



YellowFolder

The Education Documentation Experts

Welcome to Advance Training

PNE Name, Paperless Nation Engineer

***Please ensure you have used the phone dial in method for audio for this training.
If you have signed in via your computer audio, please switch to your phone audio.***

What does YellowFolder do?



YellowFolder

- YellowFolder works exclusively with K–12 school districts across the United States to provide an electronic filing cabinet. We replace your metal paper-filled filing cabinets.
- YellowFolder works with your existing Information System to store, index, and protect all your important documents created from those systems and any others outside that system.
- **YellowFolder will become your electronic filing cabinet!**

Seven Simple Questions



1. Do you know how to print a document?
2. Do you know how to scan a document?
3. Have you ever attached a document to an email?
4. Have you ever dragged and dropped a document into a folder on your computer?
5. Have you ever searched through a file tree on your computer?
6. Have you ever searched in Google?
7. Have you ever refined a search on Amazon?

If you can do these you can use YellowFolder like a pro!

Let's rate your computer skills, how savvy are you with technology?

Understanding Your File Structure



File structure template – documents will be filed in these folders.

File structure in YellowFolder – documents are recognized and filed.

STUDENT RECORDS - FILE STRUCTURE

ACADEMIC TESTING

ACKNOWLEDGEMENT FORMS

CORRESPONDENCE

ENROLLMENT AND ANNUAL REGISTRATION FORMS

HOME LANGUAGE SURVEY

LEARNING DIFFERENCES (504-Dyslexia-ESL-GT)

LEGAL

MEDICAL (Shot Records-Allergies-Diabetic)

MISCELLANEOUS

OFFICIAL TRANSCRIPT AND GRADES

PRE-YELLOWFOLDER

RECYCLE BIN - TRASH

WITHDRAWAL-TRANSFER DOCUMENTS

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Tessa Tyler (tyler.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Super Administrator
Show More

Search Advanced Search

Order By
 Campus Name

Anytown Elementary School / B / Baker, Scotty - 222001244

Split Document

Share Document

View Document

Download Document

Move Document

Record Series Administrator
rmelo.c@yahoo.com
Rebecca Melo

Chat with us

Folder Name

- ACADEMIC TESTING
- ACKNOWLEDGEMENT FORMS
- Grades And Testing
- LEGAL
- MEDICAL (Shot Records-Allergies-Diabetic)
- OFFICIAL TRANSCRIPT AND GRADES
- PRE-YELLOWFOLDER

SR

Active

- Anytown Elementary Sc...
- A
- B
- Baker, Scotty - 22...
- ACADEMIC TE...
- ACKNOWLEDG...
- Grades And Te...
- LEGAL
- MEDICAL (Shot...
- OFFICIAL TRAN...

Understanding Your File Structure



File structure template – documents will be filed in these folders.

File structure in YellowFolder – documents are recognized and filed.

SPECIAL EDUCATION RECORDS - FILE STRUCTURE

BEHAVIOR (Restraint-Incident Reports)
CHILD OUTCOME SUMMARY FORMS
CORRESPONDENCE
FULL INDIVIDUAL EVALUATIONS
INDIVIDUAL EDUCATION PLANS
LEGAL
MEDICAID
MEDICAL (Prescriptions-Health Plans-DNR)
MISCELLANEOUS
PRE-YELLOWFOLDER
RECYCLE BIN - TRASH
THERAPY SERVICES LOGS

The screenshot displays the YellowFolder web application interface. At the top, there is a navigation bar with 'File Uploads', 'Tools', and 'Logout' buttons. The YellowFolder logo and tagline 'The Education Documentation Experts' are on the left, and support information is on the right. A user profile box shows 'Your Access: Archive Admin' and 'Your Title: Super Administrator'. A search bar is present with 'Search' and 'Advanced Search' buttons. The main content area shows a file structure for 'Anytown ES / A / Anderson, Daniel - 1234567899'. On the left, a sidebar lists folders like 'CORRESPONDENCE', 'Evaluations & Psychologicals', 'FULL INDIVIDUAL EVALUATIONS', 'INDIVIDUAL EDUCATION PLANS', 'MEDICAL (Prescriptions-Health Plans-DNR)', 'Miscellaneous', and 'PRE-YELLOWFOLDER'. On the right, there are action buttons: 'Split Document', 'Share Document', 'View Document', 'Download Document', and 'Move Document'. A 'Record Series Administrator' box shows the user 'rmelo.c@yahoo.com' and 'Rebecca Melo'. A 'Chat with us' button is at the bottom right.

Understanding Your File Structure



File structure template – documents will be filed in these folders.

EMPLOYEE RECORDS - FILE STRUCTURE
APPLICATION PACKAGE
BENEFITS AND BENEFICIARY DESIGNATION
CERTIFICATIONS-PERMITS-PD-TRANSCRIPTS
CONTRACTS AND JOB DESCRIPTIONS
CORRESPONDENCE
DIRECT DEPOSIT
EMPLOYEE ACKNOWLEDGEMENT FORMS
FINGER PRINTS AND CRIMINAL HISTORY
I-9
LEGAL-MEDICAL-ATTENDANCE
MISCELLANEOUS
PERFORMANCE (Evaluation-Discipline-Grievances)
PRE-YELLOWFOLDER
RECYCLE BIN - TRASH
RESIGNATION-RETIREMENT-TERMINATION
SALARY DOCUMENTS
VERIFICATION OF PRIOR EMPLOYMENT
W-4

File structure in YellowFolder – documents are recognized and filed.

The screenshot displays the YellowFolder web application interface. At the top, there is a navigation bar with 'File Uploads', 'Tools', and 'Logout' buttons. The main header features the YellowFolder logo and contact information: 'support: (844) YELLOW-9 (844) 935-5699' and 'support@yellowfolder.com'. Below the header, a search bar is visible with 'Search' and 'Advanced Search' buttons. The main content area shows a file structure for 'A / Adams, Ethan - 9876543211'. The structure includes folders for 'BENEFITS AND BENEFICIARY DESIGNATION', 'CERTIFICATIONS-PERMITS-PD-TRANSCRIPTS', 'I-9', 'Miscellaneous', 'PERFORMANCE (Evaluation-Discipline-Grievances)', and 'PRE-YELLOWFOLDER'. A sidebar on the left provides user information: 'Your Access: Archive Admin', 'Your Title: Super Administrator', and a list of users including 'Adkins, Michael - 98...', 'Aguilar, Jayden - 987...', and 'Alexander, William - ...'. On the right side, there are buttons for 'Split Document', 'Share Document', 'View Document', 'Download Document', and 'Move Document'. A 'Record Series Administrator' section shows 'rmelo.c@yahoo.com' and 'Rebecca Melo'. At the bottom, there is a 'Chat with us' button and social media icons.

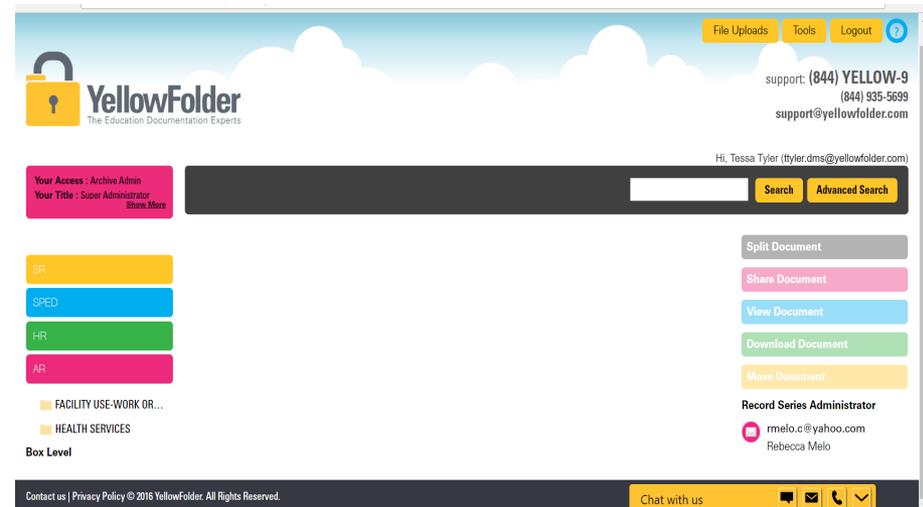
Understanding Your File Structure



File structure template – documents will be filed in these folders.

ADMINISTRATIVE RECORDS - FILE STRUCTURE
ACCOUNTING
BANKING STATEMENTS
BUDGET
CORRESPONDENCE
EXTRACURRICULAR
FACILITY USE-WORK ORDERS-MAINTENANCE
FOOD SERVICES
HEALTH SERVICES
HUMAN RESOURCES
LEGAL
MISCELLANEOUS
PAYROLL
PRE-YELLOWFOLDER
RECYCLE BIN - TRASH
SCHOOL BOARD
TECHNOLOGY
TITLE 1 DOCUMENTATION OF 36 INDICATORS
TITLE 1 FEDERAL MONITORING REPORTS
TRANSPORTATION
VENDOR CONTRACTS

File structure in YellowFolder – documents are recognized and filed.



Uploading Documents



There are four ways to upload documents to YellowFolder:

- 1) Using the Virtual Printer
- 2) Using the Droplet
- 3) Using Scan
- 4) Using Upload

Which do I use?

It depends on what you are uploading and personal preference...

Virtual Printer

You already know how to print a document,
so you know how to use YellowFolder.

Virtual Printer – Logging into the Tool



YellowFolder

Let's Get Started

Login with your YellowFolder username and password to begin uploading documents.

koglesby.dms@yellowfolder.com

Password

Remember me

Forgot Password

Submit

HINT: The “Forgot Password” feature will aid in resetting the password if it is forgotten.

The user will click the “Submit” button after typing in the username and password.

Droplet – Current Tool



Click “Help”, then click “Check for Updates” to ensure you have the most current Droplet and Virtual Printer – Tool Dashboard.



Let's Get Started

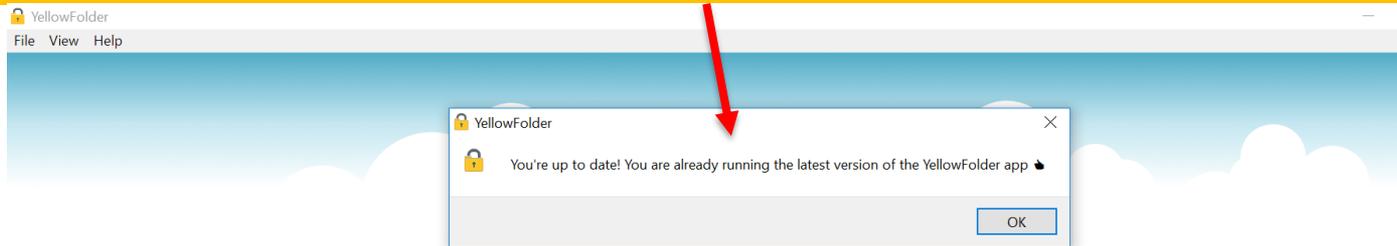
Login with your YellowFolder username and password to begin uploading documents.

Remember me [Forgot Password](#)

Droplet – Current Tools, Cont.



A pop-up will appear to indicate whether you have the current version of tools. If not, you will be prompted to update your Tool Dashboard.



Let's Get Started

Login with your YellowFolder username and password to begin uploading documents.

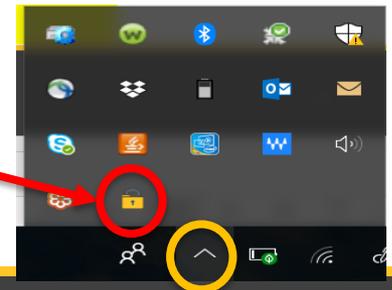
ttyler.dms@yellowfolder.com

Password

Remember me

[Forgot Password](#)

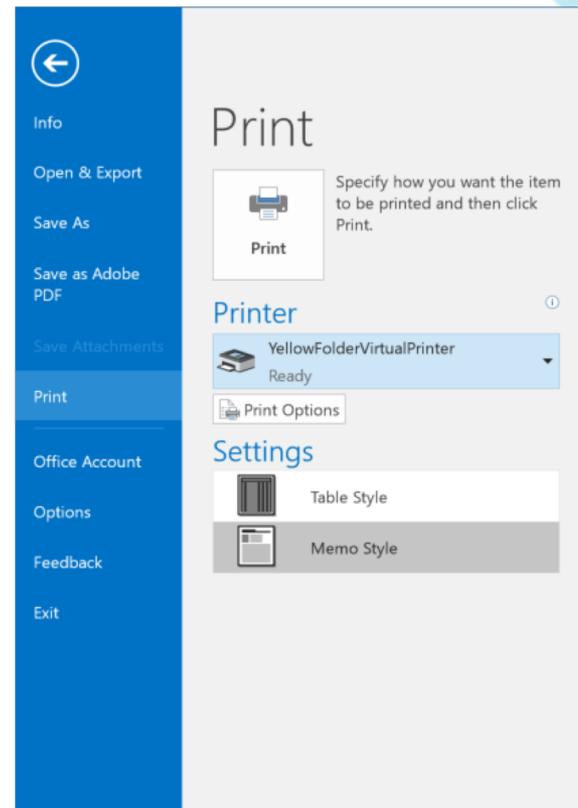
HINT: Once you log into the tools, the application will continue running in order to finish processing, especially Virtual Printer uploads. Due to a Windows issue, find the tools icon in the system tray to “re-store” the tool’s window.



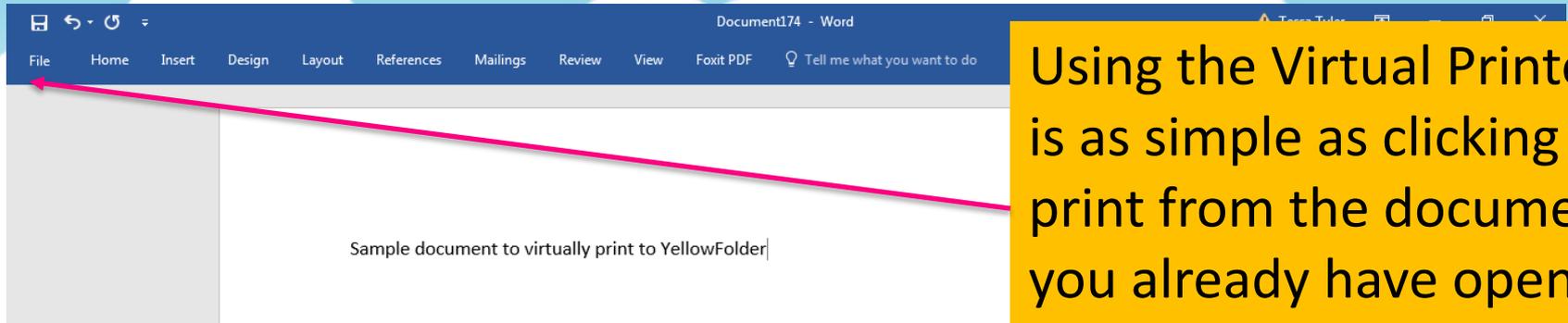
Virtual Printer - Uploading Documents



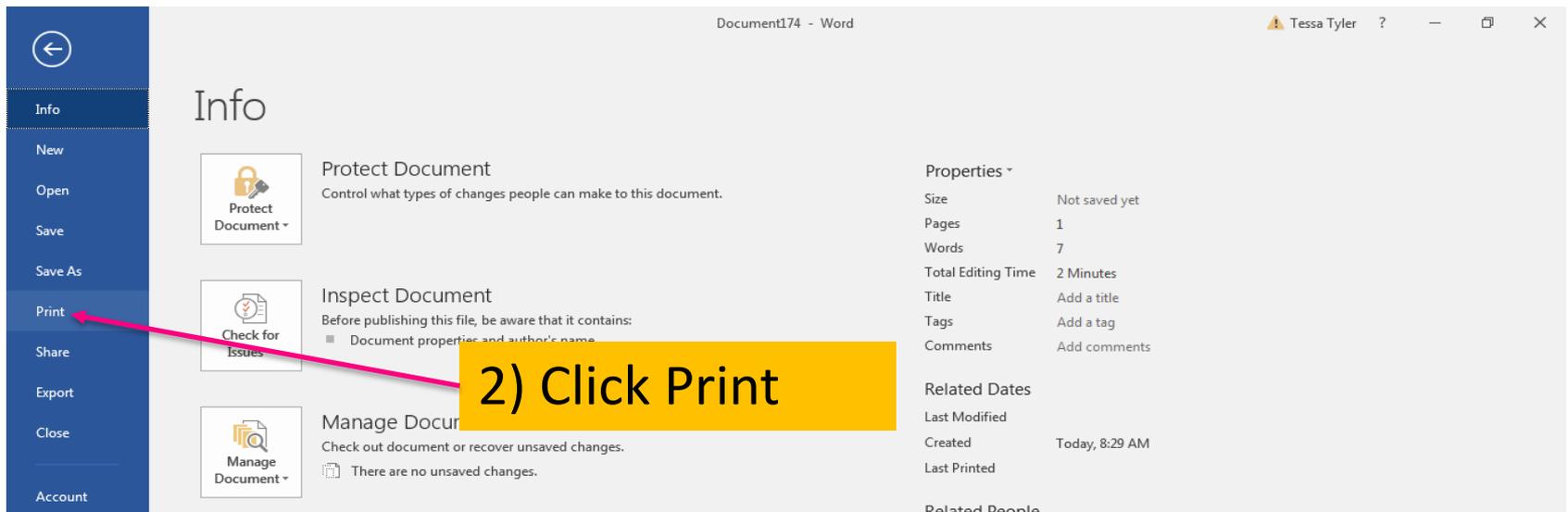
Watch a live demonstration in the YellowFolder system of how to use the Virtual Printer tool



Uploading Documents



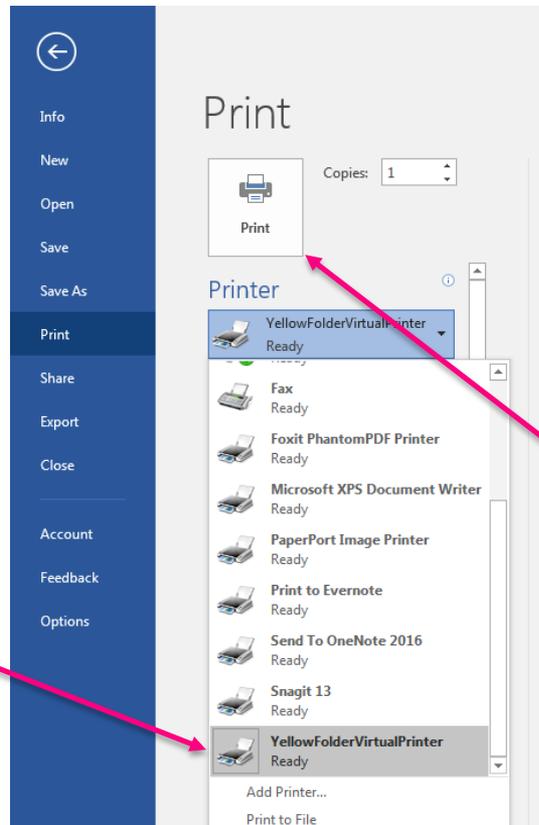
Using the Virtual Printer is as simple as clicking print from the document you already have open.
1) Click File



Uploading Documents

Using the Virtual Printer

3) Choose YellowFolder VirtualPrinter from the printer drop down menu

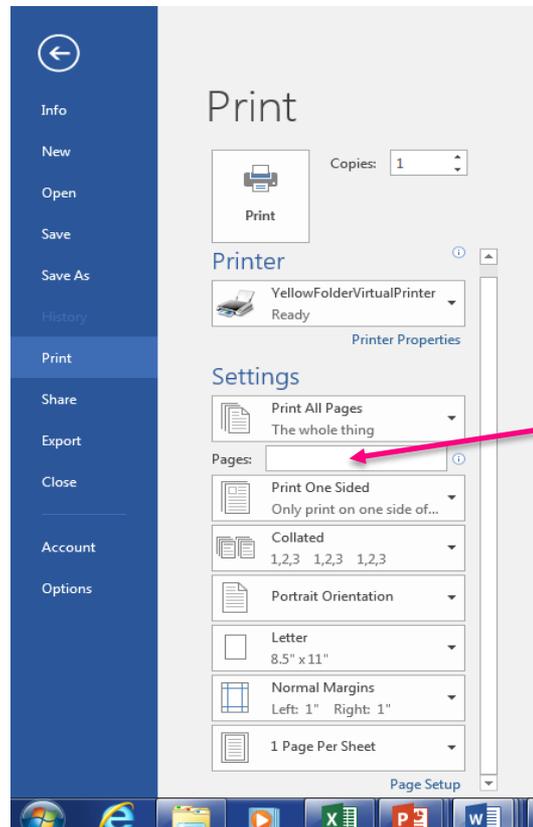


4) Click Print button

Uploading Documents



Print



* May select specific page ranges if not needing to upload an entire document or if needing to break up a document

Uploading Documents



Print

You can access a list of recently printed documents by clicking on the Recently Printed Documents tab from your Tool Dashboard.

