

# 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**.

The screenshot shows the COMPASS interface. At the top left is the Cuyahoga Community College logo. A search bar is on the top right. A navigation bar contains 'Home', 'Learning', 'Performance', and 'Internal Job Postings'. A red dashed arrow points to the 'Performance' tab, labeled with a red circle '1'. Below the navigation bar, there are two tabs: 'My Assigned Reviews' and 'My Personal Reviews'. The 'My Personal Reviews' tab is highlighted with a red box and labeled with a red circle '2'. Below the tabs is a table with columns: 'Review', 'Review Period', 'Start Date', 'Completion Date', 'Task Status', 'Rating', and 'Attachments'. The first row of the table is 'Instructional Faculty Objectives (AY26)', labeled with a red circle '3'. The 'Attachments' column for this row contains a paperclip icon, which is highlighted with a red box and labeled with a red circle '4'. The text '(1 Result)' is visible at the bottom right of the table.

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**.

The screenshot shows a dialog box titled 'Open Attachment'. It contains two entries: 'Creating\_a\_Goal.pdf' and 'Creating\_a\_Goal\_1\_pdf'. Red dashed arrows point to each entry, labeled with a red circle '1'. A red box highlights the 'Close' button at the bottom right, labeled with a red circle '2'.

## 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.

Performance Review Summary

My Assigned Reviews My Personal Reviews

Title:

Status:  Not Started  In Progress  Completed  Incomplete  Expired

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 for 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.

