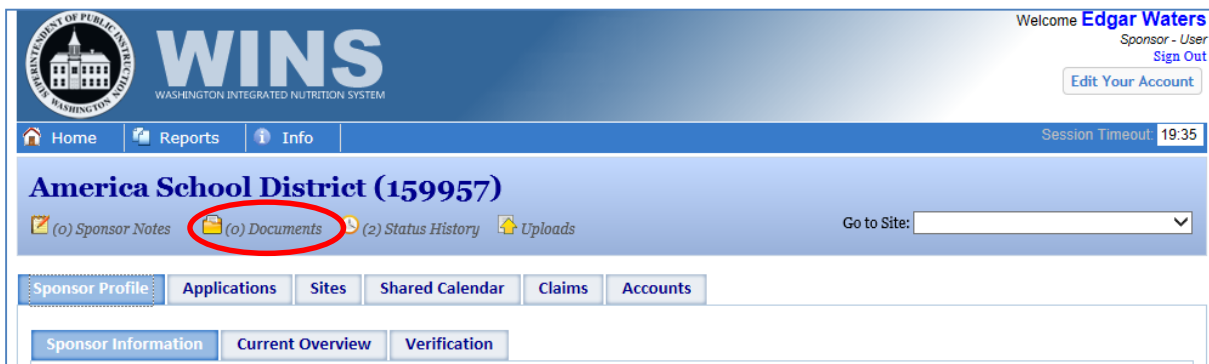


Adding Documents in WINS

1. Click the Documents link

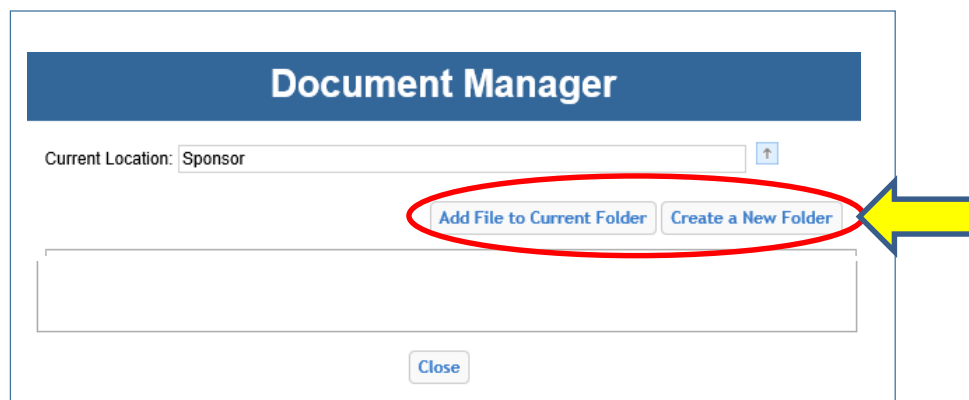
- Click this link to manage and display documents associated with this sponsor. You can upload, view or delete documents.



The screenshot shows the WINS interface for America School District (159957). The user is logged in as Edgar Waters. The interface includes a navigation menu with Home, Reports, and Info. The main content area shows the district name and several links: (0) Sponsor Notes, (0) Documents (circled in red), (2) Status History, and Uploads. There is also a 'Go to Site:' dropdown menu. Below the main content, there are tabs for Sponsor Profile, Applications, Sites, Shared Calendar, Claims, and Accounts. At the bottom, there are buttons for Sponsor Information, Current Overview, and Verification.

2. Document Manager

- The Document Manager window will open. From here you can create folders and add files.



The screenshot shows the Document Manager window. The title bar reads 'Document Manager'. Below the title bar, there is a 'Current Location:' field with the value 'Sponsor' and an upward arrow icon. Two buttons, 'Add File to Current Folder' and 'Create a New Folder', are circled in red. A yellow arrow points to the 'Create a New Folder' button. Below the buttons is a large empty rectangular area. At the bottom center, there is a 'Close' button.

3. Create New Folder

- Click on the Create a New Folder button, a new box will open asking you to enter a folder name.
- Type in the name of the folder and then click on Save.

Document Manager

Please enter a folder name and click Save.

Current Folder:

New Folder Name:

*

4. Add a File

- Click on the folder that you created

Document Manager

Current Location: Sponsor

←

5. Add a File

- Click on Add File to Current Folder

Document Manager

Current Location: [Sponsor](#)-->SY 2015-16 Application

←

6. Add a File

- Title your document (we recommend you name it to be easily identifiable).
- Click Browse to locate the file on your computer.