The screenshot shows the YellowFolder web application interface. The browser window title is 'YellowFolder' and the menu includes 'File', 'View', and 'Help'. A 'Logout' link is in the top right. The main content area is divided into two columns. The left column contains navigation options: 'Droplet' with a sub-menu of 'Student Records', 'Special Education Records', 'Employee Records', and 'Administrative Records'; 'Virtual Printer' with a 'Recently Printed Documents' tab; and 'YellowFolder' with search and training session options. The right column features a 'My Activity' line graph showing activity levels over 20 days, a 'Welcome Beta Users!' announcement, and a 'Notifications' section for 'Version 3.2.32-beta'.

Day	Activity Level
1	0
2	0
3	0
4	0
5	16
6	0
7	0
8	0
9	0
10	9
11	0
12	2
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	0

Uploading Documents



Print

YellowFolder
File View Help

Tool Dashboard Logout

Virtual Printer

Filename	Date Uploaded	View	Download
FSA-Enrollment-Form_HR 12222016_1.pdf	12/19/2018 8:44 am		
Certificate_HR 122222016_1.pdf	12/19/2018 8:44 am		
SummativeEvaluationForm_HR 12222016_1.pdf	12/19/2018 8:44 am		
Transcript_HR 12222016_1.pdf	12/19/2018 8:44 am		
Benefits application_HR 12222016_1.pdf	12/10/2018 10:43 am		
Certificate_HR 12222016_1.pdf	12/10/2018 10:43 am		
Benefits application_HR 12222016_1.pdf	12/10/2018 8:36 am		
Employment Application_HR 12222016_1.pdf	12/10/2018 8:36 am		
I-9_HR 12222016_1.pdf	12/10/2018 8:36 am		
FSA-Enrollment-Form_HR 12222016_1.pdf	12/10/2018 8:36 am		

« < 1 2 > »

Terms of Use | Privacy Policy

From the list, you are able to:

- View recently printed documents
- Download recently printed documents

Uploading Documents



Print

You can search documents in YellowFolder by clicking Search Records in Browser.

You can view and register for our weekly live training sessions by clicking View Weekly Training Sessions

The screenshot shows the YellowFolder web application interface. The main content area is titled 'Virtual Printer' and contains a table of documents. The table has columns for 'Filename', 'Date Uploaded', and icons for viewing and downloading. The table lists several PDF documents, including 'FSA-Enrollment-Form_HR 12222016_1.pdf', 'Certificate_HR 12222016_1.pdf', and 'SummativeEvaluationForm_HR 12222016_1.pdf'. The interface also includes a 'Droplet' section with record categories, a 'Virtual Printer' section with a 'Recently Printed Documents' list, and a 'YellowFolder' section with links for 'Search Records in Browser' and 'View Weekly Training Sessions'. The top right corner shows 'Tool Dashboard' and 'Logout' options. The bottom of the page includes 'Terms of Use | Privacy Policy'.

Filename	Date Uploaded	View	Download
FSA-Enrollment-Form_HR 12222016_1.pdf	12/19/2018 8:44 am		
Certificate_HR 12222016_1.pdf	12/19/2018 8:44 am		
SummativeEvaluationForm_HR 12222016_1.pdf	12/19/2018 8:44 am		
Transcript_HR 12222016_1.pdf	12/19/2018 8:44 am		
Benefits application_HR 12222016_1.pdf	12/10/2018 10:43 am		
Certificate_HR 12222016_1.pdf	12/10/2018 10:43 am		
Benefits application_HR 12222016_1.pdf	12/10/2018 8:36 am		
Employment Application_HR 12222016_1.pdf	12/10/2018 8:36 am		
I-9_HR 12222016_1.pdf	12/10/2018 8:36 am		
FSA-Enrollment-Form_HR 12222016_1.pdf	12/10/2018 8:36 am		

Uploading Documents



Your turn to use Virtual Printer. Simply open a document, go to print and view how easy it is to use Virtual Printer. Recommend **NOT** using this unless you have actual documents to upload into the system.

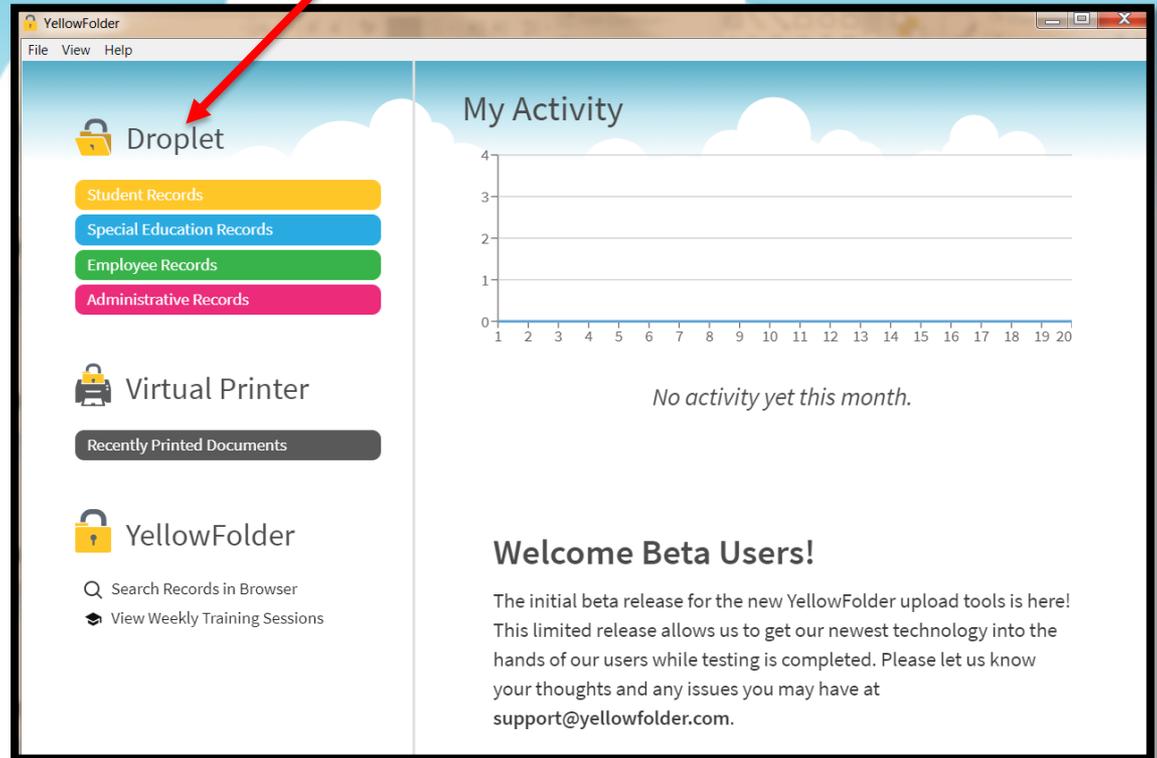
The Droplet

You have probably attached documents to an email and dragged and dropped documents into a folder on your computer, therefore you already know how to use YellowFolder.

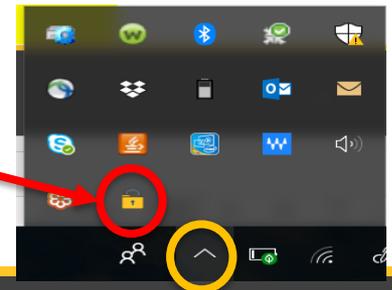
Droplet - Uploading Documents



Watch a live demonstration in the YellowFolder system of how to use the Droplet tool



HINT: Once you log into the tools, the application will continue running in order to finish processing, especially Virtual Printer uploads. Due to a Windows issue, find the tools icon in the system tray to “re-store” the tool’s window.



Droplet – Logging into the Tool



Let's Get Started

Login with your YellowFolder username and password to begin uploading documents.

koglesby.dms@yellowfolder.com

Password

Remember me

Forgot Password

Submit

HINT: The “Forgot Password” feature will aid in resetting the password if it is forgotten.

The user will click the “Submit” button after typing in the username and password.

Droplet – Current Tool



Click “Help”, then click “Check for Updates” to ensure you have the most current Droplet and Virtual Printer – Tool Dashboard.



Let's Get Started

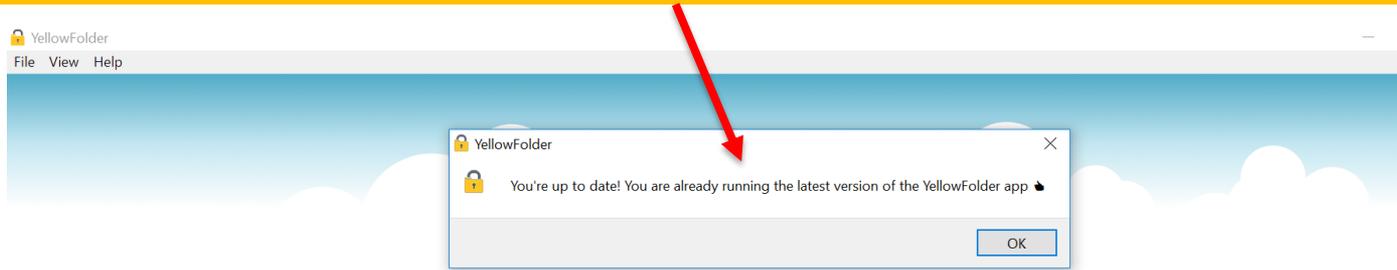
Login with your YellowFolder username and password to begin uploading documents.

Remember me [Forgot Password](#)

Droplet – Current Tools, Cont.



A pop-up will appear to indicate whether you have the current version of tools. If not, you will be prompted to update your Tool Dashboard.



Let's Get Started

Login with your YellowFolder username and password to begin uploading documents.

tt Tyler.dms@yellowfolder.com

Password

Remember me

[Forgot Password](#)

Submit

Droplet – Welcome Screen



The upload tool home screen lets the user know how many batches of documents have been uploaded that month. Also, a greeting message keeps the user apprised of any updates or other messages from YellowFolder.

Logout

Droplet

- Student Records
- Special Education Records
- Employee Records
- Administrative Records

Virtual Printer

- Recently Printed Documents

YellowFolder

- Search Records in Browser
- View Weekly Training Sessions

My Activity

Day	Activity
1	0
2	0
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	4
21	0

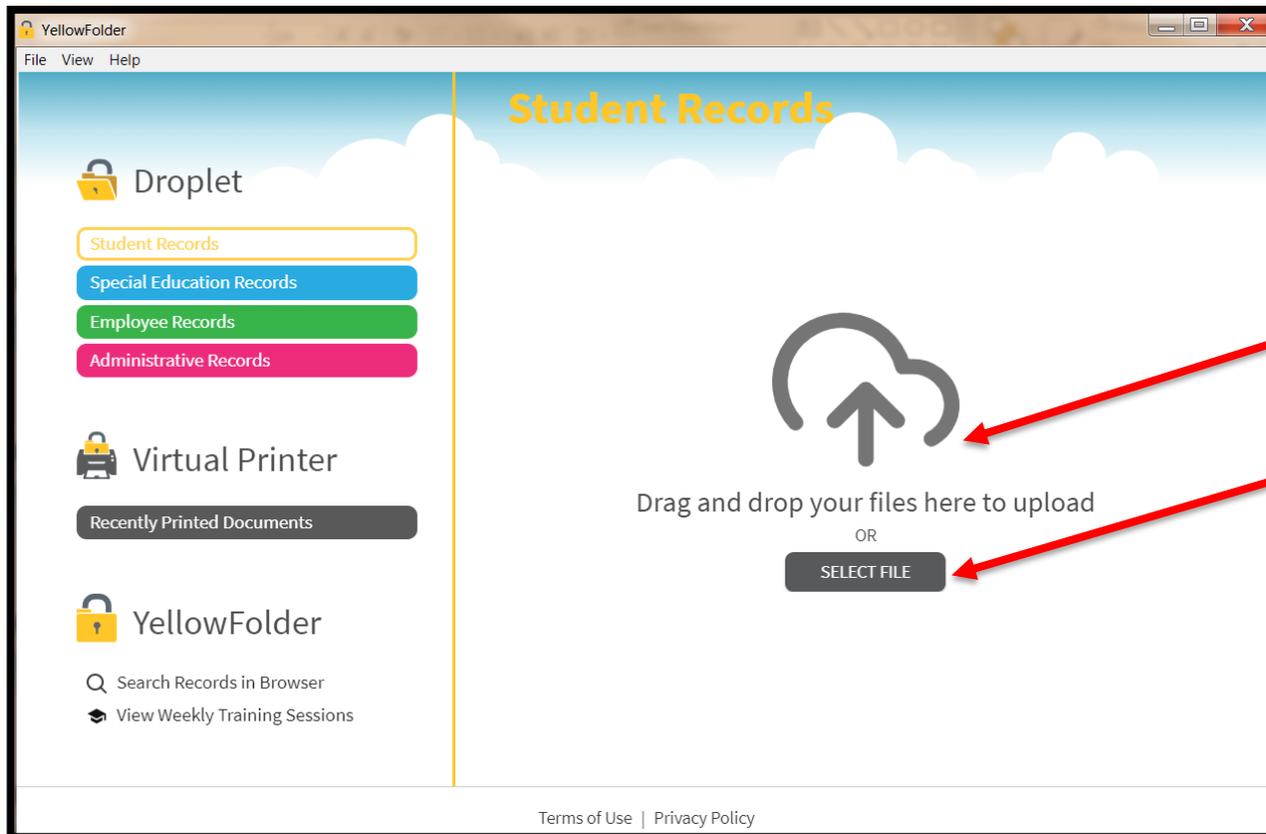
Welcome Beta Users!

The initial beta release for the new YellowFolder upload tools is here! This limited release allows us to get our newest technology into the hands of our users while testing is completed. Please let us know your thoughts and any issues you may have at support@yellowfolder.com.

Droplet – Uploading Documents

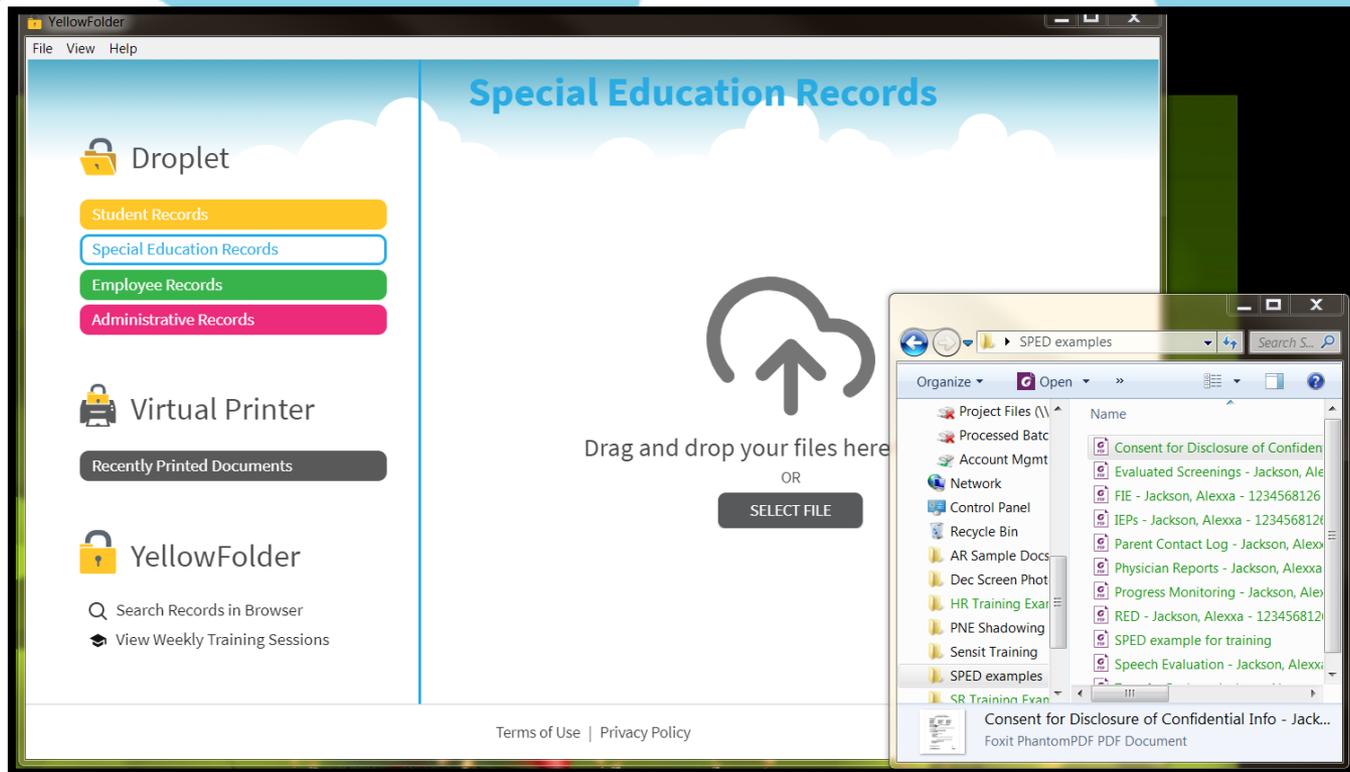


Helpful Hint: When scanning consider saving your documents on a flash/USB drive rather than emailing them to yourself for easier and faster uploading using the Droplet.



The Droplet tool allows the user to upload in different ways. The user can select the documents **OR** drag the documents across the desktop into the Droplet.

Droplet – 2 Ways to Use It!



Option #1: The user can drag over one or multiple documents to upload.

Option #2: The user can click on the “Select File” button to pick one or multiple documents for uploading.

Droplet – Uploading Single Person Documents



If all of the documents belong to one person, the user will pick the “Single Person” button to continue the loading process.

Batch Type



Single Person



Multiple Persons

- The documents in this batch must belong to only one person.
- Different document types must be a separate file in order to upload to the correct folder.
- The first page of each document determines the folder it will be filed in.
- The system does not split persons or documents from within a single file.

- The documents in this batch belong to more than one person.
- Each person with different document types must be a separate file to upload into the correct person and folder.
- The system does not split persons or documents from within a single file.

Cancel Submit Batch

Select the “Submit Batch” button.

Droplet – Uploading Multiple Persons Documents



YellowFolder

Batch Type



Single Person

- The documents in this batch must belong to **only one person**.
- Different document types must be a separate file in order to upload to the correct folder.
- The first page of each document determines the folder it will be filed in.
- The system does not split persons or documents from within a single file.



Multiple Persons

- The documents in this batch belong to **more than one person**.
- Each person with different document types must be a separate file to upload into the correct person and folder.
- The system does not split persons or documents from within a single file.

Select the “Submit Batch” button.

Cancel Submit Batch

If the documents belong to multiple people, the user will pick the “Multiple Persons” button to continue the loading process.

Droplet – Recent Upload List



The screenshot shows the YellowFolder web application interface. On the left, there is a sidebar with a 'Droplet' section containing buttons for 'Student Records', 'Special Education Records', 'Employee Records', and 'Administrative Records'. Below this is a 'Virtual Printer' section with a 'Recently Printed Documents' button. At the bottom of the sidebar is the 'YellowFolder' logo and search options: 'Search Records in Browser' and 'View Weekly Training Sessions'. The main content area is titled 'Special Education Records' and features a 'Recent Uploads' table. The table has columns for 'Filename', 'Date Uploaded', and action icons (eye and download). A 'New Upload' button is located in the top right of the table area. Red arrows point from yellow callout boxes to the 'New Upload' button, the eye icon, and the download icon.

Filename	Date Uploaded	View	Download
RED - Jackson, Alexxa - 1234568126.pdf	12/20/2018 4:19 pm	👁	📄
Physician Reports - Jackson, Alexxa - 12345...	12/20/2018 4:19 pm	👁	📄
Progress Monitoring - Jackson, Alexxa - 123...	12/20/2018 4:19 pm	👁	📄
	12/20/2018 4:18 pm	👁	📄

The “New Upload” button will start the upload process again.

