Staff Documents on CoolCare

Documents

The Documents section is where you upload any relevant documents to the staff record, for example a copy of their DBS certificate, all file types can be uploaded.

- Open the Staff Record
- Click on the 'Documents' tab
- Choose 'Documents' from the list

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Documents							
+ Insert	Delete	📥 Downloa	d				
				N	ame		Date
				С	opy of Contract		28/04/2022
				S	canned ID		06/05/2022
				s	upervision Form		11/05/2022
				R	ight to work docume	ent	17/05/2022
				s	upervision Form		18/05/2022

Uploading

- Click 'Insert'
- Enter a name for the document, e.g. 'DBS Certificate'
- Select the date
- Click 'Choose File' and locate the document on your computer
- Click 'Open'
- Click 'Upload'
- The document will now appear in the list on screen

Downloading

- Tick the box next to the document you want to download
- Click 'Download'
- The document will download a copy of the document to your computer

If you cannot find the downloaded document you can press Ctrl+J on your keyboard if using Google Chrome to bring up the download list, and the document you've downloaded should be top of the list.



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