



ASCENDER GUIDES





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# Static Document Management

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

This page allows you to maintain a pool of read-only forms that parents can view and print as needed. Static forms are documents that cannot be updated online; they can be viewed, printed, completed by hand, and returned to the campus. These forms will vary by district and campus and may include documents such as campus and district calendars, school supply lists, acknowledgement forms, or surveys.

From the Static Documents page, you can upload forms from your PC to the txConnect server. Parents will be able to access these forms from txConnect for new student enrollment, annual student registration, and ongoing student data maintenance.

**Your static forms should be ADA compliant.**

You can upload documents in the following formats:

- .doc or .docx (Microsoft Word)
  - .pdf (Adobe Acrobat)
  - .xls or .xlsx (Microsoft Excel)
- 
- 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.
  - If you will be creating English and Spanish versions of static forms, you must upload an English and Spanish version of each form.

## Manage static documents:

<b>Upload a document</b>	<p>Click <b>Choose File</b>.</p> <p>Locate and select the form you want to upload. The file name is displayed.</p> <div><h3>Static Document Management</h3><p>Use this feature to upload documents.</p><div><p><b>Upload a document:</b></p><div><input type="button" value="Choose File"/> MISD-Handb...t Form.pdf</div><p>(upload DOC, DOCX, PDF, XLS, or XLSX files only)</p><p>(maximum file size: 25 MB)</p><div><input type="button" value="Upload File"/></div></div><div><p><b>All Documents:</b></p><table border="1"><thead><tr><th>Delete</th><th>Document Name</th><th>Size</th></tr></thead><tbody><tr><td colspan="3">No forms are currently stored.</td></tr><tr><td colspan="3">Document deleted: stc. McKinney Vinto application.doc</td></tr></tbody></table></div></div>	Delete	Document Name	Size	No forms are currently stored.			Document deleted: stc. McKinney Vinto application.doc		
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:**

No file chosen

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

(maximum file size: 25 MB)

**All Documents:**

Delete	Document Name	Size
<input type="button" value="X"/>	MISD-Handbook Acknowledgment Form.pdf	79 kb

Total Documents: 1

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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