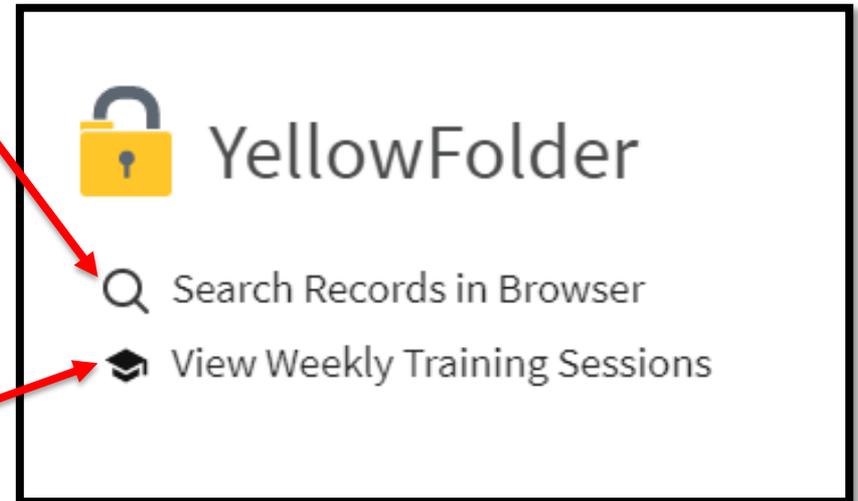
The user can select the eye icon to immediately view the document.

Selecting the download icon will provide the user with a copy of the document.

Droplet – Extra Features

The “Search Records in Browser” feature allows the user to click and go online to the YellowFolder platform.

The weekly training sessions offered by the Paperless Nation Engineer team can be easily accessed within the Droplet tool.



Uploading Documents



Your turn to use Droplet on your computer. Open the Tool Dashboard, click on the record series and see how easy to use Droplet. Do **NOT** recommend using Droplet unless you have actual documents to add to YellowFolder.

Scan and Upload

You have probably scanned and attached documents, therefore you already know how to use YellowFolder.

Scan and Upload- Uploading Documents



Watch a live demonstration in the YellowFolder system of how to use the Scan and Upload tool

The screenshot displays the YellowFolder web interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. To the right are navigation buttons: 'Download', 'Dashboard', 'Search Records', and 'Logout'. Below the navigation bar, the user is greeted with 'Hi, Sharon McClain (smcclain@yellowfolder.com)'. The main section is titled 'Scan & Upload'. It features a yellow header with 'Account Name PNEDemo02' and 'Record Series Student Records'. Below this is a 'Scan' button, a file selection input (currently showing 'Choose File' and 'No file chosen'), and an 'Upload' button. A 'Sort Descending' dropdown is located at the bottom left of the main section. On the right side, there is a header for 'PNEDemo02 - Student Records' with a 'Select All' checkbox and a 'Del' button. Below this is a large grey rectangular area, likely a placeholder for a list of records, with navigation arrows (right and left) on the left side.

Scan and Upload - Uploading Documents



[File Uploads](#) [Tools](#) [Logout](#) [?](#)

Choose File Uploads button to go to the dashboard

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

[Search](#) [Advanced Search](#)

Order By
 Campus Name

Welcome, Sharon McClain

SR

Active
Archive
Box Level

SPED

HR

0 uploads this month	0 uploads needing information	0 uploads needing verification	0 Batches in complete status
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Saved Searches

[Bookmarks](#) [View All](#)

- Standardized Testing - Anderson, Betty - 222001...
- Student Information Card - Anderson, Betty - 22...

[Recent Downloads](#) [View All](#)

- Standardized Testing - Aguirre, Vivian - 22200123...
- Report Cards - Aguirre, Vivian - 222001239.pdf

Checked Out Documents

Scan and Upload - Uploading Documents



To begin uploading documents with the Scan & Upload click tab at the upper right corner of your dashboard.

**For the scanning feature, you will need a scanner connected to your individual computer, however you can still use the upload feature without a scanner.



Scan and Upload – Uploading Documents



Scan & Upload

Account Name: PNEDemo02

Record Series: Student Records

Scan Choose File No file chosen Upload

Sort Descending

Hi, Sharon McClain (smcclain@yellowfolder.com)

PNEDemo02 - Student Records Select All Del

Incorporates two ways to upload:

- 1. A scanner attached directly to your computer.
- 2. An attachment from documents saved on your computer.

Upload Tool – Uploading Documents



- 1) Click Choose file to browse your files
- 2) When the window opens with your records, double click the document you want to upload
- 3) Click upload to send the document to the grey staging area on the right

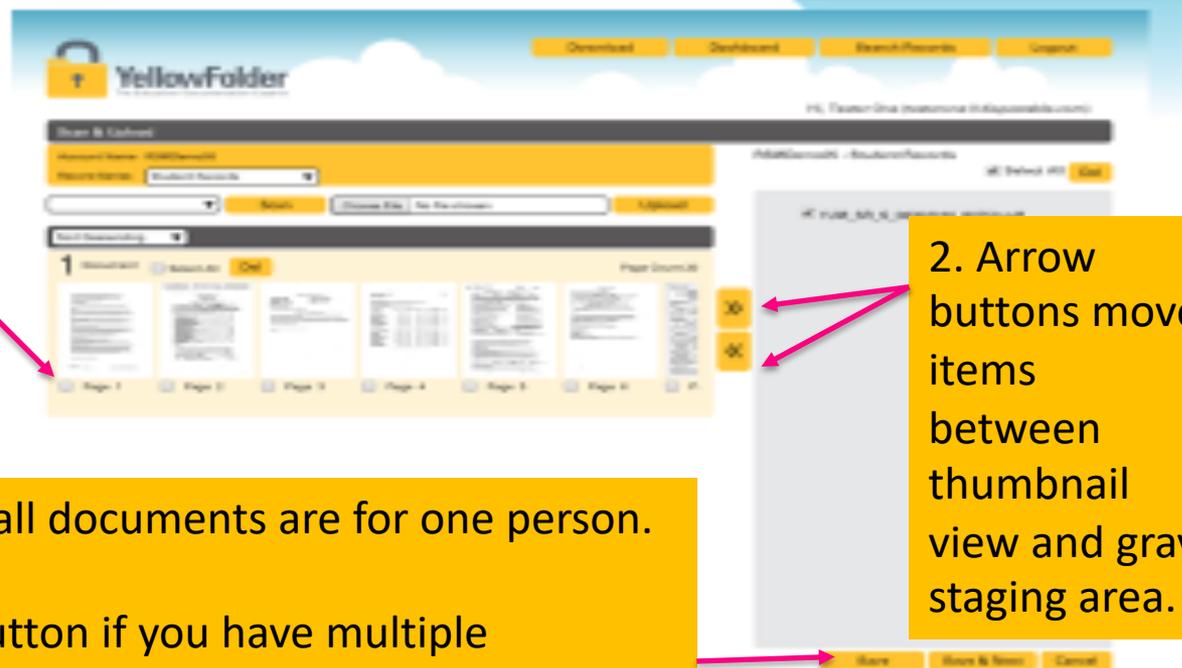
*Works like attaching a document to an email

Upload Tool - Uploading Documents



- Can manipulate files
- Can split large multi-student files

1. Click the boxes under the thumbnails to choose pages to send to gray staging area



2. Arrow buttons move items between thumbnail view and gray staging area.

3. Use the Save button if all documents are for one person.
or
3. Use the Save & Next button if you have multiple documents for multiple students to upload. **In order to use this feature, move only one document at a time in the gray staging area.**

Uploading Options to Split and Merge



YellowFolder

Upload Options

If the document requires splitting or merging continue with the following additional steps:

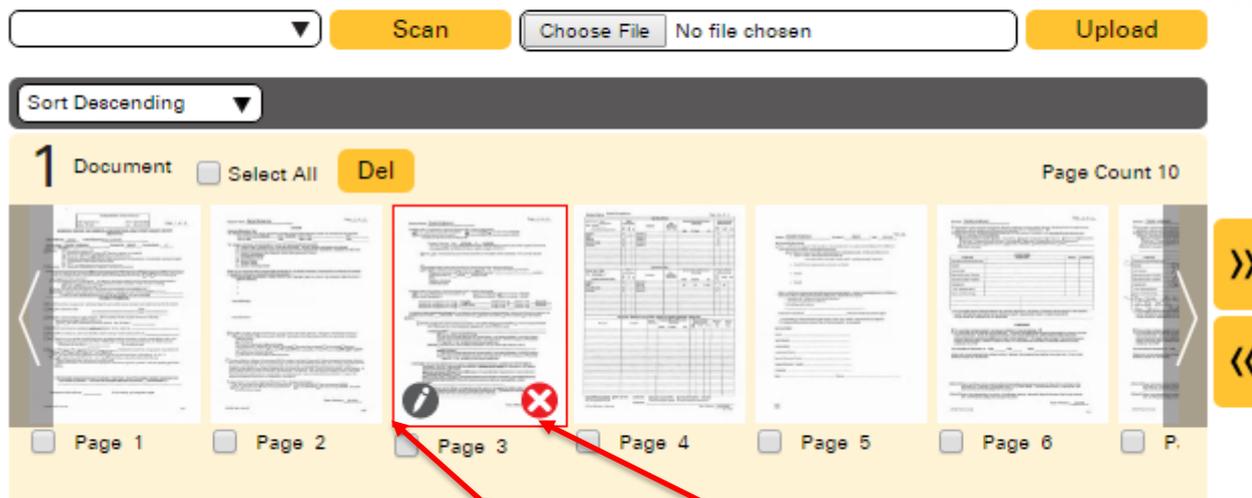
Option 1 – Splitting Documents

- A. To split the document, check box beside document in gray area and click left arrow to move document into viewer area.*
- B. Check the boxes under the thumbnail pictures to choose pages to split out of the original document, then click right arrow to send back to gray staging area as a new document.*
- C. Check box beside document in gray area and click Save (if documents are all for one person) or Save & Next (if documents are for different people) button to complete saving to YF. In order for this to use this feature, move only one document at a time in the gray staging area.*

Option 2 – Merging Documents

- A. To merge documents, must have uploaded at least two documents from your computer.*
- B. Check boxes beside all documents to be merged in gray area, then click left arrow to move documents into viewer area.*
- C. Click page to merge with another document and drag it to that document and drop where that page needs to be, then check the boxes under the thumbnail of pages that will be part of that document.*
- D. Click the right arrow to send the document to gray staging area as a new document.*
- E. Check box beside document in gray area and click Save (if documents are all for one person) or Save & Next (if documents are for different people) button to complete saving to YF. In order for this to use this feature, move only one document at a time in the gray staging area.*

Scan & Upload Tool – Uploading Documents



Hover a page with the mouse to highlight and produce a pencil and an "X" icon

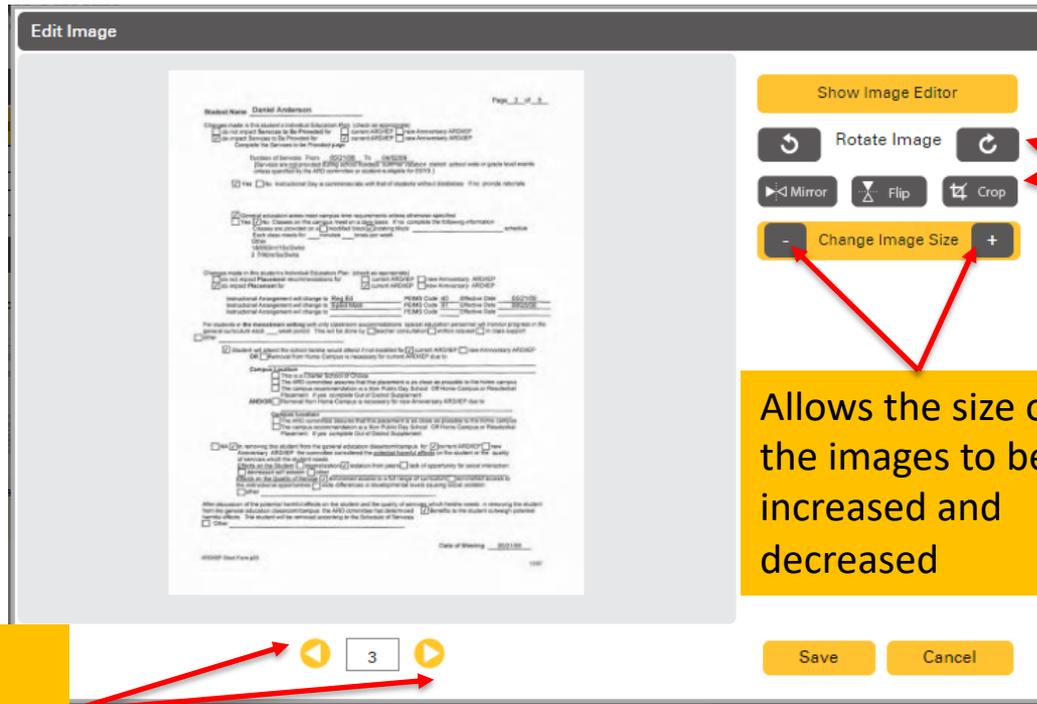
Clicking on the pencil, gives a screen where you can increase the size of the thumbnails for better viewing and easier manipulation

Clicking on the "X" icon will delete the page out of the document before uploading

Scan & Upload Tool – Uploading Documents



After clicking on the pencil icon, the image editor screen will pop up



Rotation and cropping tools

Allows the size of the images to be increased and decreased

Allows for scrolling through the pages inside the image editor

Dividing a Batch with Scan and Upload



- Ways to divide a large batch of document by individual student and/or staff information:
 1. Can use the Scan & Upload page to bring the document in and split manually. This can be time consuming.
 2. If document is of a set length (1 page only, 2 pages only, etc... where document can be evenly split into multiple documents), a PDF editor such as Adobe Acrobat Pro or Foxit can easily split document into separate files. Once in separate files, make sure the YellowFolder virtual printer is your default printer and highlight all the files, right-click on one and select Print. All batches will be automatically printed into separate batches and uploaded. Depending on the number of files, it could take awhile for this process to complete but the required time to accomplish would only be a couple minutes.
 3. Can use the YellowFolder Virtual Printer and use the page range field to manually split the document. This has to be repeated until each individual document inside the main document is split out and printed to YellowFolder Virtual Printer.



*Your turn to upload a document using Scan and Upload tool to see all the features available within this tool. Do **NOT** recommend you trying this feature unless you have documents ready to upload into the system.*

Interactive Dashboard

Interactive Dashboard



Watch a live demonstration in the YellowFolder system of how to use the Interactive Dashboard.

The screenshot displays the YellowFolder Interactive Dashboard. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. To the right are navigation buttons for 'File Uploads', 'Tools', and 'Logout'. Contact information for support is provided: '(844) YELLOW (844) 935-56' and 'support@yellowfolder.co'. A user greeting 'Hi, Kelly Oglesby (Koglesby.dms@yellowfolder.co)' is visible. The dashboard features several key metrics: '62 uploads this month', '53 uploads needing information', '18 uploads needing verification', and '29 Batches In complete status'. There are sections for 'Bookmarks' (with a message 'You have not bookmarked any document yet.'), 'Recent Downloads' (listing '2016 Yearly Attendance Record - Abbott, Quentin - ...'), 'Saved Searches', and 'Checked Out Documents'. On the left sidebar, there are filters for 'Your Access' (Archive Admin), 'Your Title' (Full Subscriber), 'Order By' (Campus, Name), and 'Box Level' (SR, Active, Archive, SPED, HR, AR).

Interactive Home Page



Click on the Lock to go back to this Dashboard from any screen

Takes you to Upload/Scan/Print Dashboard system

Takes you to downloadable Droplet and Printer tools

The dashboard home page for Sharon McClain includes the following sections:

- Header:** YellowFolder logo, navigation links (File Uploads, Tools, Logout), and a search bar.
- User Profile:** "Your Access: Archive Admin", "Your Title: Full Subscriber", and a "Show More" link.
- Order By:** Radio buttons for "Campus" and "Name".
- Active:** A list of schools: Anytown Elementary School, Anytown High School, and Anytown Middle School.
- Archive:** A list of schools: Anytown Elementary School, Anytown High School, and Anytown Middle School.
- SPED:** A blue button.
- HR:** A green button.
- Welcome, Sharon McClain:** Four summary cards showing 0 uploads this month, 0 uploads needing information, 0 uploads needing verification, and 0 batches in complete status.
- Bookmarks:** A list of three items, each titled "Standardized Testing - Anderson, Betty - 222001240.pdf".
- Recent Downloads:** A list of two items: "Standardized Testing - Aguirre, Vivian - 222001239.pdf" and "Report Cards - Aguirre, Vivian - 222001239.pdf".
- Shared documents:** A table with columns: Link Name, Expiration Date, Link Type, and Shared By. Below the table, it says "No documents are shared with you."
- Saved Searches:** A section titled "Saved Searches".
- Checked Out Documents:** A section titled "Checked Out Documents".
- Record Series Administrator:** Contact information for anytownsr.rsa@yellowfolder.com and SR_ANYTownRSA_In SR_ANYTownRSA_In.

Bookmarks

Recent Downloads

Advanced Search

Interactive Home Page



Personal Monthly Uploads

Information Required

Verification Required

In-Process and Completed

Saved Searches

Checked Out Documents

Shared Documents

Your Title : Full Subscriber [Show More](#)

Order By Campus Name

SR

Active Archive 3ox Level

SPED

HR

Welcome, Sharon McClain

0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

[Search](#) [Advanced Search](#)

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 222001...
- Student Information Card - Anderson, Betty - 22...
- Standardized Testing - Anderson, Betty - 222001...

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 22200123...
- Report Cards - Aguirre, Vivian - 222001239.pdf

Shared documents

Shared with Me

No documents are shared with you.

Shared by Me

No documents are shared by you.

Saved Searches

Checked Out Documents

Interactive Home Page



- File Uploads
- Tools
- Logout
- ?

Support contact information

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

[Search](#) [Advanced Search](#)

Order By
 Campus Name

SR

Active
Archive
30x Level

SPED

HR

Welcome, Sharon McClain

0
uploads this month

0
uploads needing information

0

0

Support Live Chat and contact information

- Bookmarks [View All](#)
- Standardized Testing - Anderson, Betty - 222001...
 - Student Information Card - Anderson, Betty - 22...

- Recent Downloads [View All](#)
- Standardized Testing - Aguirre, Vivian - 22200123...
 - ...

Saved Searches

Checked Out Documents

Interactive Home Page

Click to bring up options



Click for chat box

Click to hide options

Chat with us



Shows email address

Shows phone number

Fill out information and click Send Chat Request

Chat with us!



Enter your info below to begin.

First Name

Last Name

Email

Enter your Question

Send Chat Request

Dashboard



All uploads appear on user's dashboard

To get to your dashboard, you can click on File Uploads, Uploads this month, Uploads needing information, Uploads needing verification, or Batches in complete status.

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

Order By
 Campus Name

SR

Active Archive
Box Level

SPED

HR

Welcome, Sharon McClain

0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 222001...
- Student Information Card - Anderson, Betty - 22...

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 22200123...
- Report Cards - Aguirre, Vivian - 222001239.pdf

Saved Searches

Checked Out Documents

Search Advanced Search

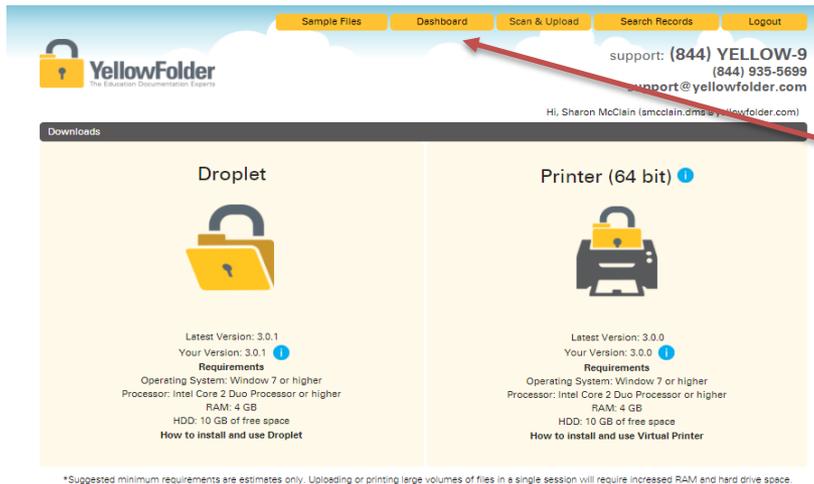
support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Sharon McClain (smcclain.dms@yellowfolder.com)

Dashboard



All uploads appear on user's dashboard



If you see this screen when you log into YellowFolder after uploading documents, Click the Dashboard tab to bring up your dashboard.

