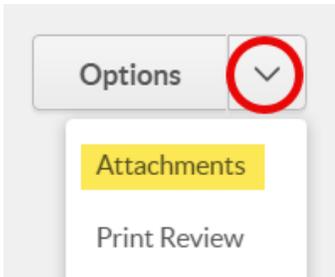


How To Upload Attachments To A COMPASS Task

In the task, go past Overview Page by clicking **Next** button (bottom right corner).

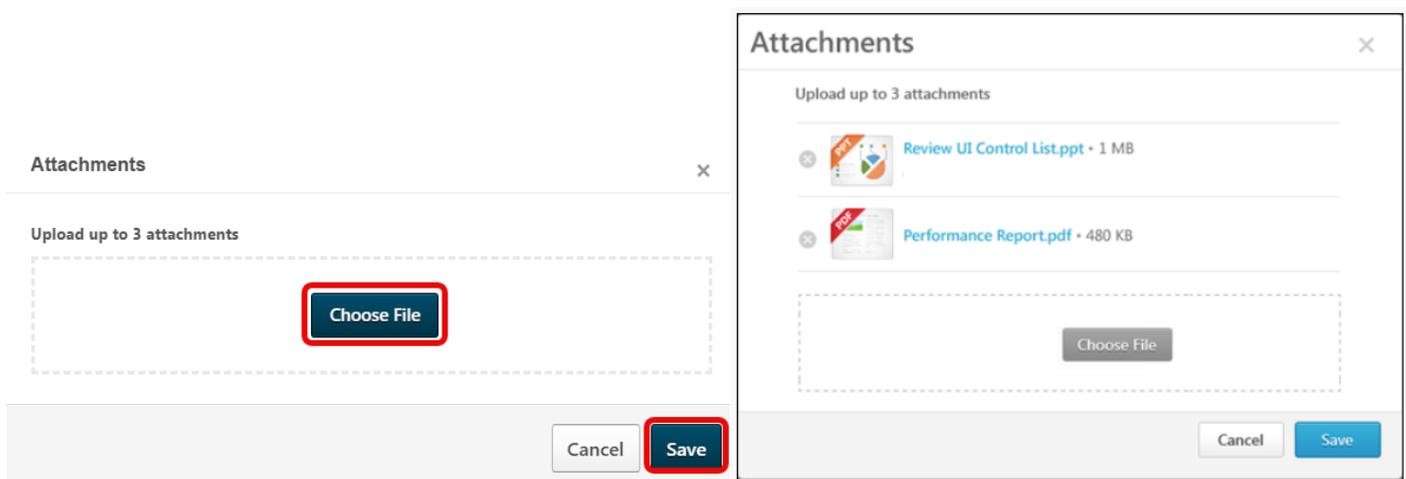
Once you are past the Overview Page, the **Options** drop-down menu located in the upper right hand corner of page will appear. **Click on the drop-down arrow** and **select Attachments**.



Add an Attachment

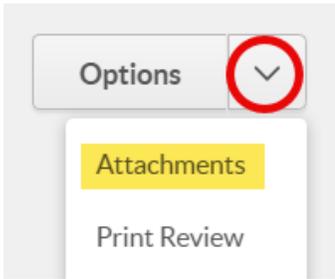
To add an attachment:

1. Click the **Choose File** button and select the file. You can add up to three attachments throughout the review process. Attachments can be up to **1 MB** in size and are limited to ppt, pptx, doc, docx, pdf, jpg, jpeg, jpe, png, txt, gif, zip, xls, xlsx, csv, psd, bmp, rtf, msg, xml, and saz file types.
 - Attachments are visible throughout the review, but **do not display on the printable version**.
 - Files can be added by the reviewee, but reviewees can only remove files that they have uploaded. If the manager attaches a file to the review, the reviewee cannot remove it.
2. Click the **Save** button to save the attachments to the review.



Manager/Associate or Assistant Dean:

When in the performance task and on a specific employee or faculty member, in order to View Attachments, click on **Options drop down arrow** and select **Attachments**.



All attachments will be available, and you can click on one attachment at a time to open and view.

NOTE: After task is completed, view attachments by going to your Performance Reviews page. See document titled “**How to View Attachments After a Task is Completed**”.