

Uploading a document to EVOLVE



1 Click the Establishment Dashboard (Orange cogs)

A screenshot of the EVOLVE dashboard interface. At the top, there is a navigation bar with tabs for Home, Resources, Add, Track, Evaluate, and Reports. Below the navigation bar, the main content area displays "Welcome to EVOLVE" and a row of six icons: a person, an envelope, a telephone, a gear, a calendar, and a first aid kit. Below these icons, there is a text prompt: "To contact the support or advice team [click here](#) or on the yellow phone". Below this text, there are two icons: a green envelope icon with a red prohibition sign over it, and a yellow telephone icon with a green checkmark over it. On the right side of the dashboard, there is a search bar, a "View New EVO" button, and a section titled "EVOLVE" with a list of links for various guides.

Home Resources Add Track Evaluate Reports

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View New EVO

Welcome to EVOLVE

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To contact the support or advice team [click here](#) or on the yellow phone

EVOLVE

You subscribe to EVOLVE access to a range of en Click on the links below helpful starter guides:

- [EVOLVElink Starter C](#)
- [EVOLVE Guide to OL](#)
- [EVOLVE Guide to Ca](#)
- [Staff Guide to Comm](#)
- [Staff Guide to Manag](#)
- [Parent Guide to Onli](#)

2 Click "Docs"

The screenshot shows the EVOLVE Advice dashboard. At the top left is the EVOLVE logo. At the top right is the EVOLVE ADVICE logo with the tagline 'The Educational Visits Specialists' and a 'Logout' link. Below the logo is a navigation bar with buttons for 'Resources', 'Add', 'Track', 'Evaluate', and 'Reports'. To the right of this bar are 'NG', a wrench icon, and a red bar. Below the navigation bar is a search bar labeled 'Visit Search ...' and a dropdown menu for 'EVOLVE Advice'. The main content area has a header with buttons for 'Home', 'Contact', 'Students', 'Staff', 'Volunteers', 'Docs' (highlighted with a pink circle), 'Outline', 'Calendars', 'MIS', and 'Comms'. Below this is another row of buttons: 'EVOLVE', 'Bookings', 'Payments', 'Consent', and 'Local Area Visits'. The main content area is titled 'Visit Approval Requirements' and contains a table:

seas:	Adviser Approval Required
ential:	Adviser Approval Required
nturous (Externally Led):	Adviser Approval Required
nturous (Led by Own Staff):	Adviser Approval Required

3 Click the Upload File to Establishment Library image

The screenshot shows the 'Upload File to Establishment Library' form. The navigation bar at the top has 'Evaluate' and 'Reports' buttons. Below the navigation bar is a search bar labeled 'Visit Search ...' and a dropdown menu for 'EVOLVE Advice'. The main content area has a header with buttons for 'Docs', 'Outline', 'Calendars', 'MIS', and 'Comms'. Below this is a row of buttons: 'Local Area Visits'. The main content area is titled 'Upload File to Establishment Library' and contains a form with a pink circle highlighting a '+' button. Below the form is a section titled 'added to the library.' with a '+' button and a '↑↓' button.

4 Click "choose file "

The screenshot displays the 'Establishment Dashboard' interface. At the top, there is a navigation bar with tabs for 'Summary', 'Contact', 'Students', 'Staff', 'Volunteers', 'Docs', 'Outline', 'Calendars', 'MIS', and 'Comms'. Below this, a secondary row of tabs includes 'myEVOLVE', 'Bookings', 'Payments', 'Consent', and 'Local Area Visits'. The main content area is partially obscured by a modal dialog box titled 'Upload File to Establishment Library'. The dialog box contains the following elements: a 'File to Upload' field with a 'Choose File' button (highlighted with a pink circle) and the text 'no file selected'; a 'Share Policy' section with radio buttons for 'Yes' and 'No' (where 'No' is selected); and a 'Continue' button at the bottom right. The background dashboard shows sections for 'Establishment Visit Policy' and 'Other Documents'. Footer text includes '© eduFOCUS Limited 2007-2024' and a link to 'GDPR Policy'.

5 Find the file on your computer

6 Click "Continue"