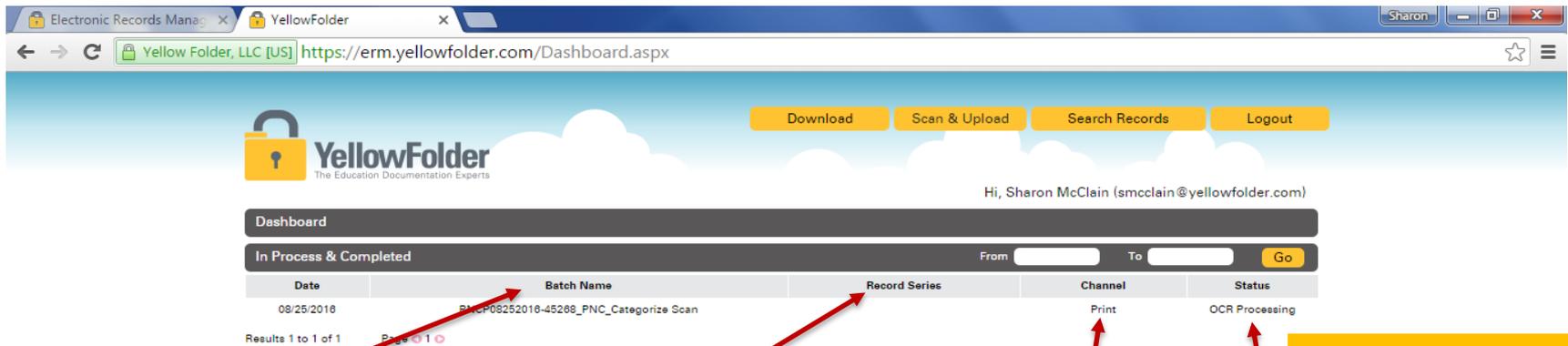


This is how the dashboard initially appears before doing any uploads.

Dashboard



Appearance of Dashboard after an upload when document is going through OCR processing



Batch name

Record series of batch will be listed unless user has access to more than one record series

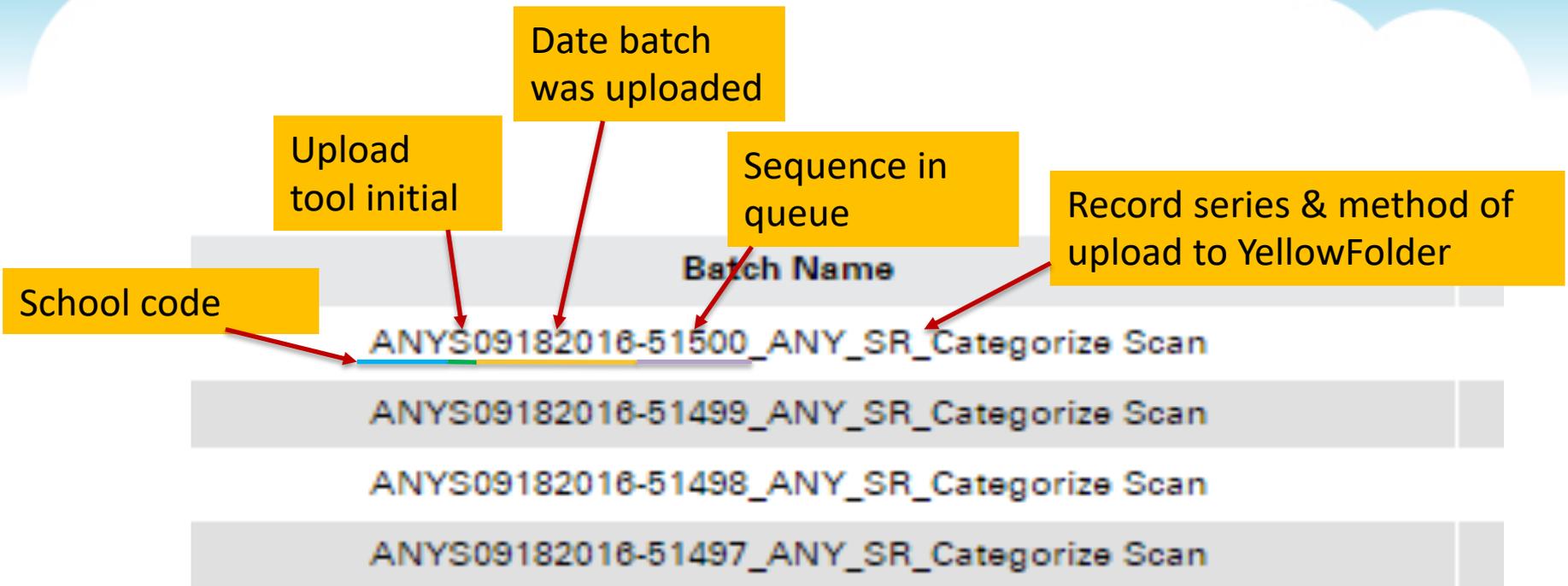
Method record was uploaded

- Status
- OCR Processing
 - In Processing
 - Analyzing
 - Filing
 - Completed

Dashboard



Information found in Batch Names:



If you need to contact support to help with something pertaining to a specific batch you have uploaded, you will need the data starting with the school code through to the sequence number. (the portion of the Batch Name that is underlined in the above example)

Dashboard



Three parts of the Dashboard:

1. Information Required
2. Verification Required
3. In process and completed

Selecting Record Series

Hi, Tester One (testerone@dispostable.com)

A **Information Required** Bulk Actions Student Records

<input type="checkbox"/>	Printed Date	Batch Name	Record Series	Status
<input type="checkbox"/>	07/13/2016	YJMP07132016-40484_YJM_Categorize Scan	--Please Select--	Information Required <input type="checkbox"/>
<input type="checkbox"/>	07/13/2016	YJMP07132016-40486_YJM_Categorize Scan	--Please Select--	Information Required <input type="checkbox"/>

Results 1 to 2 of 2 Page 1 of 1

B **Verification Required**

	Batch Name	Date	Record Series	First Name	Last Name	Identification Number	Status
<input type="checkbox"/> EDIT	YJMP07122016-40407_YJM_SR_Categorize Scan	07/12/2016	Student Records	<input type="text"/>	<input type="text"/>	<input type="text"/>	Active <input type="button" value="v"/>

Results 1 to 1 of 1 Page 1 of 1

C **In Process & Completed** From To

Date	Batch Name	Record Series	Channel	Status
07/12/2016	YJMP07122016-40412_YJM_SPED_Categorize Scan	Special Education Records	Print	Completed
07/12/2016	YJMP07122016-40410_YJM_HR_Categorize Scan	Human Resource Records	Print	Completed

Dashboard



INFORMATION REQUIRED:

- IR is a queue where batches enter when a user has more than one record series.

A user can also preview the document by selecting the batch name.

Select record series here

The screenshot shows a dashboard with a table of batches. The table has columns for 'Printed Date', 'Batch Name', 'Record Series', and 'Status'. The first two rows of the table are visible. The first row has a checked checkbox, a date of 07/13/2016, a batch name 'YJMP07132016-40484_YJM_Categorize Scan', a dropdown menu for 'Record Series' with 'Student Records' selected, and a status of 'Information Required' with a red 'X' icon. The second row has an unchecked checkbox, the same date, a batch name 'YJMP07132016-40486_YJM_Categorize Scan', the same dropdown menu, and the same status. Below the table, there are 'Merge' and 'Save' buttons. A 'Bulk Actions' dropdown menu is also visible at the top right of the table, set to 'Student Records'. A red arrow points from the 'Batch Name' column to a yellow callout box. Another red arrow points from the 'Record Series' dropdown to another yellow callout box. A third red arrow points from the 'Save' button to a third yellow callout box. A fourth red arrow points from the checkbox of the first row to a fourth yellow callout box.

<input type="checkbox"/>	Printed Date	Batch Name	Record Series	Status
<input checked="" type="checkbox"/>	07/13/2016	YJMP07132016-40484_YJM_Categorize Scan	--Please Select-- Student Records	Information Required ✖
<input type="checkbox"/>	07/13/2016	YJMP07132016-40486_YJM_Categorize Scan	--Please Select-- Special Education Records Human Resource Records	Information Required ✖

Results 1 to 2 of 2 Page 1 of 1

A user can update one batch at a time or multiple.
* Must check box before records will merge or save

Saving the update will move batch to the next stage for processing.

Dashboard



After clicking save in the Information Required portion of the Dashboard, the batch(es) will move to In-Process.

The screenshot shows the YellowFolder dashboard interface. At the top, there are navigation buttons: Download, Scan & Upload, Search Records, and Logout. The user is logged in as Sharon McClain. Below the navigation is a 'Dashboard' breadcrumb and a filter section for 'In Process & Completed' records, including 'From' and 'To' date pickers and a 'Go' button. A table displays the following record:

Date	Batch Name	Record Series	Channel	Status
08/25/2018	PNCP08252018-45268_PNC_HR_Categorize Scan	Human Resource Records	Print	In-Process

At the bottom left, it shows 'Results 1 to 1 of 1' and 'Page 1 of 1'.

Updated Record Series
from information required

In-Process

Verification Required



Watch a live demonstration in the YellowFolder system of how to use the Verification Required Dashboard.

Download Scan & Upload Search Records Logout

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Dashboard

Verification Required

		Batch Name	Date	Record Series	Person Data
EDIT	X	ANTS06192017-227305_ANT_HR_Categorize Scan	06/19/2017	Human Resource Records	<input type="text" value="Search by First Name, Last Name or Identification Number"/>

Results 1 to 1 of 1 Page 1 of 1

Dashboard



VERIFICATION REQUIRED

- VR is a queue where batches enter when the system is unable to associate the files to a person from the CSV.

The screenshot shows the YellowFolder dashboard interface. At the top, there are navigation buttons: 'Download', 'Scan & Upload', 'Search Records', and 'Logout'. The YellowFolder logo and contact information (support: (844) YELLOW-9, (844) 935-5699, support@yellowfolder.com) are on the right. Below the navigation, there is a user greeting: 'Hi, Sharon McClain (smcclain.dms@yellowfolder.com)'. The main content area is titled 'Dashboard' and 'Verification Required'. A table lists a single batch with the following details:

	Batch Name	Date	Record Series	Person Data
EDIT	ANTS08192017-227305_ANT_HR_Categorize Scan	08/19/2017	Human Resource Records	<input type="text" value="Search by First Name, Last Name or Identification Number"/>

Below the table, it shows 'Results 1 to 1 of 1' and 'Page 1 of 1'. A red arrow points from a yellow callout box to the 'EDIT' button.

Click here to edit batch

Deletes batch

* After clicking edit, an update button will appear and you will have the ability to write in the identifying information boxes

Dashboard



VERIFICATION REQUIRED Continued

A user can preview the document by selecting the batch name.

Download Scan & Upload Search Records Logout

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Dashboard

Verification Required

	Batch Name	Date	Record Series	Person Data
EDIT ✖	ANTS06181017-227305_ANT_HR_Categorize Scan	08/19/2017	Human Resource Records	<input type="text" value="Search by First Name, Last Name or Identification Number"/>
	ANT_HR_S_08222017_408378.pdf <input type="text" value="Miscellaneous"/>	<input type="text" value="08/23/2017"/> ✖		

[UPDATE](#) [CANCEL](#)

Results 1 to 1 of 1 Page 1 of 1

1) Enter missing information into text boxes

2) Click the "Update" button to move batch straight to the digital file folder it belongs in after entering missing information

Dashboard



VERIFICATION REQUIRED Continued

Download Scan & Upload Search Records Logout

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Dashboard

Verification Required

	Batch Name	Date	Record Series	Person Data
EDIT ✖	ANTS06192017-227305_ANT_HR_Categorize Scan	08/19/2017	Human Resource Records	
	ANT_HR_S_08222017_408378.pdf	Application	08/01/2013	✖

UPDATE CANCEL

Results 1 to 1 of 1 Page 1 of 1

In Progress: Completed

Record Special Educ

Sanders, Lila-9876543614, Active
Termination Date: None

Phillips, Lilly Lia-9876543566
DOB: 12/23/1970 Status: Active
Termination Date: None

Reese, Liliana Savanna-9876543583
DOB: 1/9/1971 Status: Active
Termination Date: None

Sanders, Lila Nyla-9876543614
DOB: 2/9/1971 Status: Active
Termination Date: None

ADD NEW PERSON

A drop down of current names will appear. Scroll through the names. If you see the person for which you are looking, click on his/her name. If you do not see the name for which you are looking, choose "Add New Person".

Dashboard



VERIFICATION REQUIRED Continued

Download Scan & Upload Search Records Logout

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Dashboard

Verification Required

	Batch Name	Date	Record Series	Person Data
EDIT ✖	ANTS06192017-227305_ANT_HR_Categorize Scan	06/19/2017	Human Resource Records	<input type="text" value="Search by First Name, Last Name or Identification Number"/>
	ANT_HR_S_08222017_408378.pdf <input type="text" value="Application"/>	<input type="text" value="08/01/2013"/> ✖		<p>First Name : <input type="text"/></p> <p>Last Name : <input type="text"/></p> <p>Identification Number : <input type="text"/></p> <p>Date of Birth: <input type="text"/></p> <p>Campus: <input type="text"/></p> <p>Status: <input type="text" value="Active"/></p> <p>ADD PERSON CANCEL</p>

[UPDATE](#) [CANCEL](#)

Results 1 to 1 of 1 Page 1 of 1

Fill in the information required then choose "Add Person"

Dashboard



After clicking Update on the Verification Required Screen, the batch(es) will move back to the In-Process and Completion screen as Filing then Completed. Once it is in Completed status, it is searchable.

The screenshot shows the YellowFolder dashboard interface. At the top, there are navigation buttons: Download, Scan & Upload, Search Records, and Logout. The user is identified as Sharon McClain (smcclain@yellowfolder.com). The main content area is titled 'In Process & Completed' and contains a table with the following data:

Date	Batch Name	Record Series	Channel	Status
08/29/2016	PNCP08292016-46240_PNC_Categorize Scan		Print	OCR Processing
08/25/2016	PNCP08252016-45268_PNC_HR_Categorize Scan	Human Resource Records	Print	Completed

Below the table, it shows 'Results 1 to 2 of 2' and 'Page 1 of 2'. A red arrow points from a yellow box labeled 'Completed status' to the 'Completed' cell in the table.

Depending on whether or not you uploaded any documents in this training your dashboard could still be empty, however if you did upload documents you will see them here. Complete the final process by verifying any documents you have in Information or Verification Required.

Search

You have conducted a Google search,
therefore you already know how to use YellowFolder.

Searching



There are four ways to search for documents in YellowFolder:

- 1) Using a File Tree Search
- 2) Using Search
- 3) Using Advance Search
- 4) Using Box Search

Searching for Documents



There are **two ways** of **basic** searching in YellowFolder:

- 1) Through the **file tree** (not recommended).
- 2) Using the **search field** (recommended).

The screenshot shows the YellowFolder web interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. To the right are navigation links for 'File Uploads', 'Tools', and 'Logout', along with a support contact: '(844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. Below the header, a user profile box shows 'Your Access : Archive Admin' and 'Your Title : Full Subscriber'. A search bar is present with 'Search' and 'Advanced Search' buttons. The main content area is titled 'Welcome, Alex Crampton' and features four summary cards: '0 uploads this month', '0 uploads needing information', '0 uploads needing verification', and '0 Batches in complete status'. Below these are sections for 'Bookmarks' (empty), 'Recent Downloads' (listing 'Benefit Application - Nichols, Faith - 9876543533.pdf'), and 'Shared documents' (subdivided into 'Shared with Me' and 'Shared by Me'). On the right, there are sections for 'Saved Searches' and 'Checked Out Documents'. A sidebar on the left contains 'Order By' options (Campus, Name), a search filter 'SR', and a list of folders under 'Active' and 'Archive' categories. A red arrow points to the 'Box Level' folder in the 'Archive' section.

Firstly, to use the **file tree**, click on plus signs to open up each individual folder. This is long and is **NOT** recommended.

File Tree Searching



Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

Order By
 Campus Name

SR

- Anytown High School
 - A
 - B
 - Barr, Mallory - 222001249
 - Attendance
 - Grades And Testing
 - Report Cards
 - Standardized Testing
 - Legal
 - Transcript-Permanent
 - Immunization Shot Record
 - Official Transcript Of Gra...
 - Barrera, Brandie - 222001250
 - Barrett, Joanne - 222001251

Anytown ... / B / Barr, Mall... / Grades An... / Standardized Testing

Filename	Action	Doc Date
Standardized Testing - Barr, Mallory - 222001249.pdf	View Download	08/25/2015
Standardized Testing - Barr, Mallory - 222001249.pdf	View Download	10/21/2016

After navigating to the folder you are looking for, the contents will be displayed on the right side of the screen in a list, as shown above. Click **view** to open the document, or **download** to save the document to your computer.

Note: Folders only appear if there are documents in them. If there are **no documents** within a folder, then the **folder will not appear**.

File Tree Searching



Your Access : Archive Admin
Your Title : Full Subscriber

Order By
 Campus Name

SR

Active

- Anytown Elementary School
 - A
 - Abbott, Quentin - 222001234
 - Attendance
 - Yearly Attendance Record**
 - Grades And Testing
 - Legal
 - Transcript-Permanent
 - Acosta, Allyson - 222001235
 - Adams, Guadalupe - 222001236
 - Armstrong, Leslie - 222001243
 - B
 - C

SPED

Anytown Elementary School

Anytown... / A / Abbott, Q... / Attendance / Yearly Attendance Record

Filename	Action	Doc Date
Terrence Attendance Record - Abbott, Quentin - 2220...	View Download	06/22/2017
Yearly Attendance Record - Abbott, Quentin - 2220012...	View Download	02/17/2016
Yearly Attendance Record - Abbott, Quentin - 2220012...	View Download	02/17/2016
Yearly Attendance Record - Abbott, Quentin - 2220012...	View Download	10/01/2016

Shows the path to the folder you are currently in as you navigate down the folder tree. You can go back to any of the folders in the path by clicking the respective folder name.

File Tree Searching



***Your turn to try the long way of searching through the file tree.
Pay attention to all the clicks you have to make to find a
document.***

Searching



Watch a live demo of basic search:

The screenshot displays the YellowFolder user interface. At the top right, there are navigation links for 'File Uploads', 'Tools', 'Logout', and a help icon. The main header includes the YellowFolder logo and contact information: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. A user greeting 'Hi, Alex Crampton (acrampton.dms@yellowfolder.com)' is visible. A search bar is highlighted with a red circle, containing the text 'SR'. To the right of the search bar are 'Search' and 'Advanced Search' buttons. The left sidebar shows user access details ('Your Access : Archive Admin', 'Your Title : Full Subscriber'), order by options ('Campus', 'Name'), and a list of active schools and campus levels. The main content area features a 'Welcome, Alex Crampton' message and four summary cards: '0 uploads this month', '0 uploads needing information', '0 uploads needing verification', and '0 Batches in complete status'. Below these are sections for 'Bookmarks' (empty), 'Recent Downloads' (listing 'Benefit Application - Nichols, Faith - 9876543533.pdf'), and 'Shared documents' (divided into 'Shared with Me' and 'Shared by Me', both empty). On the right, there are sections for 'Saved Searches' and 'Checked Out Documents'. A 'Chat with us' button is located at the bottom right.

Quick Search



The **quickest** way to conduct a basic search for a word within a document is using the search bar. This feature looks for all **typed** words on all your documents!

