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FAQ

➢ **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.**

FAQ

➢ **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.

FAQ

➤ **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

Guardian

Dashboard	Start I-9	Employee ▾	E-Verify	Reports

Search Employees
Search I-9 Forms
Search Tasks

⦿ Employee Group   My Managed Groups ▾   Refresh All
○ Location

Top Pending I-9s

⚙ View 📋 All 🔍 Analyze

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline
🟢 E	10/19/2020	Miami:	South, Brandon	Uploaded Documents (Employee)	01/01/2021	01/06/2021
🟢 E	10/20/2020	Miami:	Marshall, Stephen	Started	11/01/2020	11/04/2020
🟢 E	10/14/2020	Phoenix:	Andrews, Roberts	Started	11/01/2020	11/04/2020
🟢 E	10/01/2020	Miami:	Jones, Michael	Signed Sec 2	10/30/2020	11/04/2020
🔴 E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020
🔴 E	10/13/2020	Phoenix:	Smith, John	Signed Sec 1	10/14/2020	10/19/2020
🔴 E	10/13/2020	Portland:	Smith, John	Signed Sec 1	10/13/2020	10/16/2020
				Uploaded Documents		

Top I-9s Needing Appr...

⚙ View 🔍 Analyze

	Date I-9 Created	L...		
🟢	10/20/2020	Mi...		
🟢	09/24/2020	Ph...		
🟢	10/01/2020	Ph...		
🟢	10/20/2020	Miami:	Bennett, Sandra	10/20/2020	10/23/2020
🔴	10/06/2020	Phoenix:	Nestor, Sabrina	10/07/2020	10/13/2020
🔴	10/06/2020	Phoenix:	Ness, Sabrina	10/06/2020	10/09/2020
🔴	08/26/2020	Phoenix:	Brady, Marcia	10/01/2020	10/06/2020
🔴	08/07/2020	Los Angeles:	Tucker, Marshall	10/01/2020	10/06/2020

Top I-9s Needing Further Action

⚙ View 📋 All

	Date I-9 Created	Location	Employee Name	Reason	Date Expires	Days Left
🟡	09/30/2020	E-Verify Cases:	Donaldson, Marie	No SS	10/30/2020	9
🟢	08/17/2020	Phoenix:	Davis, Steve	Receipt	12/15/2020	54

Top Pending Re-Verifications

⚙ View 📋 All 🔍 Analyze

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
🔴	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-11
🔴	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-11
🔴	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	-6
🟡	09/28/2020	Miami:	Smith, David	11/01/2020	11
🟢	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	35
🟢	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	71
🟢	10/12/2020	Miami:	Moreno, Dennis	01/01/2021	72

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.

Accessing OnDocs

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

Employee Search Options

Results: 4 Employees Found

🔍 Options   Search by Name: [   ]   🔁 Presets ⌄   Results: ⏮ ◀ Page 1 ▶ ⏭   ⊕ Add

Employee Name	Title	I-9 Number	Employee Group	Date Hired ▼	Location	Status
Smith, John		2676213	Western US > Los Angeles	10/21/2020	Los Angeles	Current

Accessing OnDocs

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

| Dashboard | Start I-9 | Employee ⌄ | E-Verify | Reports |

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

| Details | **OnDocs** | Issues | Amendments |

🔄 Refresh   📑 Add Case Note   📄 Upload Document   ✉ Add E-Mail

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
10/21/2020	15:50:08	📄	Adobe Acrobat	I9 #2676213 Snapshot [Approve This I-9]	408.7
10/21/2020	15:41:11	📄	Adobe Acrobat	I9 #2676213 Snapshot [Mark Completed]	408.7

Total Document Storage: 817.4

Uploading Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

| Details | OnDocs | Issues | Amendments |

🔄 Refresh   📄 Add Case Note   📄 Upload Document   📄 Add E-Mail

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
10/21/2020	15:50:08	📄	Adobe Acrobat	I9 #2676213 Snapshot [Approve This I-9]	408.7
10/21/2020	15:41:11	📄	Adobe Acrobat	I9 #2676213 Snapshot [Mark Completed]	408.7

Total Document Storage: 817.4

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Uploading Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee   View E-Verify   Refresh   Update and Go Back   Update Info   Go Back   Delete

| Details | OnDocs | Issues | Amendments |

🔄 Refresh

🖼 Add Case Note   📄 Upload Document   📧 Add E-Mail

Date Created	Time Created	File Type	Subject Reference		File Size (KB)
		▾			

Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

| 10/21/2020 | 15:50:08 | 📄 | Adobe Acrobat | I9 #2676213 Snapshot [App | 408.7 |
| 10/21/2020 | 15:41:11 | 📄 | Adobe Acrobat | I9 #2676213 Snapshot [Ma | 408.7 |

Close

Total Document Storage: 817.4

Uploading Documents

Uploading Documents

Click **Upload** to upload the document.

