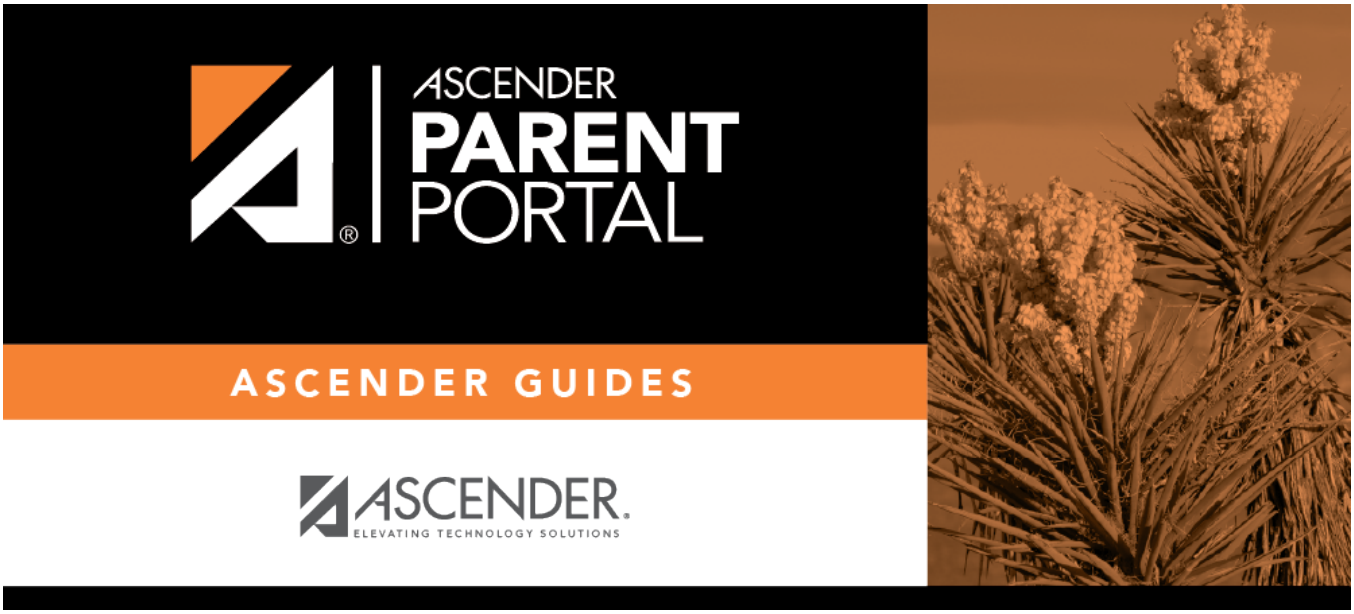
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staticdocs

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Static Document Management 1

Static Document Management

txConnect Admin > Administrator Options > Settings > Forms Management > Static Documents

This page allows you to maintain a pool of documents that can be used to create static forms. You can upload forms from your PC to the txConnect server. Parents will be able to access these forms from txConnect during the New Student Enrollment process.

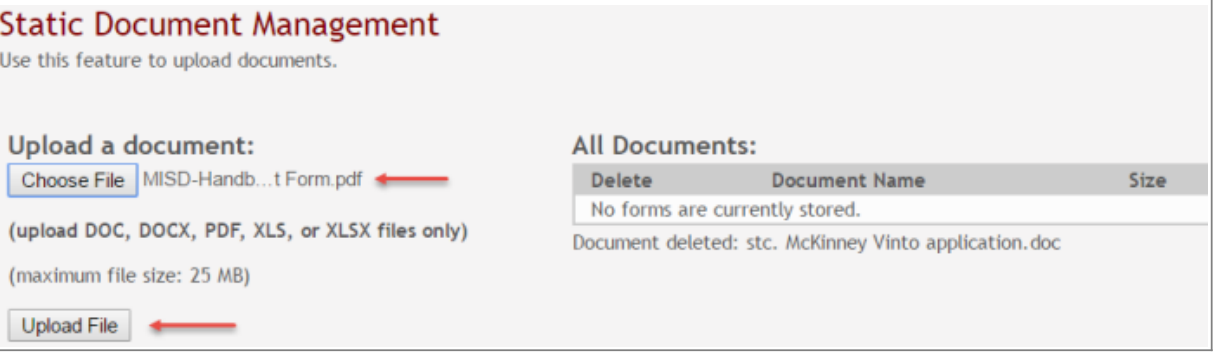
You can upload documents in the following formats:

- .doc or .docx (Microsoft Word)
- .pdf (Adobe Acrobat)
- .xls or .xlsx (Microsoft Excel)