The screenshot displays the YellowFolder user interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. To the right, contact information is provided: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. Below the logo, a user profile box shows 'Your Access : Archive Admin' and 'Your Title : Full Subscriber' with a 'Show More' link. A navigation menu on the left includes 'Order By' (Campus checked, Name unchecked), 'SR', 'Active', 'Archive', 'Box Level', 'SPED', 'HR', and 'AR'. The main dashboard area features a search bar with a red arrow pointing to it, and buttons for 'Search' and 'Advanced Search'. Below the search bar, the user is greeted: 'Welcome, Alex Crampton (acrampton.dms@yellowfolder.com)'. The dashboard contains several metrics: '0 uploads this month', '0 uploads needing information', '0 uploads needing verification', and '0 Batches in complete status'. There are also sections for 'Bookmarks' (no documents bookmarked), 'Recent Downloads' (one document: 'Benefit Application - Nichols, Faith - 9876543533.pdf'), 'Shared documents' (subdivided into 'Shared with Me' and 'Shared by Me', both showing 'No documents are shared with you.'), 'Saved Searches', and 'Checked Out Documents'. A 'Chat with us' button is located at the bottom right.

Pro Tip: Using identifiers such as **ID#** and **last name** will improve results.

Quick Search



After clicking search, the results of the search will be displayed in a list.



File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber

Show More

standardized testing mallory barr 222001249

Search

Advanced Search

Order By

Campus Name

SR

Active
 Archive
Box Level

SPED

HR

AR

Content Results: "standardized testing mallory barr 222001249"



Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_In SR_ANYTownRSA_In

<input type="checkbox"/>	Score	Filename	Action	Doc Date
<input checked="" type="checkbox"/>		Official Transcript of Grades - Barr, Mal...	View Download	06/03/2016
<input checked="" type="checkbox"/>		Standardized Testing - Barr, Mallory - 2...	View Download	10/21/2016
<input checked="" type="checkbox"/>		Standardized Testing - Barr, Mallory - 2...	View Download	08/25/2015
<input checked="" type="checkbox"/>		Yearly Attendance Record - Barr, Mallo...	View Download	02/17/2016
<input checked="" type="checkbox"/>		Immunization Shot Record - Barr, Mallo...	View Download	10/21/2016
<input checked="" type="checkbox"/>		Parent-Guardian Consent for Release o...	View Download	09/01/2016
<input checked="" type="checkbox"/>		Report Cards - Barr, Mallory - 22200124...	View Download	05/22/2013
<input checked="" type="checkbox"/>		Immunization Shot Record - Barron, Au...	View Download	10/21/2016
<input checked="" type="checkbox"/>		Official Transcript of Grades - Barrett, J...	View Download	06/03/2016
<input checked="" type="checkbox"/>		Official Transcript of Grades - Bar...pdf	View Download	11/06/2017
<input checked="" type="checkbox"/>		Official Transcript of Grades - Rollins, D...	View Download	06/03/2016

Pro Tip: Clicking the '+' explains why documents show in search

Chat with us



Searching for Documents



Your turn to try the “Google way” of searching for a file using Search field. See how much faster it is to search.

Searching for Documents

Pro Tips



YellowFolder

When looking at a document list. Clicking the 4 squares button will provide a **thumbnail preview** of the documents without having to view the file. Clicking on the 3 bars switches to **list view**.

YellowFolder
The Education Documentation Experts

File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

standardized testing mallory barr 222001249 [Search](#) [Advanced Search](#)

Order By
 Campus Name

SR
Active
Archive
Box Level

SPED
HR
AR

Content Results: "standardized testing mallory barr 222001249"

Split Document
Share Document
View Document
Download Document
Edit Document Metadata
Record Series Administrator
anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_fn SR_ANYTownRSA_In

Official Transcript of Grade...
Standardized Testing ...
Standardized Testing - Barr...
Yearly Attendance Record ...

View Download
View Download
View Download
View Download

Immunization Shot Record ...
Parent-Guardian Consent f...
Report Cards - Barr, Mallor...
Immunization Shot Record ...

Chat with us

Searching for Documents

Pro Tips



Link back to the document list

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

« Back to Document List

standardized testing mallory barr 222001249 Search Advanced Search

56% 1 / 1 english

Search

p.1 : 222001249 missouri end-of-course assessment [english] ii campus: district anytime isd no. pos...

p.1 : 222001249 missouri end-of-course assessment [english] i barr, mallory miss id: 222001249 miss...

Missouri End-of-Course Assessment Algebra I

MOSIS ID: 222001249
Campus: Anytown High
District: Anytown ISD
Test Period: Spring 2009

No Possible: 30
No Correct: 27 Scale Score: 200
Achievement Level: Proficient

Missouri End-of-Course Assessment Government

MOSIS ID: 222001249
Campus: Anytown High
District: Anytown ISD
Test Period: Spring 2010

No Possible: 30
No Correct: 27 Scale Score: 194
Achievement Level: Basic

Missouri End-of-Course Assessment Algebra II

MOSIS ID: 222001249
Campus: Anytown High
District: Anytown ISD
Test Period: Spring 2011

No Possible: 30
No Correct: 27 Scale Score: 192
Achievement Level: Proficient

Missouri End-of-Course Assessment Biology

MOSIS ID: 222001249
Campus: Anytown High
District: Anytown ISD
Test Period: Spring 2011

No Possible: 30
No Correct: 26 Scale Score: 223
Achievement Level: Proficient

Missouri End-of-Course Assessment Algebra II

MOSIS ID: 222001249
Campus: Anytown High
District: Anytown ISD
Test Period: Spring 2011

No Possible: 40
No Correct: 20 Scale Score: 192

Document Metadata

First Name: Mallory
Middle Name: Alexis
Last Name: Barr
Alias:
Suffix:
Date Of Birth: 11/04/1999
ID Number: 222001249
Campus: Anytown High School
Status: Active
Grade: No Grade

View Document History

ACT Scores

Year	Math	Reading	Writing	Science	English
2011	22	17	18	21	20

PERCENT AT OR BELOW NATEL COMP: 48

ACT NATIONAL

Once you are viewing files, type **keywords** into the document search bar above to locate sections. Clicking on the results in the **grey box** will take you to that page in the document!

What is Advanced Search?



Advanced Search is a search feature that allows you to **narrow your results** for documents by choosing various criteria.

Advanced Search **should be used most** frequently when searching for active or archive documents as it is the easiest and most accurate way to search for specific criteria.

How do I use Advance Search?



Watch a live demonstration in the YellowFolder system of how to use Advance Search.

Advanced Search is located on the right side of your homepage.

Hi, Claudia Mullins (cmullins.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : User [Show More](#)

Search **Advanced Search**

Order By
 Campus Name

SR

+ Active
+ Archive
Box Level

SPED
HR
AR

Advanced Search

Select any combination of criteria to search. Click a criteria more than once to search by more than one value.

First Name Last Name ID Number Date Of Birth Age Campus Document Type Status
Record Series Box Number Document Id Batch Name Document Name Document Description
Applicable School Year Graduation Date Withdrawal Date Most Recent IEP Date Applicable School Year
Hire Date Termination Date Employee Type Employee Position Include Folders

** = wildcard*

Saved Searches

My Saved Search-1 **Save**

How do I use Advanced Search?



The screenshot shows the YellowFolder dashboard for user Candice Earnest. At the top right, there are navigation tabs: 'File Uploads', 'Tools', 'Logout', and a help icon. Below these, contact information is provided: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. The user's name and email are displayed as 'Hi, Candice Earnest (cearnest.dms@yellowfolder.com)'. A search bar is present with two buttons: 'Search' and 'Advanced Search'. A red arrow points to the 'Advanced Search' button. On the left sidebar, there are sections for 'Your Access' (Archive Admin, User), 'Order By' (Campus, Name), and 'Box Level' (SR, Active, Archive, SPED, HR, AR). The main content area shows a welcome message and four summary cards: '1 uploads this month', '1 uploads needing information', '6 uploads needing verification', and '0 Batches in complete status'. Below these are sections for 'Bookmarks' (empty), 'Recent Downloads' (listing 'FIE Current 2017 - Anderson, Daniel - 1234567899.pdf'), and 'Saved Searches'.

1. Click on the Advanced Search tab.

How do I use Advanced Search?



Hi, Claudia Mullins (cmullins.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : User [Show More](#)

Order By
 Campus Name

SR

+ Active
+ Archive
Box Level

SPED
HR
AR

Advanced Search

Select any combination of criteria to search. Click a criteria more than once to search by more than one value.

First Name Last Name ID Number Date Of Birth Age Campus Document Type Status
Record Series Box Number Document Id Batch Name Document Name Document Description
Applicable School Year Graduation Date Withdrawal Date Most Recent IEP Date Applicable School Year
Hire Date Termination Date Employee Type Employee Position Include Folders

* = wildcard

Saved Searches

My Saved Search-1

2. Select any combination of criteria to narrow your search results.

How do I use Advanced Search?



Hi, Claudia Mullins (cmullins.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : User

[Show More](#)

Search

Advanced Search

Order By

Campus Name

SR

Active

Archive

Box Level

SPED

HR

AR

Advanced Search

Select any combination of criteria to search. Click a criteria more than once to search by more than one value.

First Name Last Name ID Number Date Of Birth Age Campus Document Type Status

Record Series Box Number Document Id Batch Name Document Name Document Description

Applicable School Year Graduation Date Withdrawal Date Most Recent IEP Date Applicable School Year

Hire Date Termination Date Employee Type Employee Position Include Folders

* = wildcard

First Name

equals



and

Last Name

equals



Saved Searches

My Saved Search-1

Save

Checked Out Documents



3. Enter the applicable information into the text fields for the criteria chosen.

How do I use Advanced Search?



First Name

Last Name

4. Once all applicable information has been entered, click the Submit button.

Where will my Advanced Search results appear?



Search Results

<input type="checkbox"/>	Filename		Action		Doc Date
<input type="checkbox"/>	 2016 Parent Contact Log - Anderson, Daniel - 12...		View	Download	10/20/2016
<input type="checkbox"/>	 FIE Current 2017 - Anderson, Daniel - 123456789...		View	Download	08/16/2017
<input type="checkbox"/>	 IEPs - Anderson, Daniel - 1234567899.pdf		View	Download	01/27/2014 
<input type="checkbox"/>	 Notes from Nurse - Anderson, Daniel - 12345678...		View	Download	09/11/2017
<input type="checkbox"/>	 Physician Reports - Anderson, Daniel - 1234567...		View	Download	07/09/2013
<input type="checkbox"/>	 Progress Monitoring - Anderson, Daniel - 12345...		View	Download	02/17/2014
<input type="checkbox"/>	 RED - Anderson, Daniel - 1234567899.pdf		View	Download	01/20/2014
<input type="checkbox"/>	 Speech Evaluation - Anderson, Daniel - 1234567...		View	Download	10/20/2016
<input type="checkbox"/>	 Transfer Packet - Anderson, Daniel - 1234567899...		View	Download	12/07/2017

Your search results will appear in a document list in the middle of your screen.

Are there different ways to view my search results?



Clicking the 4 squares button will provide a **thumbnail preview** of the documents without having to view the file. Clicking on the 3 bars switches back to the **list view**.

YellowFolder
The Education Documentation Experts

File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

standardized testing mallory barr 222001249 [Search](#) [Advanced Search](#)

Order By
 Campus Name

SR

Active
 Archive
Box Level

SPED

HR

AR

Content Results: "standardized testing mallory barr 222001249"

SR SPED HR AR

Score Official Transcript of Grade... [View Download](#)

Score Standardized Testing ... [View Download](#)

Score Standardized Testing - Barr,... [View Download](#)

Score Yearly Attendance Record -... [View Download](#)

Score Immunization Shot Record -... [View Download](#)

Score Parent-Guardian Consent f... [View Download](#)

Score Report Cards - Barr, Mallor... [View Download](#)

Score Immunization Shot Record -... [View Download](#)

[Split Document](#)

[Share Document](#)

[View Document](#)

[Download Document](#)

[Edit Document Metadata](#)

Record Series Administrator

anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_fn SR_ANYTownRSA_In

Chat with us

How do I view the document I need?



Search Results

<input type="checkbox"/>	Filename	Action
<input type="checkbox"/>	2016 Parent Contact Log - Anderson, Daniel - 12...	View
<input type="checkbox"/>	FIE Current 2017 - Anderson, Daniel - 123456789...	View
<input type="checkbox"/>	IEPs - Anderson, Daniel - 1234567899.pdf	View
<input type="checkbox"/>	Notes from Nurse - Anderson, Daniel - 12345678...	View
<input type="checkbox"/>	Physician Reports - Anderson, Daniel - 1234567...	View
<input type="checkbox"/>	Progress Monitoring - Anderson, Daniel - 12345...	View
<input type="checkbox"/>	RED - Anderson, Daniel - 1234567899.pdf	View
<input type="checkbox"/>	Speech Evaluation - Anderson, Daniel - 1234567...	View
<input type="checkbox"/>	Transfer Packet - Anderson, Daniel - 1234567899...	View

You can view your document by clicking on the View tab under the Action column of the document list.

Search Results

<input type="checkbox"/>	Filename
<input checked="" type="checkbox"/>	2016 Parent Contact Log - Anderson, Daniel - 12...
<input type="checkbox"/>	FIE Current 2017 - Anderson, Daniel - 123456789...
<input type="checkbox"/>	IEPs - An

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

You can also view a document by clicking the checkbox beside the document then clicking the blue View Document tab on the right side of the screen.

Searching for Documents

Pro Tips



Link back to the document list

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

« Back to Document List

standardized testing mallory barr 222001249 Search Advanced Search

56% 1 / 1 english

Search

p.1 : 222001249 missouri end-of-course assessment [english] ii campus: district anytime isd no. pos...

p.1 : 222001249 missouri end-of-course assessment [english] i barr, mallory miss isd: 222001249 miss...

Missouri End-of-Course Assessment Algebra I

Missouri End-of-Course Assessment Government

Missouri End-of-Course Assessment Algebra II

Missouri End-of-Course Assessment Biology

Missouri End-of-Course Assessment Algebra II

Document Metadata

First Name: Mallory
Middle Name: Alexis
Last Name: Barr
Alias:
Suffix:
Date Of Birth: 11/04/1999
ID Number: 222001249
Campus: Anytown High School
Status: Active
Grade: No Grade

View Document History

Once you are viewing files, type **keywords** into the document search bar above to locate sections. Clicking on the results in the **gray box** will take you to that page in the document!

SCORE	ENGLISH	READING	MATH	SCIENCE	WRITING	TEST DATE
22	17	18	21	20	..	10/2012

PERCENTILE ON BELOW NATIONAL SCORE: 48 ACT NATIONAL

Searching for Documents

Pro Tips



Document History - Immunization Shot Record - Abbott, Quentin - 222001234.pdf

Time Stamp	User	Action
Jan-23-2018 03:16:54 PM	Alex Crampton acrampton.dms@yellowfolder.com	Public link shared with bguyton@yellowfolder.com Link
Jan-23-2018 03:16:0 PM	Alex Crampton acrampton.dms@yellowfolder.com	View
Jan-22-2018 10:59:51 AM	Jason Addams jaddams.dms@yellowfolder.com	Cancel CheckOut
Jan-22-2018 10:59:25 AM	Jason Addams	View

Export to .csv Done

The history can be viewed as a **spreadsheet** by clicking the **Export .csv** button

Searching for Archive Documents



There are two types of archive documents:

1. Archive

- People who have previously been in a district, on the CSV file, and have a file structure; however, they are no longer a part of the district.

2. Box Level

- People who have never been on the CSV file and do not have a file structure. They were inactive staff/students when boxes were picked up and scanned into the system by YellowFolder.

Searching for Archive Documents



Watch a live demo of archive searching.

* Remember, Archive is for those people who were a part of your district and on your CSV file but no longer are i.e. Withdrawn students

The screenshot shows the YellowFolder web interface. At the top left is the YellowFolder logo. On the right, there are buttons for 'File Uploads', 'Tools', and 'Logout'. Below the logo, the user's access level is shown as 'Archive Admin' and 'Full Subscriber'. A search bar is present with 'Search' and 'Advanced Search' buttons. The main content area displays 'Search Results' with a table of documents. The table has columns for 'Filename', 'Action', and 'Doc Date'. The documents listed include 'Yearly Attendance Record', 'Standardized Testing', 'Report Cards', 'Parent-Guardian Consent', 'Official Transcript of Grades', and 'Immunization Shot Record'. On the right side, there are buttons for 'Share Document', 'View Document', 'Download Document', and 'Edit Document Metadata'. Below these is the 'Record Series Administrator' information. In the left sidebar, there are sections for 'Order By' (Campus, Name), 'SR', 'Active' (listing Anytown Elementary, High, and Middle Schools), and 'Archive' (listing Anytown Elementary, High, and Middle Schools). A red arrow points to the 'Archive' section. At the bottom left, a yellow box contains the text 'Select Archive'.

Filename	Action	Doc Date
Yearly Attendance Record - Andrews, Rosemary - 222001241.pdf	View Download	02/17/2016
Standardized Testing - Andrews, Rosemary - 222001241.pdf	View Download	08/25/2015
Standardized Testing - Andrews, Rosemary - 222001241.pdf	View Download	10/21/2016
Report Cards - Andrews, Rosemary - 222001241.pdf	View Download	05/22/2013
Parent-Guardian Consent for Release of Records - Andrews, Rosemary - 2...	View Download	09/01/2016
Official Transcript of Grades - Andrews, Rosemary - 222001241.pdf	View Download	06/03/2016
Immunization Shot Record - Andrews, Rosemary - 222001241.pdf	View Download	10/21/2016

Archive File Tree Searching



Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

Order By
 Campus Name

SR

- Anytown High School
 - A
 - B
 - Barr, Mallory - 222001249
 - Attendance
 - Grades And Testing
 - Report Cards
 - Standardized Testing
 - Legal
 - Transcript-Permanent
 - Immunization Shot Record
 - Official Transcript Of Gra...
 - Barrera, Brandie - 222001250
 - Barrett, Joanne - 222001251

Anytown ... / B / Barr, Mall... / Grades An... / Standardized Testing

<input type="checkbox"/>	Filename		Action	Doc Date
<input type="checkbox"/>	Standardized Testing - Barr, Mallory - 222001249.pdf		View Download	08/25/2015
<input type="checkbox"/>	Standardized Testing - Barr, Mallory - 222001249.pdf		View Download	10/21/2016

After navigating to the folder you are looking for, the contents will be displayed on the right side of the screen in a list, as shown above. Click **view** to open the document, or **download** to save the document to your computer.

Note: Folders only appear if there are documents in them. If there are **no documents** within a folder, then the **folder will not appear**.

Archive Quick Search



The **quickest** way to search is using the search bar. This feature looks for all **typed** words on your documents!

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com



Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

Order By
 Campus Name

SR

Active
 Archive

Box Level

SPED

HR

AR

Search bar with a red arrow pointing to it, and buttons for Search and Advanced Search.

Welcome, Alex Crampton

0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

Bookmarks

You have not bookmarked any document yet.

Recent Downloads [View All](#)

Benefit Application - Nichols, Faith - 9876543533.pdf

Saved Searches

Shared documents

Shared with Me
No documents are shared with you.

Shared by Me
No documents are shared by you.

Checked Out Documents

Chat with us

Pro Tip: Using identifiers such as **ID#** and **last name** will improve results.

Quick Search



After clicking search, the results of the search will be displayed in a list.



File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

standardized testing mallory barr 222001249

Search Advanced Search

Your Access : Archive Admin
Your Title : Full Subscriber
Show More

Order By
 Campus Name

SR

Active
 Archive
Box Level

SPED

HR

AR

Content Results: "standardized testing mallory barr 222001249"

SR	SPED	HR	AR		
<input type="checkbox"/>	Score	Filename	Action	Doc Date	
<input checked="" type="checkbox"/>		Official Transcript of Grades - Barr, Mal...	View	Download	06/03/2016
<input checked="" type="checkbox"/>		Standardized Testing - Barr, Mallory - 2...	View	Download	10/21/2016
<input checked="" type="checkbox"/>		Standardized Testing - Barr, Mallory - 2...	View	Download	08/25/2015
<input checked="" type="checkbox"/>		Yearly Attendance Record - Barr, Mallo...	View	Download	02/17/2016
<input checked="" type="checkbox"/>		Immunization Shot			
<input checked="" type="checkbox"/>		Parent-Guardian C			
<input checked="" type="checkbox"/>		Report Cards - Bar			
<input checked="" type="checkbox"/>		Immunization Shot			
<input checked="" type="checkbox"/>		Official Transcript			
<input checked="" type="checkbox"/>		Official Transcript of Grades - Bar...pdf	View	Download	11/06/2017
<input checked="" type="checkbox"/>		Official Transcript of Grades - Rollins, D...	View	Download	06/03/2016

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_fn SR_ANYTownRSA_In

Chat with us



Pro Tip: Clicking the '+' explains why documents show in search

To View the document, click the View button beside the document or check the box and click the blue View Document button

Archive Advanced Search Documents



Your Access : Archive Admin
Your Title : Super Administrator [Show More](#)

Order By
 Campus Name

SR

Active
 Archive
Box Level

SPED

HR

AR

Advanced Search

Select any combination of criteria to search. Click a criteria more than once to search by more than one value.