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

Dashboard   Start I-9   Employee ▾   E-Verify   Reports

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

Details | **OnDocs** | Issues | Amendments

↻ Refresh   📄 Add Case Note   📄 Upload Document   📧 Add E-Mail

Date Created	Time Created		File Type	Subject Reference		File Size (KB)
10/21/2020	15:50:08	📄	Adobe Acrobat	I9 #2676213 Snapshot [Ap		408.7
10/21/2020	15:41:11	📄	Adobe Acrobat	I9 #2676213 Snapshot [Ma		408.7

Upload File   ✕

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File   USP Male generic.jpg

Upload

Close

Total Document Storage: 817.4

Uploading Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete
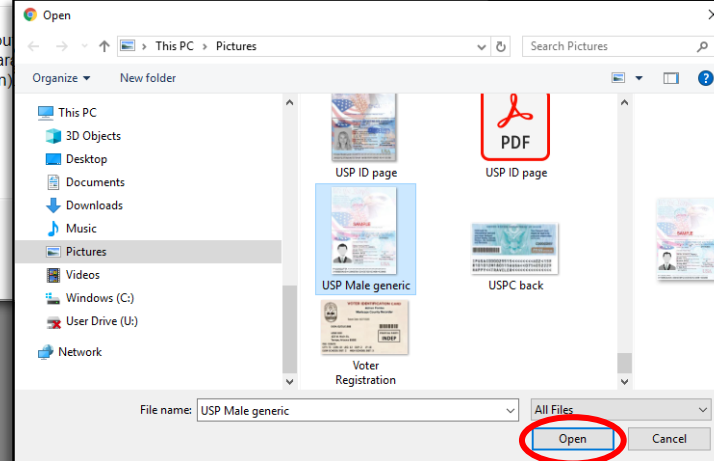
| Details | OnDocs | Issues | Amendments |

🔄 Refresh   👤 Add Case Note   📄 Upload Document   ✉ Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)

Upload File   ✕

The file has been successfully sent

| 10/21/2020 | 15:50:08 | | Adobe Acrobat | I9 #2676213 Snapshot [App | 408.7 |
| 10/21/2020 | 15:41:11 | | Adobe Acrobat | I9 #2676213 Snapshot [Ma | 408.7 |

Close

Total Document Storage: 817.4

Uploading Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee   View E-Verify   Refresh   Update and Go Back   Update Info   Go Back   Delete

| Details | OnDocs | Issues | Amendments |

🔄 Refresh   📋 Add Case Note   📄 Upload Document   ✉ Add E-Mail

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
10/21/2020	16:03:05		Image/JPEG	U.S. Passport	73.0
10/21/2020	15:50:08		Adobe Acrobat	I9 #2676213 Snapshot [Approve This I-9]	408.7
10/21/2020	15:41:11		Adobe Acrobat	I9 #2676213 Snapshot [Mark Completed]	408.7

Total Document Storage: 890.4

Uploading Documents

Guardian

Announcements   Help ⌄   Denise Moreno ⌄   Logout

| Dashboard | Start I-9 | Employee ⌄ | E-V |

I-9 for Smith, John

View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

| Details | **OnDocs** | Issues | Amendments |

🔄 Refresh   🔲 Add Case Note   📋 Upload Document   📧 Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/21/2020	16:03:05	Image/JPEG	U.S. Passport	73.0
10/21/2020	15:50:08	Adobe Acrobat	I9 #2676213 Snapshot [Approve Th	408.7
10/21/2020	15:41:11	Adobe Acrobat	I9 #2676213 Snapshot [Mark Comp	408.7

Total Document Storage: 890.4

OnDocs Image - Google Chrome

🔒 uat1.guardiandocuments.com//getdoc/D32B68ED3CD29343B3AF06CCA16...

We the People

SAMPLE

UNITED STATES OF AMERICA

PASSPORT
PASSEPORT
PASAPORTE

Type / Type / Tipo   Code / Code / Código   Passport No / No. du Passeport / No. de Pasaporte
P   USA   31195855

Surname / Nom / Apellidos

Given Names / Prénoms / Nombres

Nationality / Nationalité / Nacionalidad
UNITED STATES OF AMERICA
Date of birth / Date de naissance / Fecha de nacimiento
22 Jan 1974   Sex / Sexe / Sexo
Place of birth / Lieu de naissance / Lugar de nacimiento   M
Mumbai, INDIA
Date of issue / Date de délivrance / Fecha de expedición   Authority / Autorité / Autoridad
18 Sep 2005   United States
Date of expiration / Date d'expiration / Fecha de caducidad Department of State
17 Sep 2014
Endorsements / Mentions Spéciales / Anotaciones
SEE PAGE 51