Document Manager

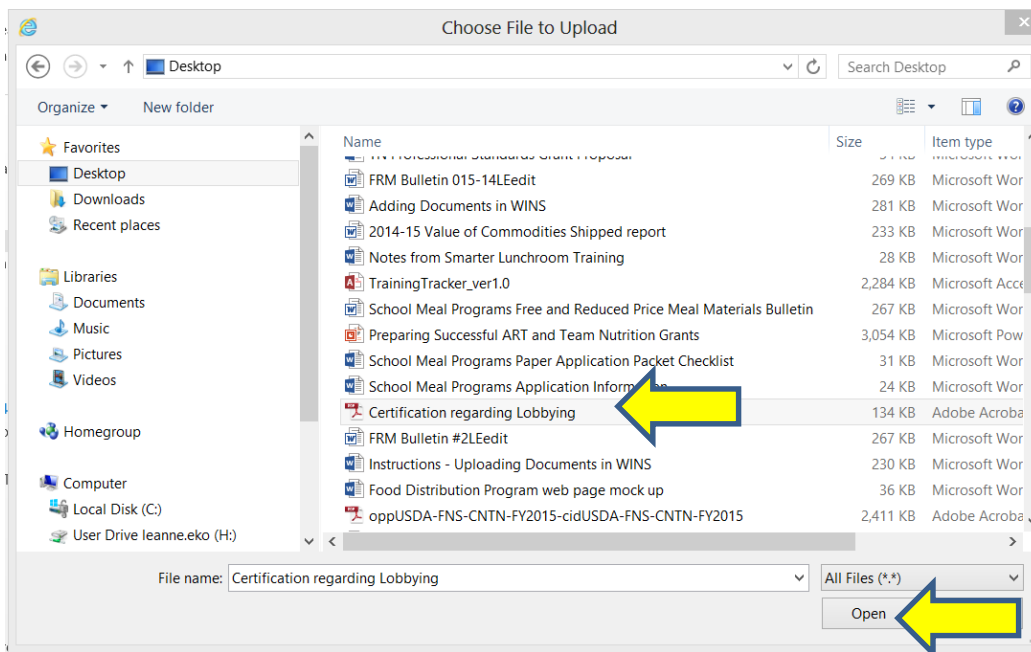
Title: *

Description:

File: *

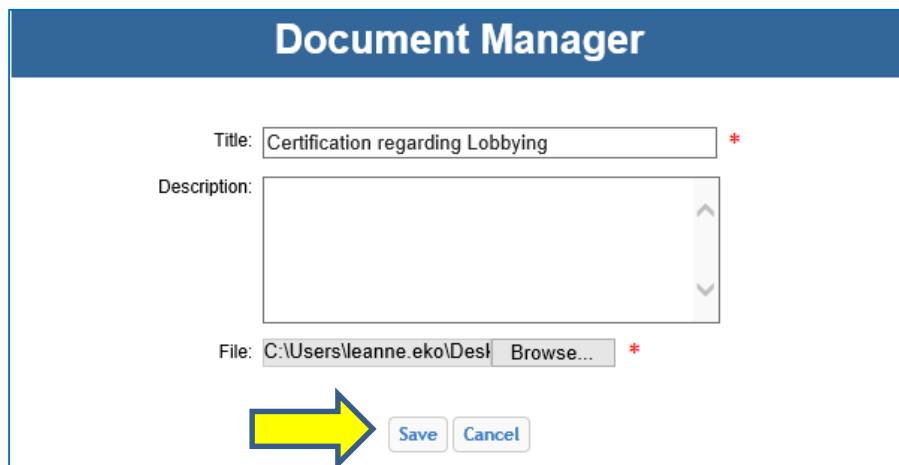
7. Add a File

- Click on the document and then click open.



8. Add a File

- Then click on Save.



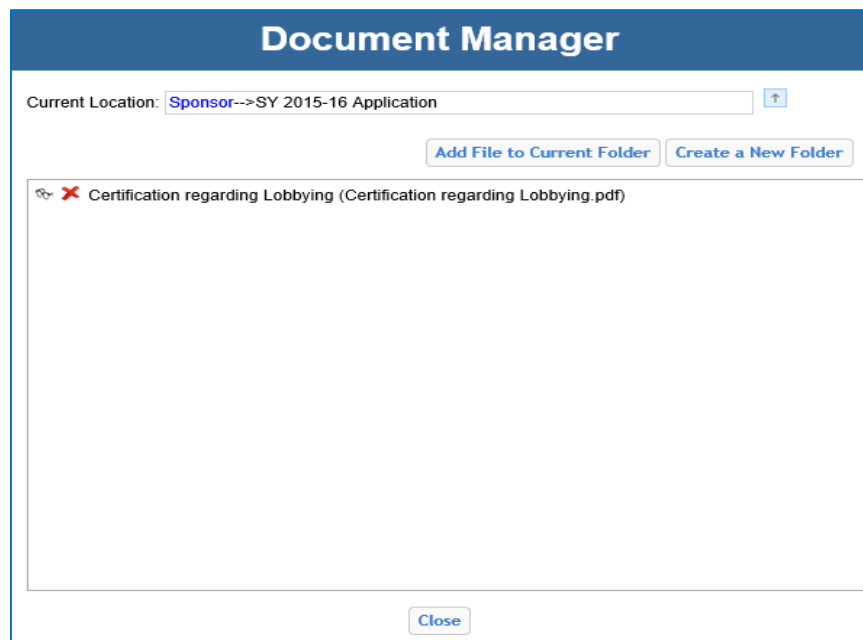
The screenshot shows the 'Document Manager' window with the following fields and controls:

- Title:** Certification regarding Lobbying *
- Description:** (Empty text area)
- File:** C:\Users\leanne.eko\Desktop Browse... *
- Buttons:** Save, Cancel

A yellow arrow points to the 'Save' button.

9. Add a File

- The file will be added.
- You can view or delete the document.
- Repeat the process for each form you need to upload.
- When you are finished, click on close.



The screenshot shows the 'Document Manager' window with the following elements:

- Current Location:** Sponsor-->SY 2015-16 Application
- Buttons:** Add File to Current Folder, Create a New Folder
- File List:** Certification regarding Lobbying (Certification regarding Lobbying.pdf)
- Buttons:** Close