First Name Last Name ID Number Date Of Birth Age Campus Document Type Status

Record Series Box Number Document Id Batch Name Applicable School Year Graduation Date

Withdrawal Date Most Recent IEP Date Applicable School Year Hire Date Termination Date Employee Type

Employee Position Graduation Date Withdrawal Date Applicable School Year Include Folders

** = wildcard*

First Name equals [input field] ✕

and Last Name equals [input field] ✕

and Record Series equals SR SPED HR AR ✕

and Document Type equals SR SPED HR AR -Select- Chat with us

My Saved Search-19 Save

Checked Out Documents

1) Use an advanced search
2) Click first, last name and any other criteria you wish to include
3) Enter information in first and last name and any other fields selected
4) Click submit
5) Choose the file you want to view

Searching for Archive Documents



Type identifier into search bar to find information within a single multipage document



File Uploads Tools Logout

Your Access : Archive Admin
Your Title : Full Subscriber

Back to Document List

Search Advanced Search

Hi, Sharon McClain (smccain.dms@yellowfolder.com)

Order By
 Campus Name

SR

Active

Anytown Elementary School

Anytown High School

Anytown Middle School

Archive

Anytown Elementary School

Anytown High School

Anytown Middle School

SPED

HR



Official Transcript of: ANYTOWN HIGH SCHOOL 510 ANYWHERE ST., MO 75006 (214) 431-3600

Student: Andrews, Rosemary State-ID: 222001241 DOB: 11/2/1999 Grade: F Grade: 11
Parents: Mary Andrews / Tel#: 555-555-1169

Continuation By Year:				Continuation By Dept:				Graduation Year 2010			
Year	2015-2016	Sub	Score	Year	2015-2016	Sub	Score	Year	2015-2016	Sub	Score
ELACADEMIC ENRICHMENT	C	C	1.000	ACADEMIC ENRICHMENT	1213	F	F	ENGLISH	0910	A-	A-
ELI/ACT Prep	A	A	0.000	ACT Prep	1213	A	A	LA I	1011	B+	B+
ELI/ACT Prep	A	A	0.000	ACT Prep	1213	A	A	LA III	1112	A-	A-
*EN-COLLEGE ENG (DUAL)	A-	A-	1.000	ENGLISH	0910	A	A	*COLLEGE ENG (DUAL)	1213	A-	A-
ENGLISH (ENR, HW, TPT)	A	A	1.000	ENR (ENR, HW, TPT)	0910	A	A	Foreign Language	1011	A	A
ENGLISH I	A	A	1.000	ENGLISH	0910	A	A	SPANISH I	1011	A	A
*ENGLISH II (DUAL)	A-	A-	1.000	ENR (ENR, HW, TPT)	1011	A	A	SPANISH II	1112	A	A
*ENGLISH II (DUAL)	D+	B+	1.000	ENGLISH	1011	A	A	SPANISH III	1213	A	A
*ENGLISH III (DUAL)	B	B	0.000	ENR (ENR, HW, TPT)	1112	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1112	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENR (ENR, HW, TPT)	1213	A	A	SPANISH III	1213	A	A
ENGLISH III	A-	A-	1.000	ENGLISH	1213	A	A				

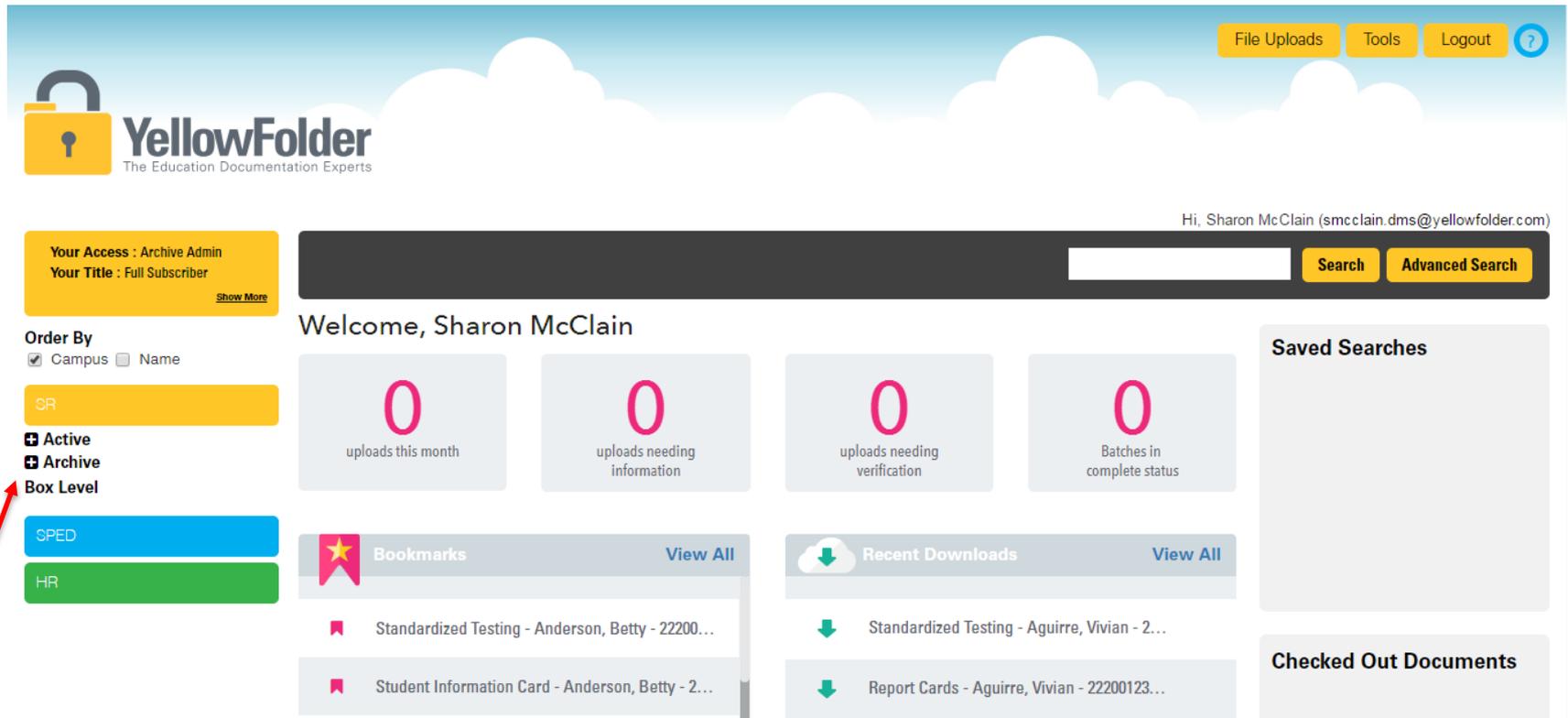
Searching in Archive and Box Level for Documents



Your turn to try searching through Archive.

Searching for Box Level Archive Documents YellowFolder

Watch a live demo of box level searching.



The screenshot displays the YellowFolder dashboard for Sharon McClain. At the top right, there are navigation buttons for 'File Uploads', 'Tools', and 'Logout', along with a help icon. The main header includes the YellowFolder logo and the tagline 'The Education Documentation Experts'. Below the header, the user's name and email are shown, along with 'Search' and 'Advanced Search' buttons. A yellow box on the left indicates the user's access level: 'Your Access : Archive Admin' and 'Your Title : Full Subscriber'. Below this, there are search filters for 'Order By' (Campus, Name) and 'Box Level' (SPED, HR). A red arrow points to the 'Box Level' section. The main content area features a 'Welcome, Sharon McClain' message and four summary cards showing upload statistics: '0 uploads this month', '0 uploads needing information', '0 uploads needing verification', and '0 Batches in complete status'. There are also sections for 'Bookmarks', 'Recent Downloads', 'Saved Searches', and 'Checked Out Documents'.

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Order By
 Campus Name

SR

Active
Archive
Box Level

SPED
HR

Welcome, Sharon McClain

0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 22200...
- Student Information Card - Anderson, Betty - 2...

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 2...
- Report Cards - Aguirre, Vivian - 22200123...

Saved Searches

Checked Out Documents

Searching for Box Level Archive Documents



* Remember, Box Level archive is for people who have never been on the CSV file and do not have a file structure. They were inactive staff/ students when boxes were picked up and scanned into the system by YellowFolder staff

File Uploads Tools Logout ?



Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber
[Show More](#)

Search Advanced Search

Order By
 Campus Name

OR

Active
 Archive
Box Level

OPEN
H

Welcome, Sharon McClain

0 uploads this month	0 uploads needing information	0 uploads needing verification	0 Batches in complete status
-------------------------	----------------------------------	-----------------------------------	---------------------------------

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 22200...
- Student Information Card - Anderson, Betty - 2...

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 2...
- Report Cards - Aguirre, Vivian - 22200123...

Saved Searches

Checked Out Documents

Select Box Level

There are two ways to Search through Box Level Documents

How do I use Box Level Search?



- Watch a live demonstration in the YellowFolder system of how to use Box Level Search.

Your Access : Archive Admin
Your Title : Super Administrator [Show More](#)

Order By
 Campus Name

SR

+ Active
Archive
Box Level

SPED

HR

Search

Box Number	Description	From Date	To Date	Sequence Begin	Sequence End	Action
<input type="checkbox"/> ANT10010	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	DVONEY	TRIBBIANI	<input type="checkbox"/> View Download
<input type="checkbox"/> ANT10011	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	ABBOTT	TAGANNA	<input type="checkbox"/> View Download
<input type="checkbox"/> ANT10012	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	BRYAN	TERRENCE	<input type="checkbox"/> View Download
<input type="checkbox"/> ANT10013	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	DOVETAIL	ZESTER	<input type="checkbox"/> View Download
<input type="checkbox"/> ANT10014	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	DIFLOW		<input type="checkbox"/> View Download

[Contact us](#)

Searching for Box Level Archive Documents YellowFolder

- One way to box level search:
- 1) Enter name in Search field
 - 2) Click "Search" button



File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Super Administrator
[Show More](#)

Order By

Campus Name

SR

Active Archive

Box Level

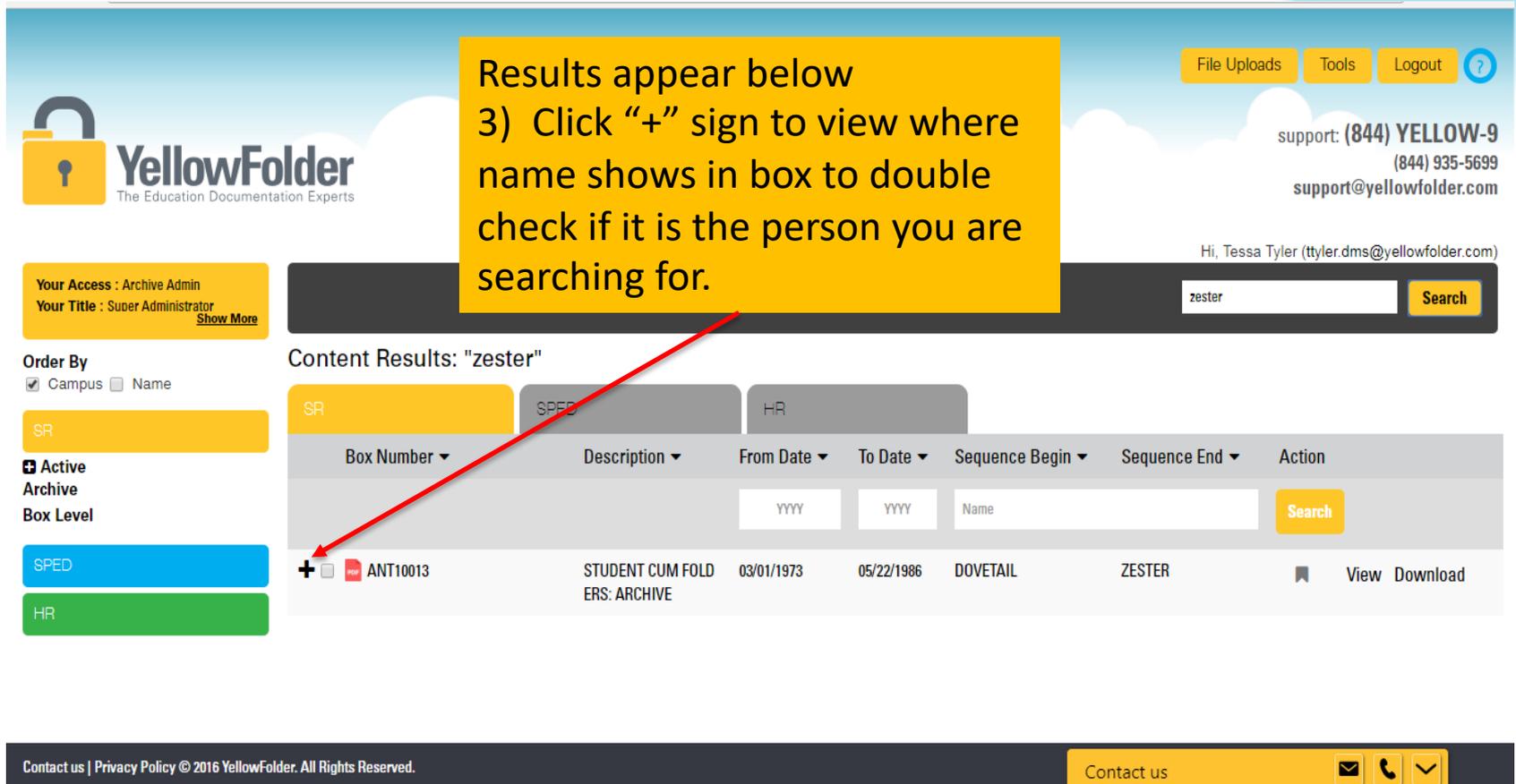
SPED

HR

Box Number	Description	From Date	To Date	Sequence Begin	Sequence End	Action
<input type="checkbox"/>  ANT10010	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	DVONEY	TRIBBIANI	<input type="checkbox"/> View Download
<input type="checkbox"/>  ANT10011	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	ABBOTT	TAGANNA	<input type="checkbox"/> View Download
<input type="checkbox"/>  ANT10012	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	BRYAN	TERRENCE	<input type="checkbox"/> View Download
<input type="checkbox"/>  ANT10013	STUDENT CUM FOLDE RS: ARCHIVE	03/01/1973	05/22/1986	DOVETAIL	ZESTER	<input type="checkbox"/> View Download

Contact us   

Searching for Box Level Archive Documents YellowFolder



The screenshot displays the YellowFolder web application interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. The top right contains navigation links for 'File Uploads', 'Tools', and 'Logout', along with a user profile for 'Hi, Tessa Tyler (tyler.dms@yellowfolder.com)'. A search bar at the top right contains the text 'zester' and a 'Search' button. A yellow callout box with a red arrow pointing to the '+' icon in the search results table contains the following text: 'Results appear below 3) Click “+” sign to view where name shows in box to double check if it is the person you are searching for.'

Your Access : Archive Admin
Your Title : Super Administrator [Show More](#)

Order By
 Campus Name

SR

Active Archive
Box Level

SPED

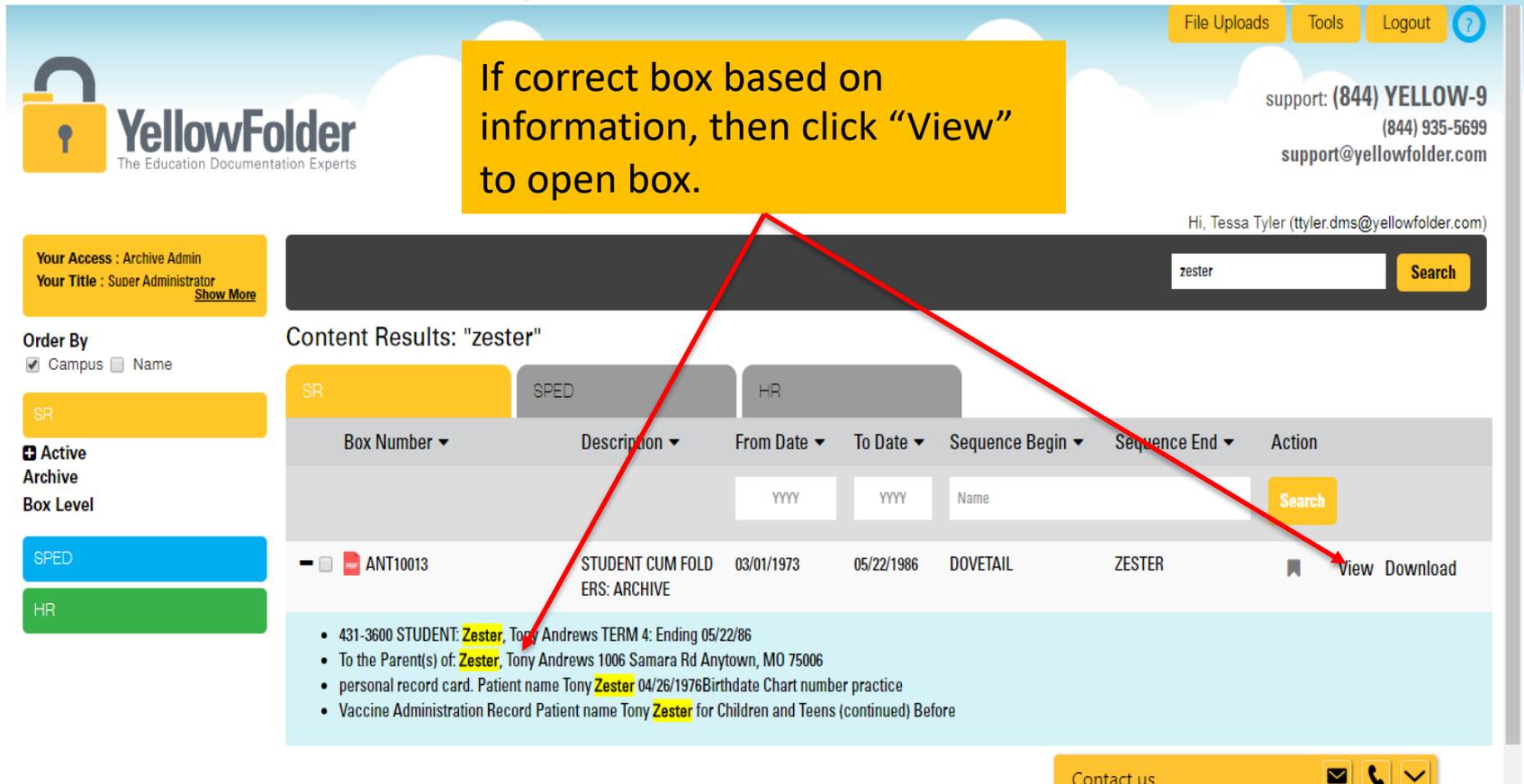
HR

Content Results: "zester"

SR	SPED	HR	Box Number	Description	From Date	To Date	Sequence Begin	Sequence End	Action
			YYY	YYY	Name				Search
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ANT10013	STUDENT CUM FOLDERS: ARCHIVE	03/01/1973	05/22/1986	DOVETAIL	ZESTER	View Download

Contact us | Privacy Policy © 2016 YellowFolder. All Rights Reserved. [Contact us](#)   

Searching for Box Level Archive Documents YellowFolder



The screenshot displays the YellowFolder web application interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. The top right contains navigation links for 'File Uploads', 'Tools', and 'Logout', along with a help icon. A yellow callout box with a red arrow pointing to the 'View' button in the search results table contains the text: 'If correct box based on information, then click "View" to open box.' Below the callout, the search results table shows a single entry for 'ANT10013' with a 'View' button. The user's access level is 'Archive Admin' and the search term is 'zester'.

