How to View Attachments After a Task is Completed
(Instructions for Employees, Faculty, Managers, and Associate/Assistant Deans)

Employee/Faculty Instructions for Viewing Attachments from Performance Review Page:

The attachments do **NOT** display on printable version of review. Employee/faculty have to go to their **Performance Reviews page** to see attachments after the task is completed.

1. **Hover over the Performance tab** in COMPASS and **select Performance Reviews**.
2. Click on **My Personal Reviews** tab.
3. Locate Performance task **Title**, and to the far right you will see a column titled **Attachments.**
4. **Click on the Paper Clip Icon.**

A box will display with the attachments you uploaded to the task.

1. **Click on the attachment** to open and view.
2. After opening and viewing all attachments, **click on Close.**

Manager/Associate or Assistant Dean Instructions for Viewing Attachments from Performance Review Page:

After the task is completed, the attachment does **NOT** display on printable version of review. As a manager/associate or assistant dean you have to go to your Performance Reviews page. For managers/associate or assistant deans there is no attachment column. Must go into the performance task and click on the person's name and go into their task and click on **Options drop down arrow**.

Steps:

- **Hover over Performance tab** and **select Performance Reviews**

- The My Assigned Reviews tab has been already selected.
- **Click on the box in front of Completed**.
- Once the Completed box is checked, all the completed tasks will display on the page.

Below is an example of some completed tasks. Locate the one you want to open and **click on the Title**. This **will open up the task**. Find name of person and click on the name (left hand side). This opens up their review.

	Title ⇔	Description	Status ⇔	Start Date ⇔	Due Date ⇔	Last Modified Date ⇔
	Complete Instructional Faculty Objectives (AY26) for Direct Report(s)	Instructional Faculty Objectives for AY26.	Closed	8/27/2025		2/9/2026
	Complete Instructional Faculty Update/Modify Objectives (AY26) for Direct Report(s)	Instructional Faculty Objectives Update/Modification or AY2...	Closed	1/7/2026		1/27/2026
	Complete Manager Review of My Success Midyear Check-In FY26 - Manager Review of Direct Report(s)	Available to FTNB employees including new hires who came on ...	Closed	12/1/2025		1/12/2026

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**. Then **click on attachment** to open and view.