

ASCENDER  
**EMPLOYEE  
PORTAL**

**ASCENDER GUIDES**


**ASCENDER.**  
ELEVATING TECHNOLOGY SOLUTIONS



# Table of Contents



Click to upload the file.

- The document is listed in the **Document List** section.
- The date-time stamp and user ID display the date and time the document was uploaded and the user ID of the user who uploaded the document.
- Click the link under **Type** to open the uploaded document.
- Click  to delete the document from the record. You are prompted to confirm that you want to delete the document.



## Back Cover