Your Access : Archive Admin
Your Title : Super Administrator [Show More](#)

Order By
 Campus Name

SR

Active Archive
Box Level

SPED

HR

File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Tessa Tyler (tyler.dms@yellowfolder.com)

zester Search

Content Results: "zester"

SR	SPED	HR	Box Number	Description	From Date	To Date	Sequence Begin	Sequence End	Action
			ANT10013	STUDENT CUM FOLD ERS: ARCHIVE	03/01/1973	05/22/1986	DOVETAIL	ZESTER	View Download

- 431-3600 STUDENT: Zester, Tony Andrews TERM 4: Ending 05/22/86
- To the Parent(s) of: Zester, Tony Andrews 1006 Samara Rd Anytown, MO 75006
- personal record card. Patient name Tony Zester 04/26/1976 Birthdate Chart number practice
- Vaccine Administration Record Patient name Tony Zester for Children and Teens (continued) Before

Contact us   

Searching for Box Level Archive Documents



Search results appear in new screen.
Click (+) sign for information regarding search.

The screenshot displays the YellowFolder web interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. On the top right, there are navigation buttons for 'File Uploads', 'Tools', and 'Logout', along with a help icon. Below the navigation is a support contact section: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. A user greeting reads 'Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)'. On the left side, a yellow box shows 'Your Access : Archive Admin' and 'Your Title : Super Administrator' with a 'Show More' link. Below this is an 'Order By' section with radio buttons for 'Campus' (selected) and 'Name'. There are three filter buttons: 'OR' (yellow), 'Active Archive' (blue), and 'Box Level' (green). The main content area features a search bar with a 'Search' button. Below the search bar is a table with columns: 'Box Number', 'Description', 'From Date', 'To Date', 'Sequence Begin', 'Sequence End', and 'Action'. A search filter is applied to the 'Description' column with the value 'YYYY'. The table contains one row for a document with Box Number 'ANT10020', Description 'STUDENT CUM FOLDER S: ARCHIVE', From Date '03/01/1973', To Date '05/22/1986', Sequence Begin 'ABERNATHY', and Sequence End 'XENOS'. The 'Action' column has 'View' and 'Download' links. Below the table, a list of details is shown for the document:

- STUDENT: Xenos, Baylor TERM 4:Ending05/22/86 GRADE:
- of: Xenos, Baylor 1005 Nuance Rd Anytown,MO 75006
- record card. Patient name Baylor Xenos 04/26/1976Birthdate Chart number practice
- Vaccine Administration Record Baylor XenosPatient name for Children and Teens (continued)

At the bottom of the page, there is a footer with 'Contact us | Privacy Policy © 2016 YellowFolder. All Rights Reserved.' and a 'Chat with us' button with icons for chat, email, and phone.

Searching for Box Level Archive Documents



Another way to box level search:

Using this box level search you can look for a name during the time period to assist in finding the document(s).

- 1) Enter dates in “YYYY” fields (search can be done without dates)
- 2) Enter name searching for in “Name” field
- 3) Click “Search” button
- 4) When search results appear, click “View” to open the box

Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Super Administrator
[Show More](#)

Order By
 Campus Name

SR

Active Archive
Box Level

SPED

HR

Search

Box Number	Description	From Date	To Date	Sequence Begin	Sequence End	Action
<input type="checkbox"/> PDF ANT10029	STUDENT CUM FOLDER S: ARCHIVE	09/01/1973	05/22/1986	BALDWIN	ROONEY	<input type="checkbox"/> View Download
<input type="checkbox"/> PDF ANT10028	STUDENT CUM FOLDER S: ARCHIVE	09/01/1973	05/22/1986	BALDWIN	ROONEY	<input type="checkbox"/> View Download
<input type="checkbox"/> PDF ANT10027	STUDENT CUM FOLDER S: ARCHIVE	09/01/1973	05/22/1986	ASHFORD	ZACHARY	<input type="checkbox"/> View Download
<input type="checkbox"/> PDF ANT10026	STUDENT CUM FOLDER S: ARCHIVE	09/01/1973	05/22/1986	CARLISLE	WALDEMAR	<input type="checkbox"/> View Download
<input type="checkbox"/> PDF ANT10025	STUDENT CUM FOLDER	09/01/1973	05/22/1986	BIMING		<input type="checkbox"/> View Download

Chat with us jad

Searching for Box Level Archive Documents



Type name or other identifiers into search bar to find information within box level pdf document without having to download the document



File Uploads Tools Logout

Your Access : Archive Admin
Your Title : Full Subscriber

Hi, Sharon McClain (smccain.dms@yellowfolder.com)

Back to Document List

Search Advanced Search

Order By
 Campus Name



SR

Active

Anytown Elementary School

Anytown High School

Anytown Middle School

Archive

Anytown Elementary School

Anytown High School

Anytown Middle School

SPED

HR

Official Transcript of: ANYTOWN HIGH SCHOOL 510 ANYWHERE ST., MO 75006 (214) 431-3600

Student: Andrews, Rosemary State-ID: 222001241 DOB: 11/02/1999 Grade: F Grade: 11
Parents: Mary Andrews / Tell: 000-000-1169

Continuation By Year:				Continuation By Dept:				Graduation Year 2010			
Year	2015-2016	Sub	Score	Year	2015-2016	Sub	Score	Year	2015-2016	Sub	Score
ELACADEMIC ENRICHMENT	C	C	1.000	ACADEMIC ENRICHMENT	1213	F	F	ENGLISH	0910	A-	A-
ELI/ACT Prep	A	A	0.000	ACT Prep	1213	A	A	LA I	1011	B+	B+
ELI/ACT Prep	A	A	0.000	ACT Prep	1213	A	A	LA III	1112	A-	A-
*EN*COLLEGE ENG (DUAL)	A-	A-	1.000	ENGLISH	0910	A	A	*COLLEGE ENG (DUAL)	1213	A-	A-
ENGLISH (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	0910	A	A	Foreign Language	1011	A	A
ENGLISH I	A	A	1.000	ENR (ENR, HS, TPT)	0910	A	A	SPANISH I	1011	A	A
*ENGLISH (DUAL)	A-	A-	1.000	ENR (ENR, HS, TPT)	1011	A	A	SPANISH II	1112	A	A
*ENGLISH (DUAL)	D+	B+	1.000	ENR (ENR, HS, TPT)	1011	A	A	Mathematics	1213	A	A
*ENGLISH (DUAL)	B	B	0.000	ENR (ENR, HS, TPT)	1112	A	A	GENMSTRY	0910	B+	B+
ENGLISH (DUAL)	A-	A-	1.000	ENR (ENR, HS, TPT)	1112	A	A	ADAPTRN II	1011	B	B
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	*COLLEGE ENG (DUAL)	1112	A-	A-
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	*ENR (DUAL)	1213	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Physical Education	0910	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	FITNESS	1011	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Science	0910	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	PHYSICAL SCIENCE	0910	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	MUSIC	1011	B+	B+
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	ADP PHYSIOLOGY	1112	A-	A-
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	*ENR (DUAL)	1213	B+	B+
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	*ADP BIO	1213	B	B
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Mathematics	1213	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	CITIZENSHIP	0910	B+	B+
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	AMERICAN HISTORY	1011	B	B
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	WORLD HISTORY	1112	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	SOCIOLOGY	1213	A	A
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Electives	1.000	1.500 = 13.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	English	4.000	4.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Foreign Language	1.000	0.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Health	0.000	0.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Mathematics	3.000	4.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Physical Education	1.000	1.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Practical Arts	0.000	1.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Religion	3.000	4.000	DONE
ENR (ENR, HS, TPT)	A	A	1.000	ENR (ENR, HS, TPT)	1213	A	A	Social Studies	3.000	4.000	DONE

- Share Document
- View Document
- Download Document
- Edit Document Metadata

Document Metadata

First Name: Rosemary
Middle: Aimee
Name: Andrews
Last Name: Andrews
Alias:
Suffix:
Date Of Birth: 11/02/1999
ID Number: 222001241
Campus: Anytown High School
Status: Archive
Grade: No Grade
Account: Anytown
[View Document History](#)



Your turn to box search. Remember there are several tricks you can use to find what you are looking for. Use the search within the search.

What enhancements are part of the new viewer toolbar?

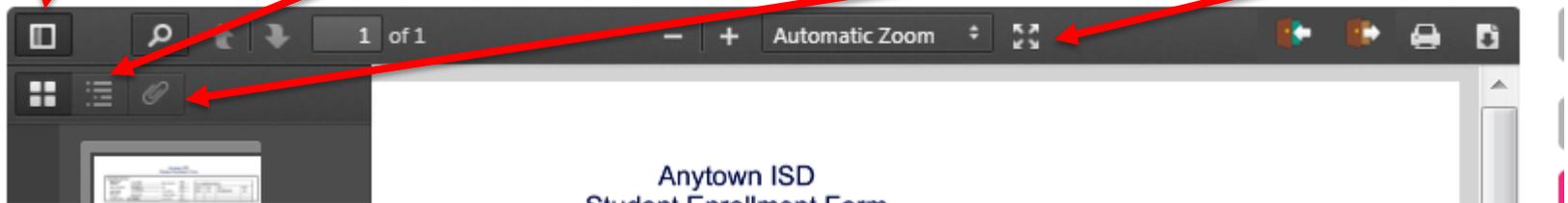


Toggle Side Bar

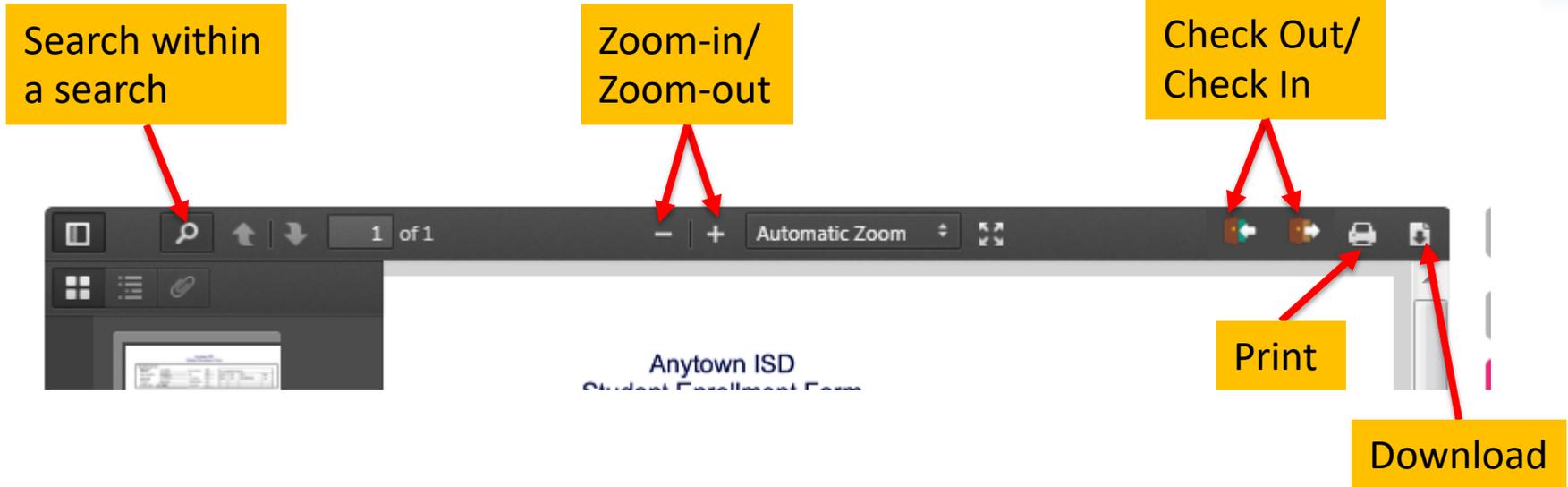
Bookmarking
(pages should be bookmarked before uploading)

Ability to attach additional documents to the viewed document prior to uploading

Full size page viewing



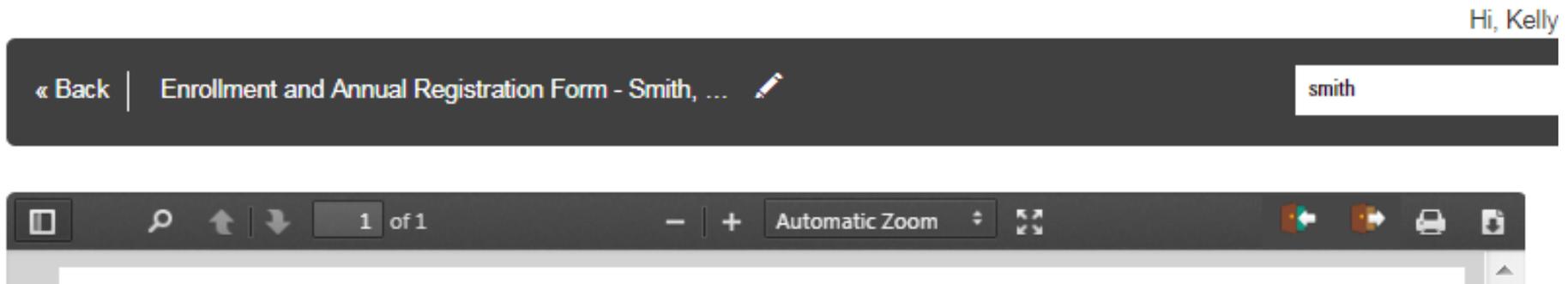
What other buttons are available on the viewer toolbar?



How do I use the tools while viewing a document?

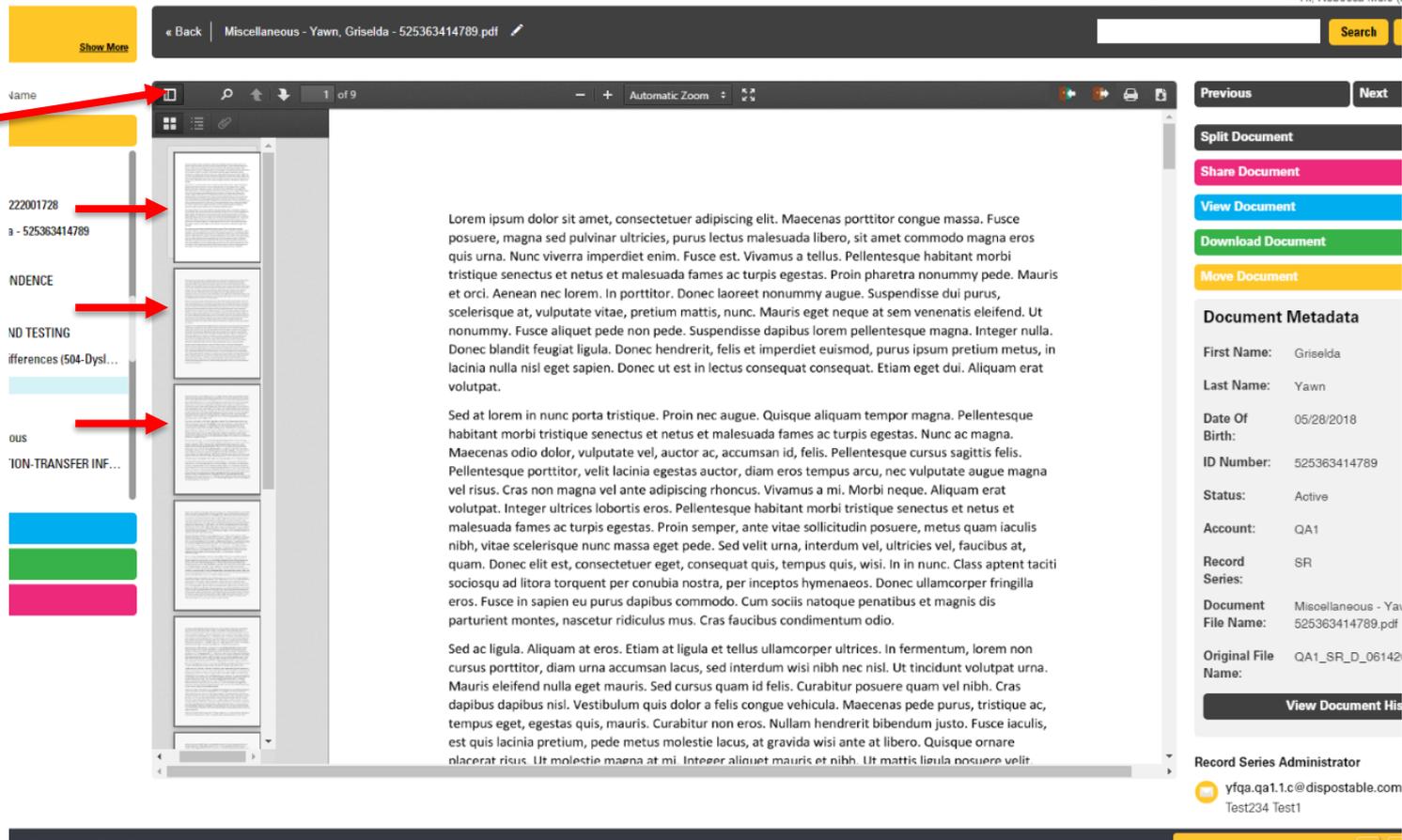


Watch a live demonstration in the YellowFolder system of how to use the tools on the Viewer Toolbar.



Toggle Sidebar

This button allows the user to see a thumbnail list of all of the pages within the document. The user can click on any of the pages and jump to that page in document.



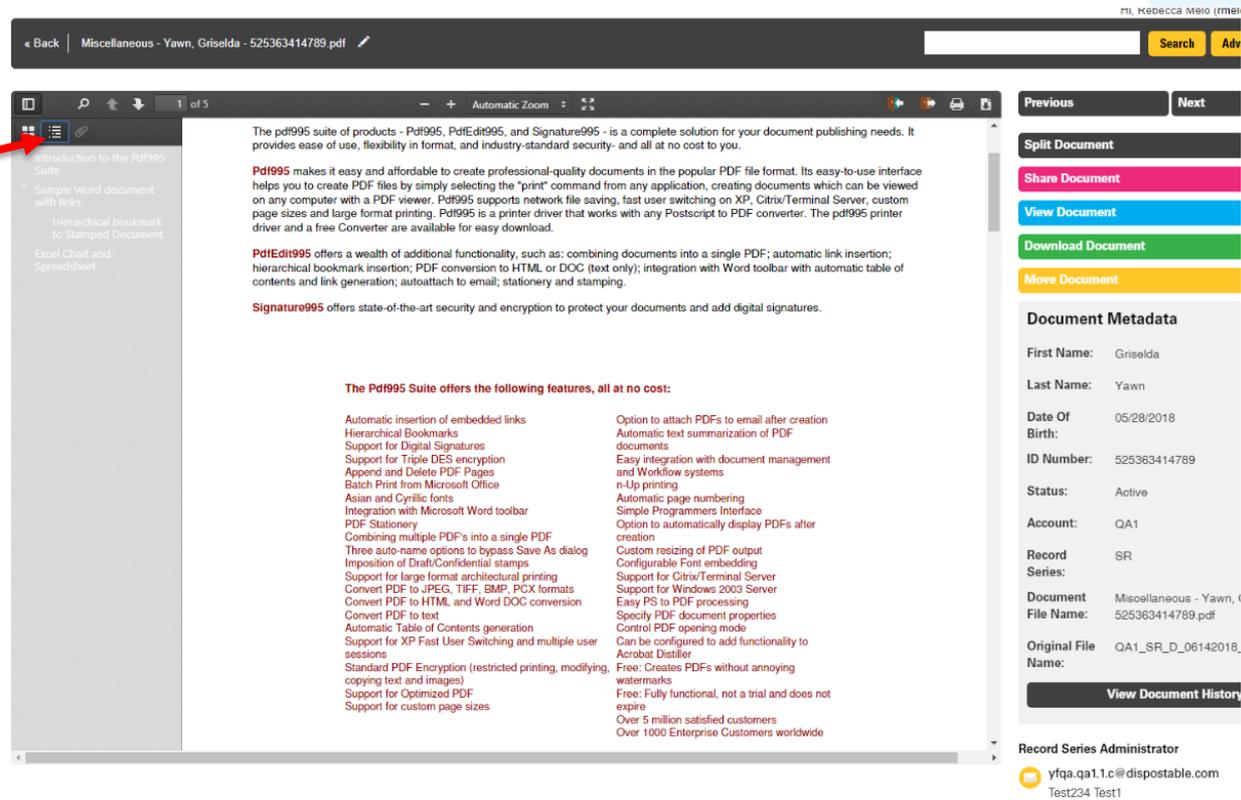
The screenshot displays the YellowFolder document viewer interface. At the top, there is a navigation bar with a search box and a search button. Below this is a toolbar with various icons for navigation and document management. The main content area is split into two panes: a left sidebar and a right main document view. The sidebar contains a list of document pages, each with a thumbnail and a title. A red arrow points to a button at the top of the sidebar that toggles the sidebar's visibility. Another red arrow points to the thumbnail list itself. The main document view shows a page of text with a search bar and a zoom control. On the right side of the interface, there is a sidebar with navigation buttons (Previous, Next), document actions (Split Document, Share Document, View Document, Download Document, Move Document), and document metadata (First Name, Last Name, Date Of Birth, ID Number, Status, Account, Record Series, Document File Name, Original File Name). At the bottom right, there is a section for the Record Series Administrator with contact information.

