

BIE Documents

Last Modified on 03/11/2024 8:47 am CDT

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BIE Documents

The BIE Documents tool is available to BIE District Edition schools to upload and store BIE documents for individual students. Unlike other document tools in Campus, the BIE Documents tool only allows for document **uploading**. This tool does not include the option to Print or add Custom Forms.



Upload a Document

Save

Document File

***Name:**

***Date:**

Comments:

***Document Filepath:**

No file selected.

Organization Options:

Staple this document to an existing form

Associate this document with a specific form type and year

BIE Documents Upload Editor

1. Select **Upload Document** from the BIE Documents tab.
2. Enter a **Name** for the document.
3. Select or review the **Date**. This field defaults to current date.
4. Add any additional **Comments**. Comments display in the Document Detail editor prior to viewing the document.
5. Select **Browse** to find and attach the document. Supported file formats include: **.DOC**, **.DOCx**, **.PDF** and **.ODT**
6. Click **Save**.

Open Lock/Unlock Delete Upload Document

Documents List

- 2019-2020 (1)
 - Uploaded Forms (1)
 - Test123

Document Detail

Created Date: 09/08/2020 09:32:00 Created By: Administrator, System
 Last Modified Date: 09/10/2020 10:18:00 Modified By: Administrator, System
 Name: Test123
 URL: [Test_Document__2020-09-08-09-32-29.pdf](#) **Select**
 Comments: This is a comment

Document Detail

View Documents

1. Expand the **calendar year** where the file exists.
2. Expand the **Uploaded Forms** folder.
3. Select the **document** for the Document Detail editor to display.
4. From the Document Detail editor, select the **document link**.

Lock/Unlock Documents

After a document has been successfully uploaded, users may then select 'Lock/Unlock' to secure the document from unauthorized changes. This feature is protected with two sets of tool rights, the first providing the ability to 'Lock' a document and the second the ability to 'Unlock' any locked documents. The 'Unlock' tool right does not restrict a user from viewing the document, it only prevents a user from modifying information entered on the Document File editor screen or replacing the existing document with a new one.

Open Lock/Unlock Delete Upload Document

Documents List

- 2019-2020 (1)
 - Uploaded Forms (1)
 - Test123

Double-click

Save

Document File

*Name: Test123

*Date: 09/06/2019

Comments:
This is a comment

*Document Filepath: Current uploaded file:
[Test_Document__2020-09-08-09-32-29.pdf](#)

Browse... No file selected.

A locked document prevents unauthorized users from changing the uploaded file