BIE Documents

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BIE Documents

The BIE Documents tool allows 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.
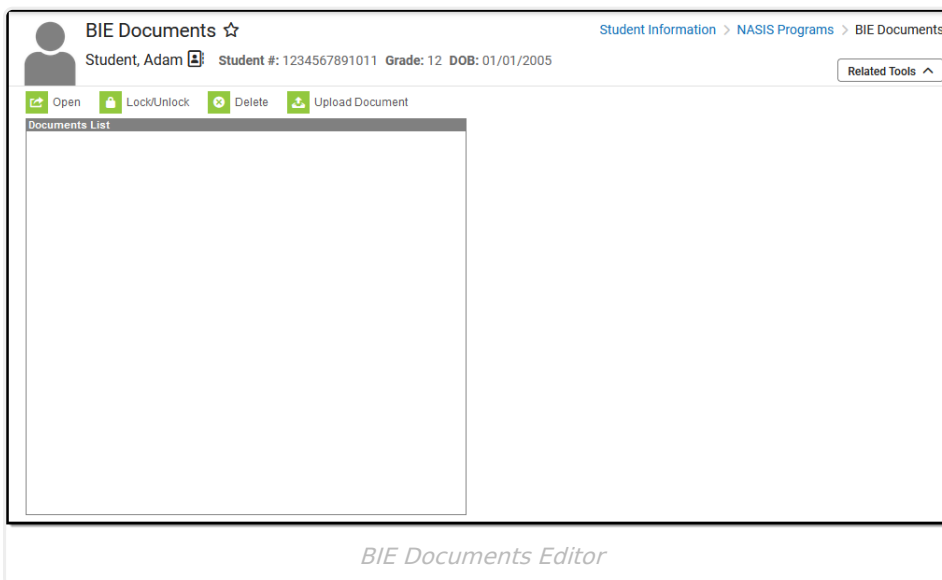
BIE Documents Editor

Upload a Document

BIE Documents Upload Editor

1. Select **Upload Document** on the BIE Documents tool to open the **Document File** Upload Editor.
2. Enter a **Name** (required) for the document.
3. The **Date** field defaults to the current date.
4. Add any additional **Comments.** Comments are displayed in the Document Detail editor before viewing the document.
5. Select **Browse** to find and attach the document. Supported file formats include: **.DOC, .DOCx, .PDF** and **.ODT**
6. Mark the **Associate this document with a specific year** checkbox if applicable. When selected, a **Document Year** droplist displays, so the school year can be selected.
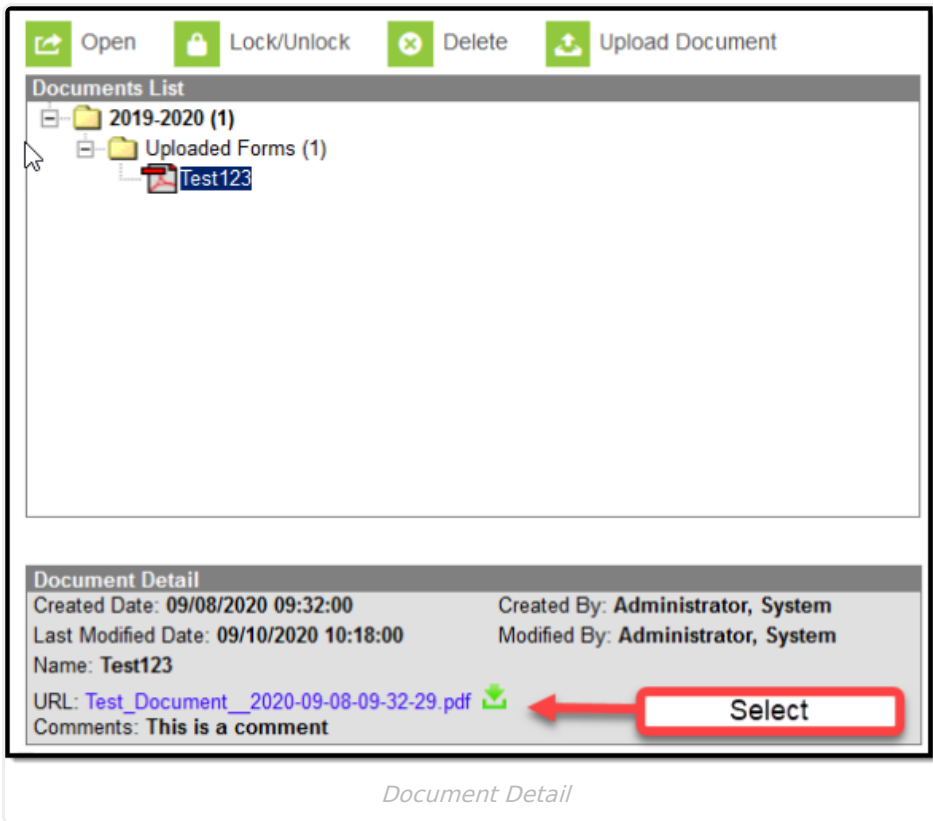

When an uploaded BIE document is associated with a specific year, and no folder exists, a new Year folder with the selected year is created. The uploaded document is filed in that folder.

7. Click **Save**.

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 can select 'Lock/Unlock' to secure it 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 to 'Unlock' any locked documents. The 'Unlock' tool right does not restrict users 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.

Double-click

A locked document prevents unauthorized users from changing the uploaded file

Open   **Lock/Unlock**   **Delete**   **Upload Document**

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

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.