## **View User-Uploaded Documents**

When a user uploads documents to the Saved Files & Links section of their portfolio, Administrators and Staff have the ability to view and open those documents in the Administration Tools.

First, go to akcis.org and log in with your Administrator or Staff username and password.

reports Portfolios & G	oups Other Account	ints Customize Help & Links
Maintain Portfolio Accounts & Groups Reset passwords. Find, manage, and add portfolios. Create and maintain groups.	Reset Passwords Reset Password fo by Group or Gradu Reset Passwords fo Users Access Portfolios Find Individual F Search Portfolios	uation Year Passvoord(s)
Select Search Mode Select for Last Name b Select by Group:	elect	✓ * = Administered Groups
Select Portfolio Task Mode View, edit, show files, Reset password(s) for Hide portfolios Transfer portfolios Merge portfolios	portfolio(s)	<ul> <li>Manage parent accounts for portfolios</li> <li>Assign advisor accounts to portfolios</li> <li>Activate assigned checklists</li> <li>Do all portfolio tasks</li> </ul>

- 1. Hover your mouse over the Portfolios & Groups tab and click Search Portfolios.
- 2. The Search Portfolios page will appear. Select a Search Mode, then select View, edit, show files, reset password under the Select Portfolio Task Mode section. Click Generate Portfolio List.
- 3. The Portfolio Select page will appear, displaying user information. Users with uploaded files will have a link in the far right column. Click the Files column header to bring all users with uploaded documents to the top of the list. To view a user's files, click the Files link.

Last Name	First Name	<u>Username</u>	<u>Unique ID</u>	Password	<u>Last Use</u>	<u>Grad Year</u>	Edit	Delete	View	<u>Files</u>
Student	High School	HighSchoolAKCIS		Reset	11/11/2015		<u>Edit</u>	Delete	6	Files
Student	High School	HSStudent		<u>Reset</u>	06/20/2016	2016	<u>Edit</u>	Delete	3	<u>Files</u>
Student	Sample	training1		Reset	10/07/2014	2010	<u>Edit</u>	Delete	View	<u>Files</u>

View Résumés	
File Name	Open
Resume.docx	
Sample Student Resume.doc	
View Files File Name	Onon
riie nailie	Open
9th Grade English Sylbus.docx	2
	Ø

 The Uploaded Files page will appear, displaying all files the user has uploaded. Click the notebook icon to view the individual files.