, select it and press **Open**.


Documents › Staff Documents
Search Staff Documents
Organize
New folder
Downloads
Documents
Pictures
Onboarding
Care Control Sys
This PC
Windows-SSD
Network
Name
Date modified
Type
Size
Jack Clarke Contract
05/09/2023 09:32
Microsoft Word D...
12
John Doe Contract
05/09/2023 09:32
Microsoft Word D...
12
Luke Onians Contract
05/09/2023 09:32
Microsoft Word D...
12
Ross Stewart Contract
05/09/2023 09:32
Microsoft Word D...
12
File name:
Files
Tools
Open
Cancel



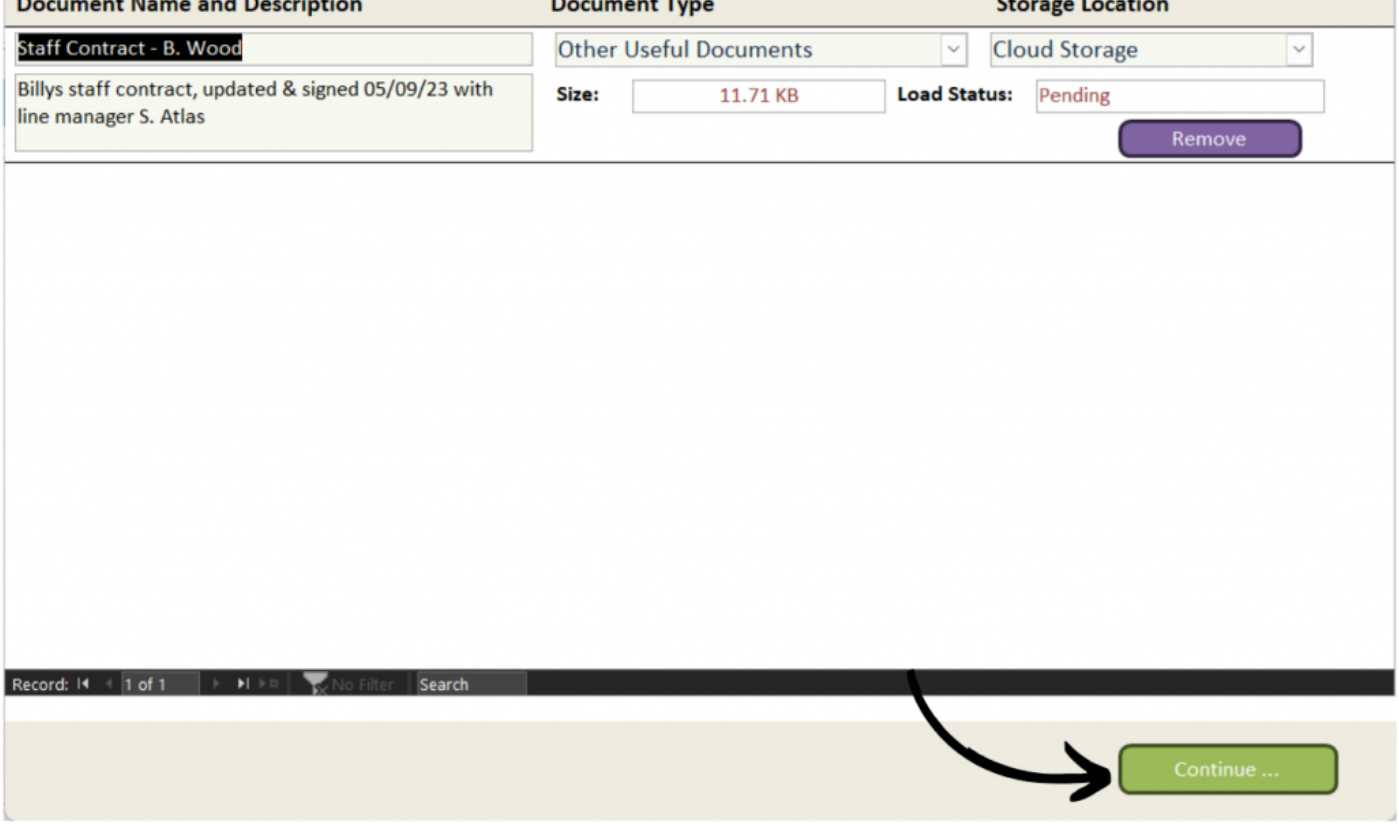
5

After completing the form, press **Continue**.

6

An upload summary window will open. Here, you can confirm the details are correct.

Press **Continue** to finish the upload.


Document Name and Description
Document Type
Storage Location
Staff Contract - B. Wood
Other Useful Documents
Cloud Storage
Billys staff contract, updated & signed 05/09/23 with line manager S. Atlas
Size:
11.71 KB
Load Status:
Pending
Remove
Record:
1 of 1
No Filter
Search
Continue ...