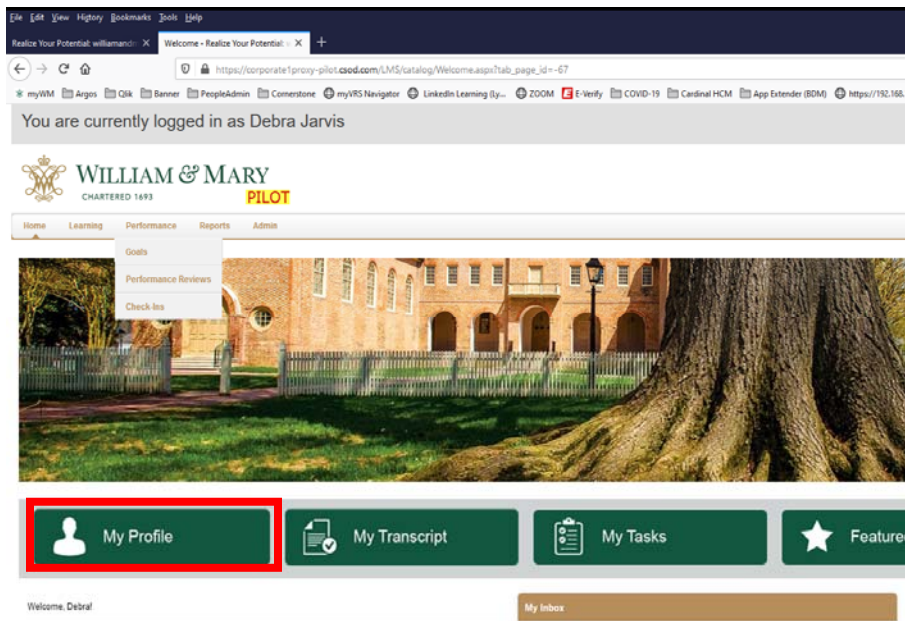
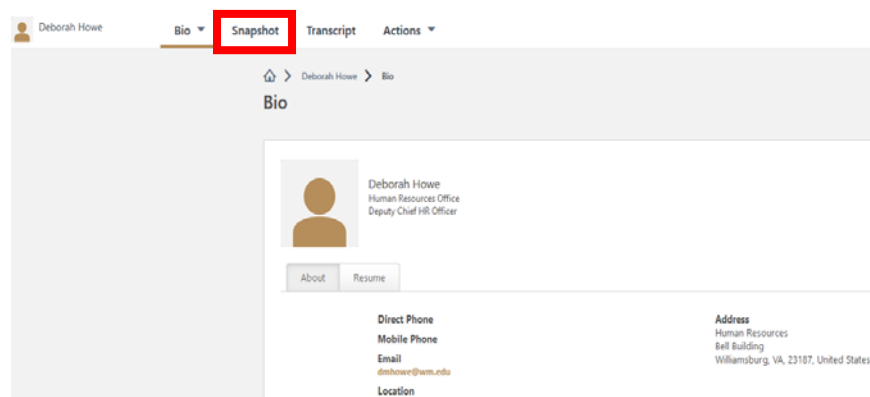


The Check-In Folder in Snapshot: Uploading/Viewing Files

1. You can upload files for yourself or your direct reports. You can view files for yourself, your direct reports, and anyone who reports up through them. You can delete files that you have uploaded.
2. In a browser window, access Cornerstone by typing **cornerstone.wm.edu**.
3. At your home page, choose **My Profile**.



4. Click on **Snapshot**.

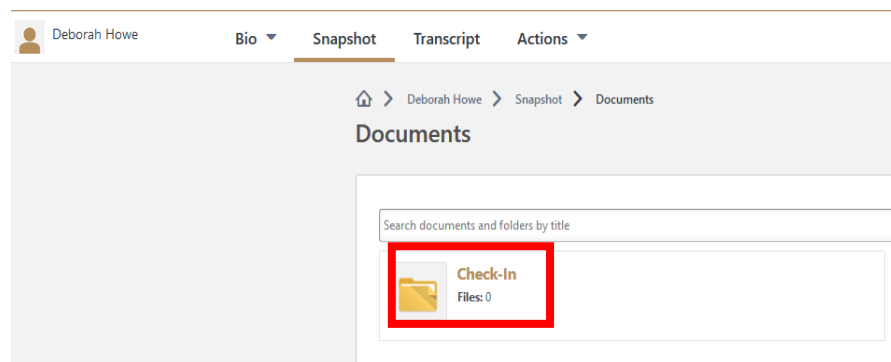


5. You will see a page that shows your Documents folder.

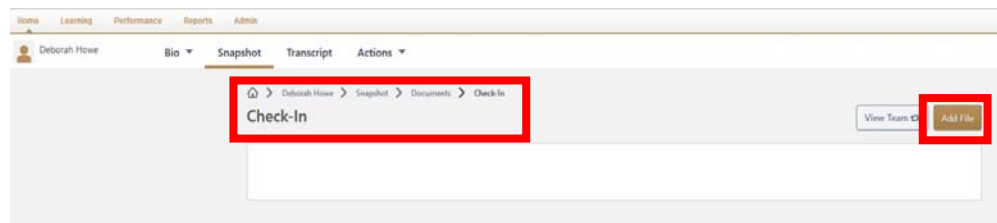
If you are a supervisor and want to access the Documents folder for a direct report, click on the View Team button at the right. The team members' names will appear on the left. You can click on one of them in order to access their Snapshot and Documents folder.

If one of your direct reports is also a supervisor, you can click on the arrow next to your direct report's name to see a list of their direct reports. This will allow you to access the Snapshot and Documents folder for someone who reports to one of your direct reports.

Once you reach the Documents folder, click on the Check-In folder.



6. Once you have accessed the Check-In folder, you'll see its name displayed. If you are looking at your own folder or the folder of a direct report, you can add documents. To do this, click on Add to add documents.

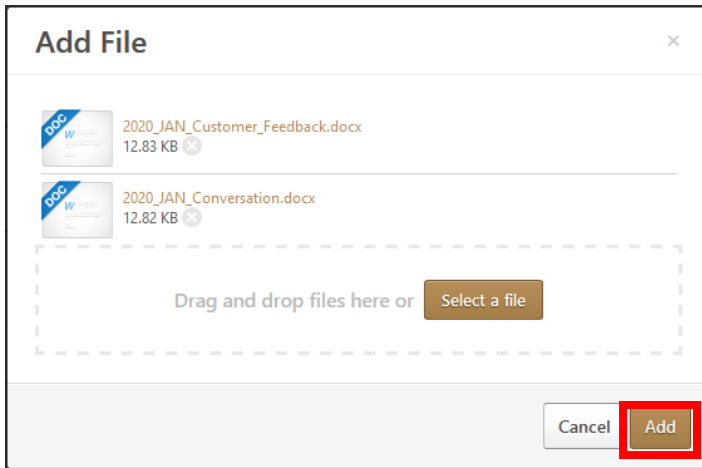


7. When uploading files, use a standard naming convention so files are easily identifiable. Files should be named YYYY-MMM-Documents Description.extension.

Examples:

- 2021_JAN_Conversation.pdf
- 2021_JAN_Award.pdf
- 2021_SEP_Conversation.docx
- 2021_SEP_Customer_Feedback.pdf

8. You will see a dialog box which allows you to drag and drop files (as shown below) or to browse for files to add. Be sure to click on Add so they are added to the folder.



9. Double check that they have been added to the Check-In folder. The 3 dots to the right of each document will show your allowable actions for the document. You can only delete documents that you have uploaded.

