



ASCENDER GUIDES



forms_static_body

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Upload a document

Click **Choose File**.

Locate and select the form you want to upload. The file name is displayed.

Static Document Management

Use this feature to upload documents.

Upload a document:

Choose File MISD-Handb...t Form.pdf ←

(upload DOC, DOCX, PDF, XLS, or XLSX files only)

(maximum file size: 25 MB)

Upload File ←

All Documents:

Delete	Document Name	Size
No forms are currently stored.		

Document deleted: stc. McKinney Vinto application.doc

Click **Upload File** to upload the selected file to the txConnect server.

All Documents (right grid)

Once uploaded, the file name and file size are displayed.

Static Document Management

Use this feature to upload documents.

Upload a document:

Choose File No file chosen

Your file was saved as MISD-Handbook Acknowledgment Form.pdf ←

(maximum file size: 25 MB)

Upload File

Total Documents: 1 ←

All Documents:

Delete	Document Name	Size
✕	MISD-Handbook Acknowledgment Form.pdf	79 kb

Upload additional files as needed. They are listed alphabetically.

Static Document Management

Use this feature to upload documents.

Upload a document:

Choose File No file chosen

(upload DOC, DOCX, PDF, XLS, or XLSX files only)

(maximum file size: 25 MB)

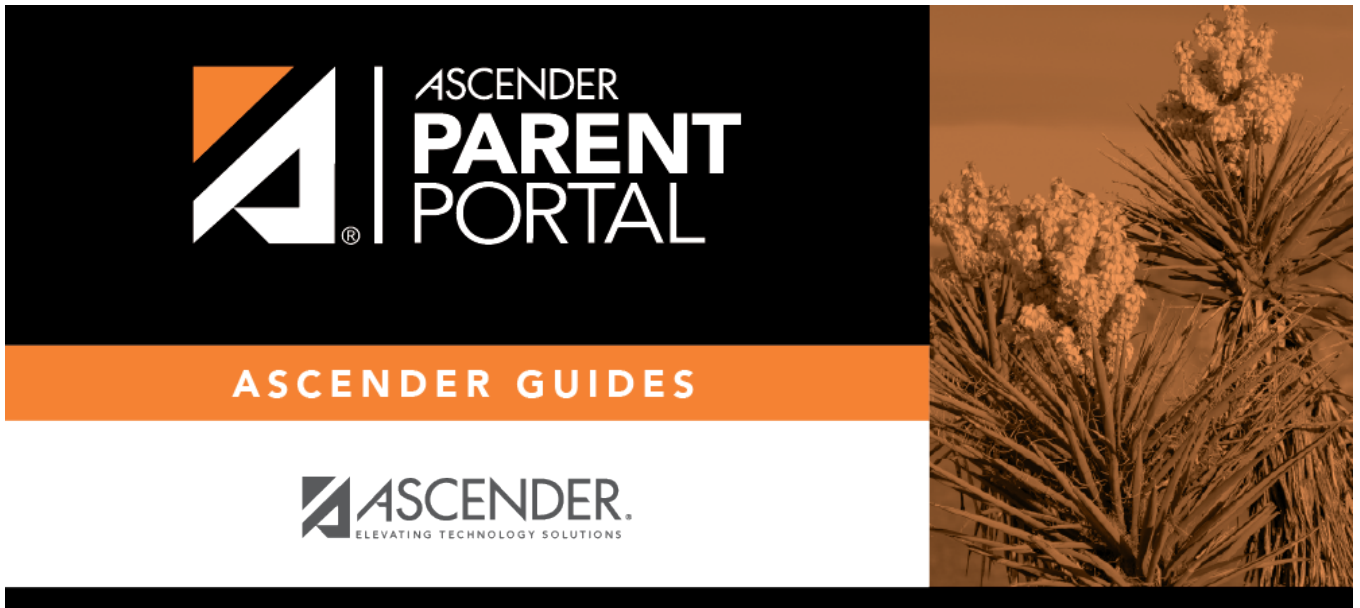
Upload File

Total Documents: 3
Total Size: 238 kb ←

All Documents:

Delete	Document Name	Size
✕	MISD-Dress Code FAQ.pdf	79 kb
✕	MISD-Handbook Acknowledgment Form.pdf	79 kb
✕	MISD-UIL Calendar.pdf	79 kb

Below the **Upload File** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.



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