

Uploading Documents to Guardian

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> Where can I upload documents within Guardian?

Documents may be uploaded from the **OnDocs** tab, either within the **Employee** record or the **I-9** record. It is highly recommended that only documents related to the I-9 process be uploaded. Documents specific to an I-9 should be uploaded from the I-9 OnDocs tab. If a document applies to more than one I-9 record for an employee, uploading to the general OnDocs tab from within the Employee record may be appropriate. **I-9 forms and their supporting documents should be uploaded to the specific I-9 OnDocs tab**.



> Are there any reports available regarding Documents?

Yes, uploaded documents as well as case notes are reportable. Users may create and run an **Interactive** report type, selecting the **Documents Base Table**. Applicable columns (fields) may then be added to the report, as desired. A variety of filter options are also available, including Employee Group, Location and Status.

Can I delete a document I uploaded OnDocs?

Yes, documents uploaded by a user may be deleted from OnDocs.



> What file types can be uploaded?

Any file type may be uploaded, except for application files (i.e., Executable files). Only image file types and PDFs may be previewed from within the browser. Other file types will require downloading to open (i.e., Word Documents).

> Is there a file size limit?

Yes, documents must be less than 5MB in size to be successfully uploaded.

Accessing OnDocs

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Depending on whether you wish to upload to the I-9 OnDocs or the Employee OnDocs (for documents not specific to a certain I-9), you must first open either the I-9 or the Employee record.

This could be done from the **Dashboard**, the **I-9 Forms** tab, or the **Employees tab**, as desired.

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Accessing OnDocs

Open either the **I-9** or the **Employee** record, as it relates to your document(s).

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Accessing OnDocs

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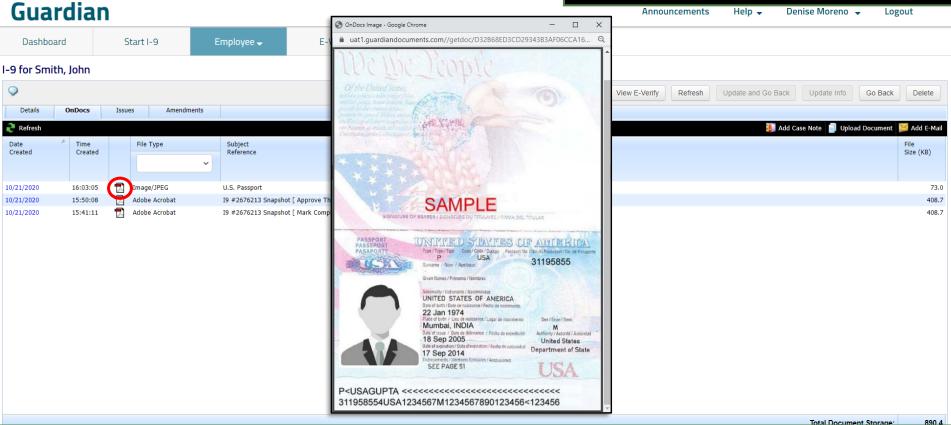
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For image file types and PDFs, the Adobe button can be clicked to view the document.



Click the **Date Created** to access additional document options.

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Downloading Documents

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Deleting Documents

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- Select **Help** from the vertical toolbar to access other Guardian tutorials.
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