

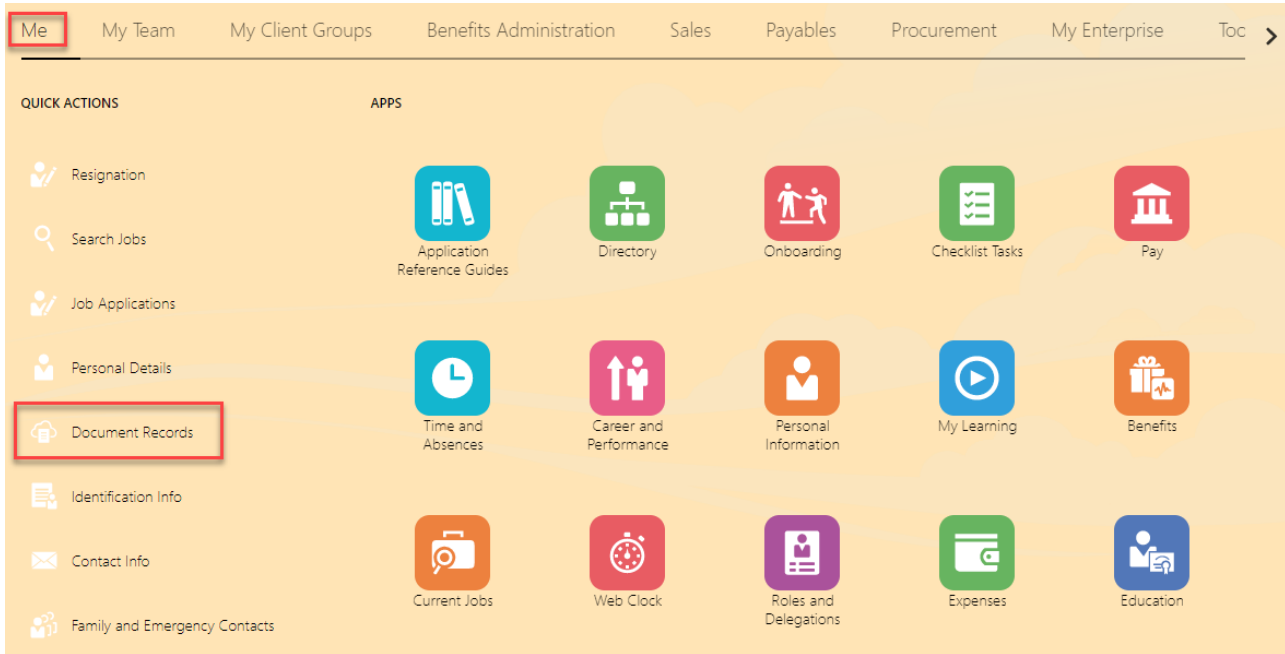
Manage Document Records



The process enables you to add and submit various important documents in Oracle.

Audience: All Employees

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Overview of Document Records
- 3.0 Upload a New Document

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <p>➤ Navigation Path Me > Document Records</p> <p>From the Home Screen, be on the “Me” Tab.</p> <ol style="list-style-type: none"> 1. Click on the “Document Records” Icon. 

<p>2.0 Overview of Document Records</p>	<p>Overview of Document Records</p> <p>The “Document Records” screen, you can:</p> <ul style="list-style-type: none"> • Search for documents previously uploaded. • Filter to narrow down your searches. • Sort by date to narrow down your searches. • Add a new document.  <p>The screenshot shows the 'Document Records' interface. At the top right is a '+ Add' button. Below it is a search bar with the placeholder text 'Search by type, name, or number' and a magnifying glass icon. To the right of the search bar is a 'Show Filters' button. Further right is a 'Sort By' dropdown menu currently set to 'Last Updated - Descending'. The main content area is empty and contains a message: 'There's nothing here so far.' with an icon of an open cardboard box.</p>
<p>3.0 Upload New Document</p>	<p>Upload a New Document</p> <p>From the “Document Records” screen, to add upload a new document:</p> <ol style="list-style-type: none"> 1. Click on “Add.”  <p>This screenshot is identical to the one above, but the '+ Add' button at the top right is highlighted with a yellow box to indicate the action to be taken.</p>

2. Select the document type from the drop-down menu.

Document Details

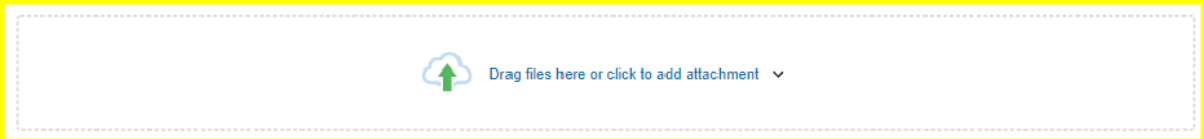
*Document Type

Select a value

Name	Country	Category
RECENT DOCUMENT TYPE		
Adoption		Legal document
Marriage		Legal document
Disciplinary		Absence
Military Active Duty		Identification
Court order for dependents		Benefits

3. Fill out the applicable fields.
Note: The fields that appear are determined by the type of document.
4. Attach a document by dragging the file into the attachment field or by clicking on the link to “Add File.”

Attachments



5. Once the document has been selected and uploaded, it will appear in the area shown below.
 - a. **What if I added the wrong document?** To delete an added document, click on the “X” button. Then re-attach the correct document.
6. Use the “Submit” located at the top to submit the document for approval.
7. Done.
Note: A Human Resources Specialist will approve your change.