P<USAGUPTA<<<<<<<<<<<<<<<<<<<<<<<<<<<<
311958554USA1234567M1234567890123456<123456

Editing Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

| Details | OnDocs | Issues | Amendments |

🔄 Refresh   🔴 Add Case Note 📄 Upload Document 📧 Add E-Mail

Date Created	Time Created		File Type	Subject Reference	File Size (KB)
10/21/2020	16:03:05	📄	Image/JPEG	U.S. Passport	73.0
10/21/2020	15:50:08	📄	Adobe Acrobat	I9 #2676213 Snapshot [Approve This I-9]	408.7
10/21/2020	15:41:11	📄	Adobe Acrobat	I9 #2676213 Snapshot [Mark Completed]	408.7

Total Document Storage: 890.4

Editing Documents

Editing Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee   View E-Verify   Refresh   Update and Go Back   Update Info   Go Back   Delete

| Details | OnDocs | Issues | Amendments |

🔄 Refresh

Add Case Note   📤 Upload Document   Add E-Mail

Date Created	Time Created	File Type	Subject Reference		File Size (KB)
10/21/2020	16:03:05	Image/JPEG	U.S. Pass		73.0
10/21/2020	15:50:08	Adobe Acrobat	I9 #2676		408.7
10/21/2020	15:41:11	Adobe Acrobat	I9 #2676		408.7

Image ▢ ✕

📷 OnDocs Image

Update and Go Back   Update Info   Go Back   Delete

Details

Image Information   ⌄

Date/Time Submitted   10/21/2020 16:03:05.39777 @ 16:03:05

SAMPLE

Original File Name   U.S. Passport.jpg

File Type   Image/JPEG

Your Reference   U.S. Passport

Submitted By   Moreno, Denise

View Image via PDF

Notes

Rotate

Flip

Download   Right Click Here, select "Save Target As..." from the popup menu   73 KB

Editing Documents

Guardian

Dashboard	Start I-9	Employee ⌄	E-Verify	Reports

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

Details	OnDocs	Issues	Amendments

🔄 Refresh

Add Case Note | Upload Document | Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/21/2020	16:03:05	Image/JPEG	U.S. Pass	73.0
10/21/2020	15:50:08	Adobe Acrobat	I9 #2676	408.7
10/21/2020	15:41:11	Adobe Acrobat	I9 #2676	408.7

Image _ □ ✕

📷 OnDocs Image

Update and Go Back | Update Info | Go Back | Delete

Details

Image Information ⌄

Date/Time Submitted: 10/21/2020 16:03:05.39777 @ 16:03:05

Original File Name: U.S. Passport.jpg

File Type: Image/JPEG

Your Reference: U.S. Passport

Submitted By: Moreno, Denise

Notes:

View Image via PDF

Rotate

Flip

Download: Right Click Here, select "Save Target As..." from the popup menu

73 KB

Editing Documents

Downloading Documents

Guardian

Announcements   Help ▾   Denise Moreno ▾   Logout

| Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports |

I-9 for Smith, John

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

| Details | OnDocs | Issues | Amendments |

⟳ Refresh

Add Case Note | Upload Document | Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/21/2020	16:03:05	Image/JPEG	U.S. Pass	73.0
10/21/2020	15:50:08	Adobe Acrobat	I9 #2676	408.7
10/21/2020	15:41:11	Adobe Acrobat	I9 #2676	408.7

Image _ □ ✕

📷 OnDocs Image

Update and Go Back | Update Info | Go Back | Delete

Details

Image Information   ⌄

Date/Time Submitted   10/21/2020 16:03:05.39777 @ 16:03:05

SAMPLE

Original File Name   U.S. Passport.jpg

File Type   Image/JPEG

Your Reference   U.S. Passport

Submitted By   Moreno, Denise   View Image via PDF

Notes

Rotate

Flip

Download   Right Click Here, select "Save Target As..." from the popup menu   73 KB

Deleting Documents

Guardian

Dashboard | Start I-9 | Employee ▾ | E-Verify | Reports

I-9 for Smith, John

Details | OnDocs | Issues | Amendments

View Employee | View E-Verify | Refresh | Update and Go Back | Update Info | Go Back | Delete

🔄 Refresh

Add Case Note | Upload Document | Add E-Mail

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/21/2020	16:03:05	Image/JPEG	U.S. Pass	73.0
10/21/2020	15:50:08	Adobe Acrobat	I9 #2676	408.7
10/21/2020	15:41:11	Adobe Acrobat	I9 #2676	408.7

Image

📷 OnDocs Image

Update and Go Back | Update Info | Go Back | **Delete**

Details

Image Information ⌄

Date/Time Submitted: 10/21/2020 16:03:05.39777 @ 16:03:05

SAMPLE

Original File Name: U.S. Passport.jpg

File Type: Image/JPEG

Your Reference: U.S. Passport

Submitted By: Moreno, Denise

Notes:

View Image via PDF

Rotate

Flip

Download: Right Click Here, select "Save Target As..." from the popup menu   73 KB

For Additional Assistance

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

- For additional assistance contact your in-house Guardian expert.

Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.