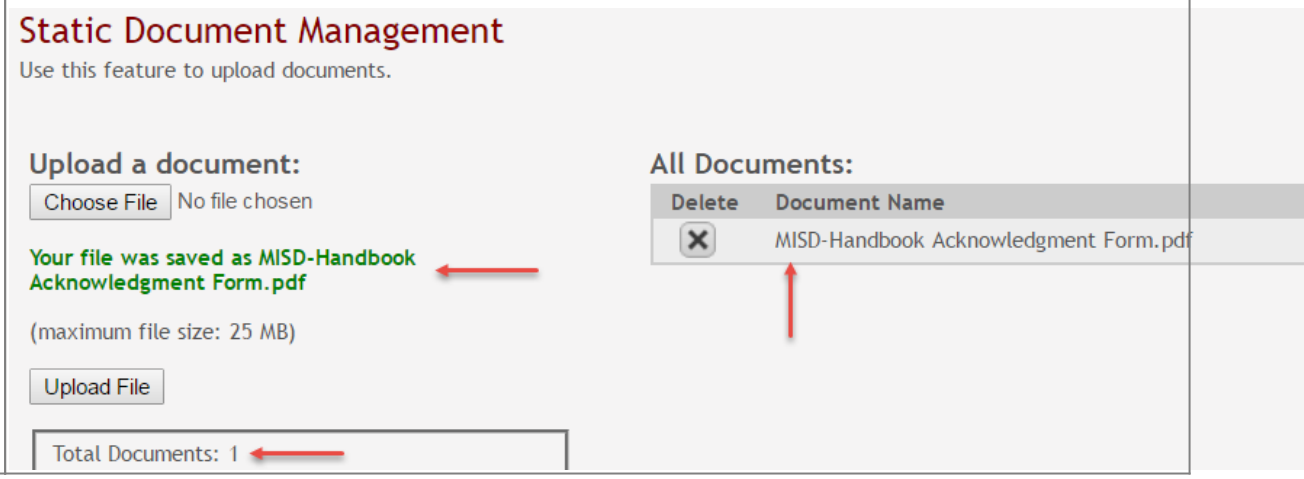
Your static forms should be ADA compliant.

> On this page, you will only upload the documents. You will create a form for each document in a subsequent step using the Form Management page.

Manage static documents:

Upload a document	Click **Choose File**. Locate and select the form you want to upload. The file name is displayed. 

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. 

Upload additional files as needed. They are listed alphabetically.

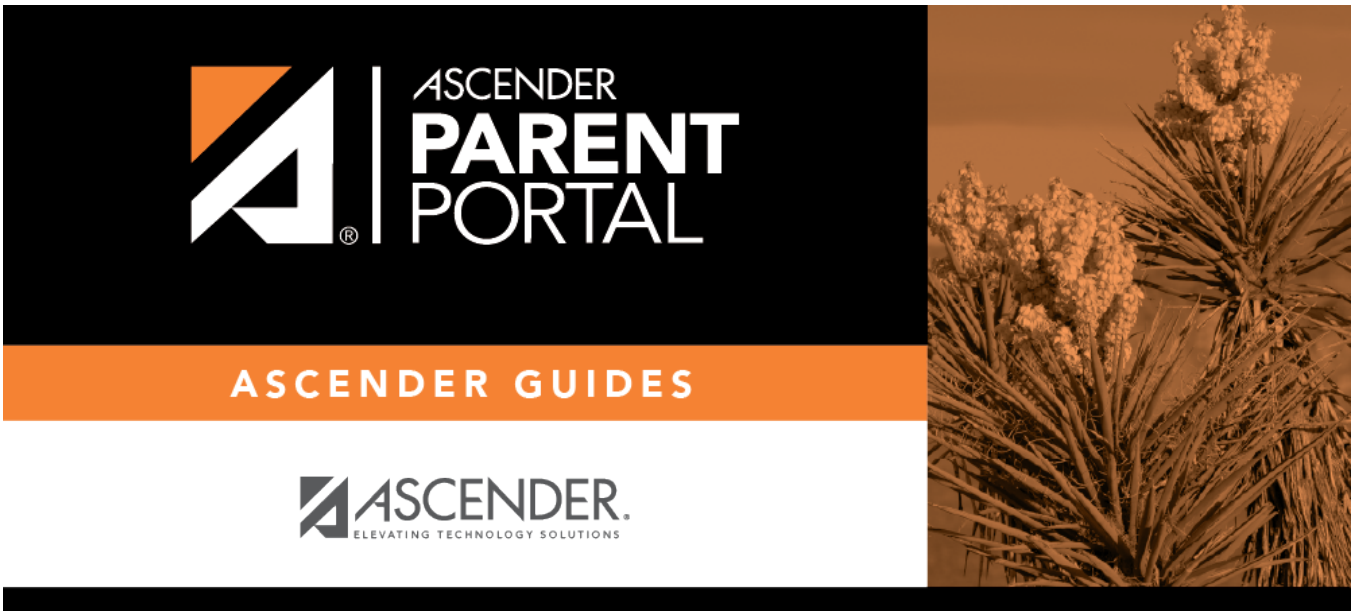
Below the **Upload File** button, statistical information is displayed indicating the total number of documents uploaded and the total file size for all uploaded documents.

Delete a document from the txConnect server:

Click the delete icon for the document you want to delete.

You are prompted to confirm that you want to delete the file. Click **OK**.

> You cannot delete a document if it is in use (i.e., assigned to a group).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