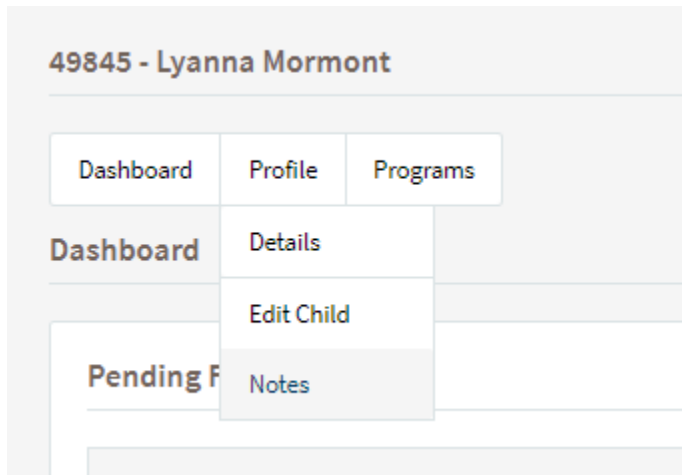


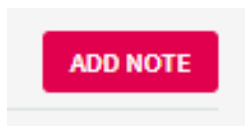
Below you will find step-by-step instructions on how to upload Virtual Check-in forms to the Notes section for easy storage.

### Instructions

1. Starting on the child's page, hover over **Profile** and click **Notes**.



2. In the top right corner, click **ADD NOTE**.



3. In the pop-up window, select the **Date** the file was uploaded to DAISY. Then click **Browse** to search and select the file you would like to upload. In the **Notes** field, type in 'Virtual Check-in' and the date of the virtual check-in. Using a standard label will help keep the notes section organized.

## Add Note

Date \*

Privacy \*

Notes \*

Virtual Check-in 5/19/20

4. Additionally, in the pop-up window, select the **Privacy** level that makes the most sense for this file. There are three options:
  1. National Center privacy level will allow the file to be viewable by national center staff.
  2. Private privacy level will allow the file to be viewable **ONLY** by the user who uploaded it.
  3. Site privacy level will allow the file to be viewable by your site's staff who have access to the child's information.

Privacy \*

Select

National Center

Private

**Site**

5. Once completed, click **SAVE**.
6. When a user is ready to view the file, locate the file in the note's section and click the icon in the **File** column.