Bookmarks

A user can bookmark pages prior to uploading and the bookmarks will be available in YellowFolder.

“When would this be helpful?”

For example, when using a Pre-YellowFolder cover sheet to upload an entire folder the user could bookmark student transcripts.



The screenshot shows a PDF viewer interface for a document titled "Miscellaneous - Yawn, Griselda - 525363414789.pdf". The document content includes an introduction to the Pdf995 Suite, a list of features, and document metadata.

Document Metadata:

First Name:	Griselda
Last Name:	Yawn
Date Of Birth:	05/28/2018
ID Number:	525363414789
Status:	Active
Account:	QA1
Record Series:	SR
Document File Name:	Miscellaneous - Yawn, 525363414789.pdf
Original File Name:	QA1_SR_D_06142018

Record Series Administrator:

Account:	yfqa.qa1.1.c@dispostable.com
Test:	Test234 Test1

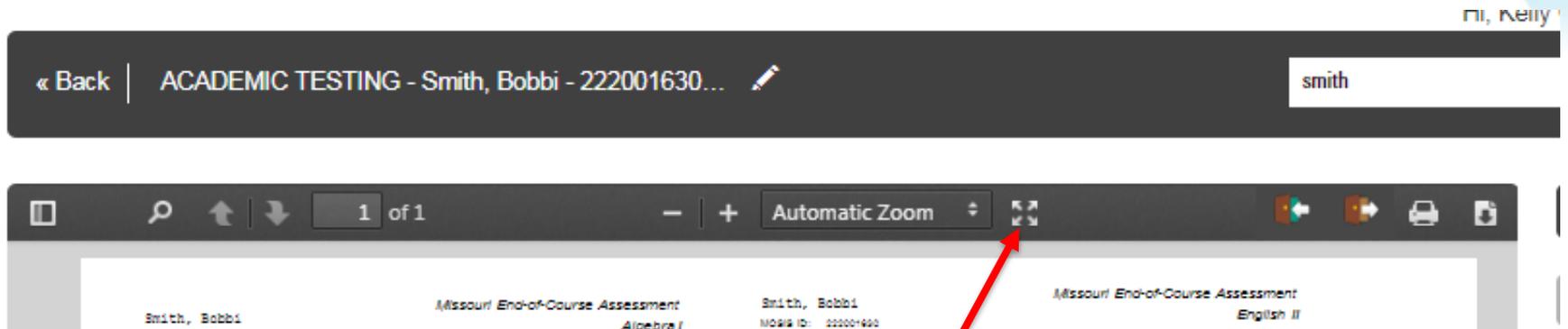
Attachments



Prior to uploading a user can use a PDF creator to add attachments to a document. This would link the documents together. This feature is located inside the Toggle Sidebar.

The screenshot displays a web application interface. At the top, a dark navigation bar contains a back arrow, the text 'Miscellaneous - Yawn, Griselda - 525363414789.pdf', and a search box. Below this is a document viewer window. The viewer's toolbar includes a sidebar toggle icon (a square with four smaller squares), a search icon, a refresh icon, a zoom icon, and a close icon. The document page itself features the 'TCPDF' logo and the title 'TCPDF Example 041' by Nicola Asuni. The main content of the page reads: 'Example of File Attachment. Double click on the icon to open the attached file.' To the right of the document viewer is a sidebar with several action buttons: 'Split Document', 'Share Document', 'View Document', 'Download Document', and 'Move Document'. Below these buttons is a 'Document Metadata' section with the following details: First Name: Griselda, Last Name: Yawn, Date Of Birth: 05/28/2018, ID Number: 525363414789, Status: Active, Account: QA1, Record Series: SR, Document File Name: Miscellaneous - Ya 525363414789.pdf, and Original File Name: QA1_SR_D_0614. At the bottom of the sidebar is a 'Chat with us' button.

Full Size Viewing



This button, located to the right side of the Zoom option, allows the user to view the document in full size. After viewing it full size, the user can press the “Esc” button to return to standard viewing within the YellowFolder platform.

There are 3 different ways to Download a document:



YellowFolder

Watch a live demo of downloading a document.

From within the document pdf viewer, you can click here to download the document

The screenshot shows the YellowFolder web interface. At the top left is the YellowFolder logo and navigation links like 'File Uploads', 'Tools', and 'Logout'. A yellow callout box with a red arrow points to a 'Download Document' button in the right-hand sidebar of the document viewer. The document viewer displays a report for Anytown Middle School, including a table of student grades and a list of document metadata.

TITLE	T1	T2	S1	T3	T4	S2	TEACHER
3 Grade 3 COMMUNICATION ARTS	B	B	B	B	B	A	Flores S
3 Grade 3 MATH	B	B	B	B	A	A	Flores S
4 Grade 4 SCIENCE	B	B	A	A	A	Flores S	
5 Grade 5 SOCIAL STUDIES	B	C	A	C	B	Flores S	
6 Grade 6 PHYSICS	S	S	S	S	S	Pyfflegin R	
6 Grade 6 MUSIC	S	S	S	S	S	Mucci V	
6 Grade 6 ART	S	S	S	S	S	Bed S.	

Document Metadata

First Name: Vivian
Middle Name: Adriana
Last Name: Aguirre
Alias:
Suffix:
Date Of Birth: 08/03/2008
ID Number: 222001239
Campus: Anytown Middle School
Status: Archive
Grade: No Grade
Account: Anytown

Downloading Documents



support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Brandee Guyton (bguyton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : User [Show More](#)

« Back to Document List

[Search](#) [Advanced Search](#)

Order By
 Campus Name



SR

Active

Anytown Elementary School

A

Abbott, Quentin - 2220...

Attendance

Yearly Attendan...

Grades And Testing

Transcript-Perman...

Acosta, Allyson - 2220...

Adams, Guadalupe - 2...

Armstrong, Leslie - 22...

B

C

02/17/16
10:11:12
Daly Elementary
Official Attendance Record
FTEL0304
Page 1
Name: Quentin Aaron Abbott Grade:1 Abbott Enrid:08/25/15 Cd:10
Id: 222001234 DOB:2/1/2010 Room: WDrwn: Cd:10

Yes	09/02/2015	Full	[VVVVV 6.500]	6.500 sick
Yes	09/26/2015	[T	0.000]	0.000 car problems
Yes	11/03/2015	[VVVVV	6.500]	6.500 sick
Yes	12/05/2015	[AAAAAA	6.500]	6.500
Yes	01/06/2016	[T	0.000]	0.000 late
Yes	01/28/2016	[T	0.000]	0.000 late
Yes	02/04/2016	[AAAAAA	6.500]	6.500
Yes	02/11/2016	[AAAAAA	6.500]	6.500

Days In School Calendar (08/20/2015 to 02/13/2016) : 107 Days
Days this Student Enrolled: 107 Days

Total Real Days Absent: 0 Half days

Total Real Days Present: 107

Percent (based on 107): 100%

Hours this Student:

Total Hours Absent:

Total Hours Present:

Percent (based on 107):

You can click on the Green Download Document tab located at the right side of the screen

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name: Quentin

Middle Name: Aaron

Last Name: Abbott

Alias:

Suffix:

Date Of 02/01/2

Bookmark and Downloading



YellowFolder

File Uploads Tools Logout

You can bookmark a document for easy access from your main Dashboard screen



Your Access : Archive Admin
Your Title : Full Subscriber

Show More

Order By

Campus Name

SR

Active

Anytown Elementary School

Anytown High School

Anytown Middle School

Archive

Anytown Elementary School

Anytown High School

Anytown Middle School

SPED

HR

Search Results: "aguirre, vivian"

<input type="checkbox"/>	Score	Filename	Action	Doc Date
<input type="checkbox"/>		Report Cards - Aguirre, Vivian - 222001239.pdf	View Download	05/22/2013
<input type="checkbox"/>		Certificates - Santos, Vivian - 9876543617.pdf	View Download	10/21/2016
<input type="checkbox"/>		Transcripts - Santos, Vivian - 9876543617.pdf	View Download	10/01/2014
<input type="checkbox"/>		Evaluations - White, Alayna - 9876543694.pdf	View Download	08/17/2013
<input type="checkbox"/>		Evaluations - Santos, Vivian - 9876543617.pdf	View Download	08/17/2013
<input type="checkbox"/>		Standardized Testing - Aguirre, Vivian - 222001239.pdf	View Download	08/25/2015
<input type="checkbox"/>		Standardized Testing - Aguirre, Vivian - 222001239.pdf	View Download	10/23/2016
<input type="checkbox"/>		Transcripts - White, Alayna - 9876543694.pdf	View Download	10/01/2014
<input type="checkbox"/>		Certificates - White, Alayna - 9876543694.pdf	View Download	10/21/2016
<input type="checkbox"/>		Employee I-9 - Santos, Vivian - 9876543617.pdf	View Download	08/01/2013
<input type="checkbox"/>		Immunization Shot Record - Aguirre, Vivian - 222001239.pdf	View Download	10/21/2016
<input type="checkbox"/>		Yearly Attendance Record - Aguirre, Vivian - 222001239.pdf	View Download	02/17/2016
<input type="checkbox"/>		Cafeteria Plans-Forms - White, Alayna - 9876543694.pdf	View Download	08/01/2013

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_fn SR_ANYTownRSA_In

To Download a document from the search results list, click the Download button beside the document or check the box and click the green Download Document button

Downloading Documents



Your Access : Archive Admin
Your Title : Full Subscriber

Order By
 Campus Name

SR

Active

- Anytown Elementary School
- Anytown High School
- Anytown Middle School

Archive

- Anytown Elementary School
- Anytown High School
- Anytown Middle School

SPED

HR

Welcome, Sharon McClain

0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 222001240.pdf
- Standardized Testing - Anderson, Betty - 222001240.pdf
- Standardized Testing - Anderson, Betty - 222001240.pdf

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 222001239.pdf
- Report Cards - Aguirre, Vivian - 222001239.pdf

Shared documents

Link Name	Expiration Date	Link Type	Shared By
No documents are shared with you.			

Saved Searches

Checked Out Documents

Administrator
msr.rsa@yellowfolder.com
/TownRSA_In SR_ANYTownRSA_In

Contact us | Privacy Policy

© 2016 YellowFolder. All Rights Reserved.

Recent Downloads shows all documents you have recently downloaded to your computer

Documents can be shared in two methods:

1. Public Link

- When sharing with those who are not YellowFolder users

2. Private Link

- When sharing with those who are YellowFolder users

How do I Share documents?



Watch a live demonstration in the YellowFolder system of how to Share documents.

Share Document X

Share Privately
 Share Publicly

Document(s)

 IEPs - Anderson, Julie - ...

Create Public Link
A public link allows anyone to view or download, if permitted, without logging in.

Expires  Allow Downloads

Document Link:
<https://dms.yellowfolder.com/Home/Index?Id=413699D8718C50A068E7EE3EFFC4C74EC082469F4FB54C670C04D2D78EE6E0A239BAD01B84EAD2A64C59A91F051ACCD0&AliasName=ANT&SharedType=Public>

Link expires 12/11/2016

Sharing Documents



YellowFolder
The Education Documentation Experts

File Uploads Tools Logout

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber

Order By
 Campus Name

SR

Active

- Anytown Elementary School
- Anytown High School
- Anytown Middle School

Archive

- Anytown Elementary School
- Anytown High School
- Anytown Middle School

SPED

HR

Search Results: "aguirre, vivian"

<input type="checkbox"/>	Score	Filename	Action	Doc Date
<input type="checkbox"/>		Report Cards - Aguirre, Vivian - 222001239.pdf	View Download	05/22/2013
<input type="checkbox"/>		Certificates - Santos, Vivian - 9876543617.pdf	View Download	10/21/2016
<input type="checkbox"/>		Transcripts - Santos, Vivian - 9876543617.pdf	View Download	10/01/2014
<input type="checkbox"/>		Evaluations - White, Alayna - 9876543694.pdf	View Download	08/17/2013
<input type="checkbox"/>		Evaluations - Santos, Vivian - 9876543617.pdf	View Download	08/17/2013
<input type="checkbox"/>		Standardized Testing - Aguirre, Vivian - 222001239.pdf	View Download	08/25/2015
<input type="checkbox"/>		Standardized Testing - Aguirre, Vivian - 222001239.pdf	View Download	10/23/2016
<input type="checkbox"/>		Transcripts - White, Alayna - 9876543694.pdf	View Download	10/01/2014
<input type="checkbox"/>		Certificates - White, Alayna - 9876543694.pdf	View Download	10/21/2016
<input type="checkbox"/>		Employee I-9 - Santos, Vivian - 9876543617.pdf	View Download	08/01/2013
<input type="checkbox"/>		Immunization Shot Record - Aguirre, Vivian - 222001239.pdf	View Download	10/21/2016
<input checked="" type="checkbox"/>		Yearly Attendance Record - Aguirre, Vivian - 222001239.pdf	View Download	02/17/2016
<input type="checkbox"/>		Caretera Plans - Forms - White, Alayna - 9876543694.pdf	View Download	08/01/2013

Share Document
View Document
Download Document
Edit Document Metadata

Record Series Administrator
anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_In SR_ANYTownRSA_In

To Share a document, check the box beside the document and click the pink Share Document button

Sharing Documents



Share Document X

Share Privately
 Share Publicly

Document(s)

 IEPs - Anderson, Julie - ...

Create Public Link
A public link allows anyone to view or download, if permitted, without logging in.

Expires  Allow Downloads

Document Link:
<https://dms.yellowfolder.com/Home/Index?Id=413699D8718C50A068E7EE3EFFC4C74EC082469F4FB54C670C04D2D78EE6E0A239BAD01B84EAD2A64C59A91F051ACCD0&AliasName=ANT&SharedType=Public>

Link expires 12/11/2016

- 1) Choose to share the document privately (with other YellowFolder users) or publicly (with anyone).
- 2) Select expiration of link date.
- 3) Check to allow downloads.
- 4) Click Next button.

Sharing Documents



Share Document



Share Publicly

Document(s)

 IEPs - Anderson, Julie - ...

Sharing a public link allows anyone to view or download, if permitted, without logging in.

[Share in my Email](#) or, Share via YellowFolder

To

Subject

I would like to share files with you through YellowFolder.
Click this link to access the files:

<https://dms.yellowfolder.com/Home/Index?Id=413699D8718C50A068E7EE3EFFC4C74EC082469F4FB54C670C04D2D7>

Cancel

Send

- 5) Enter email in “To” field and information in “Subject” field.
- 6) Click Save button.

Sharing Multiple Documents



Sharing file from within the **same** subfolder:

Document List

<input checked="" type="checkbox"/>	Filename	Action	Doc Date
<input checked="" type="checkbox"/>	 Standardized Testing - Anderson, Betty - 2220...	 View Download	08/25/2015
<input checked="" type="checkbox"/>	 Standardized Testing - Anderson, Betty - 2220...	 View Download	08/25/2015
<input checked="" type="checkbox"/>	 Standardized Testing - Anderson, Betty - 2220...	 View Download	10/21/2016

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

 anytownsr.rsa@yellowfolder.c...
SR_ANYTownRSA_fn
SR_ANYTownRSA_In

- 1) Check boxes in from of the desired files
- 2) Click on pink “Share Document” button
- 3) Follow same process as sharing one document

Sharing Multiple Documents



Files from **different** subfolders:

Document List

<input type="checkbox"/>	Filename	Action	Doc Date
<input type="checkbox"/>	Standardized Testing - Anderson, Betty - 2220...	View Download	08/25/2015
<input type="checkbox"/>	Standardized Testing - Anderson, Betty - 2220...	View Download	08/25/2015
<input type="checkbox"/>	Standardized Testing - Anderson, Betty - 2220...	View Download	10/21/2016

1) Bookmark all desired files within different subfolders for the same person

Document List

<input type="checkbox"/>	Filename	Action	Doc Date
<input type="checkbox"/>	Yearly Attendance Record - Anderson, Betty - ...	View Download	02/17/2016

2) Click the Yellow Lock to return to Dashboard and view all bookmarked documents

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

anytownsr.rsa@yellowfolder.c...
SR_ANYTownRSA_fn
SR_ANYTownRSA_In

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

anytownsr.rsa@yellowfolder.c...
SR_ANYTownRSA_fn
SR_ANYTownRSA_In

Sharing Multiple Documents



Files from **different** subfolders:

Hi, Sharon McClain (smcclain.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber
[Show More](#)

Search Advanced Search

Order By
 Campus Name

SR

Active

- Anytown Elementary School
- Anytown High School
- Anytown Middle School

Archive

SPED

Bookmarked Documents

<input checked="" type="checkbox"/>	Filename	Action	Doc Date
<input checked="" type="checkbox"/>	Standardized Testing - Anderson, Betty - 2220...	View Download	08/25/2015
<input checked="" type="checkbox"/>	Standardized Testing - Anderson, Betty - 2220...	View Download	08/25/2015
<input checked="" type="checkbox"/>	Standardized Testing - Anderson, Betty - 2220...	View Download	10/21/2016
<input checked="" type="checkbox"/>	Report Cards - Anderson, Betty - 222001240.pdf	View Download	05/22/2013
<input checked="" type="checkbox"/>	Yearly Attendance Record - Anderson, Betty - ...	View Download	02/17/2016

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

- anytownsr.rsa@yellowfolder.c...
SR_ANYTownRSA_fn
SR_ANYTownRSA_In

3) Select files to be shared

4) Click "Share Document" button and follow same process as sharing a single document

Sharing Documents



Your turn to try sharing a link. We recommend emailing the link to yourself to test it.

Move Document Button



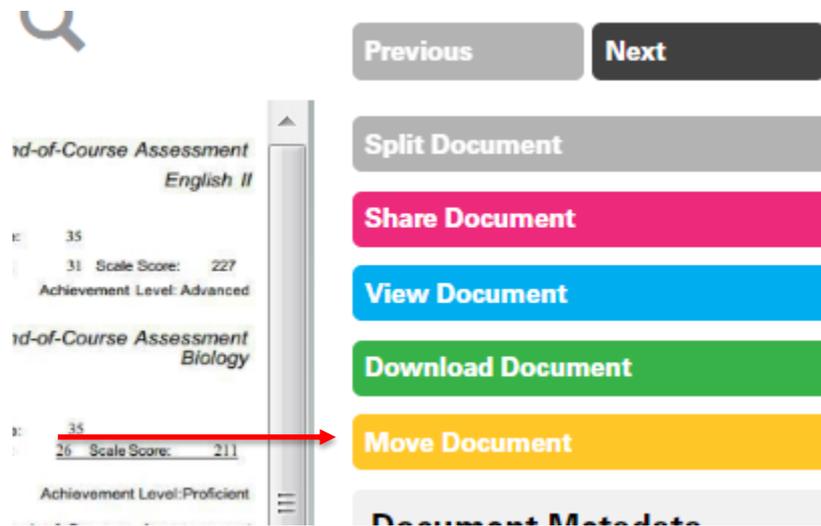
The Move Document button is a tool that **allows you to move documents** from one folder to another, from one person to another, change the document date, or add a description of the document.

The Move Document button should be used **when a document has been placed in the wrong document folder or in the wrong person folder**, when you want to change the date associated with the document, or when you want to add a description of the document.

How do I use the Move Document button?



Watch a live demonstration in the YellowFolder system of how to use the Move Document button.



Document Metadata

Document Metadata shows in the gray box to the right of the document.



Document Metadata

Description:	Purpose: Provides academic scores from the PLAN assessment.
First Name:	Allyson
Middle Name:	Abby
Last Name:	Acosta
Alias:	
Suffix:	
Date Of Birth:	02/02/2010
ID Number:	222001235
Campus:	Anytown Elementary School

Move Document Button



support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber
[Show More](#)

◀ Back to Document List

[Search](#) [Advanced Search](#)

Order By
 Campus Name

SR

- Active
- Anytown Elementary School
- A
 - Abbott, Quentin - 222001234
 - Attendance
 - Yearly Attendance Record
 - Grades And Testing
 - Legal
 - Transcript-Permanent
 - Acosta, Allyson - 222001235
 - Adams, Guadalupe - 222001236
 - Andrew, Drake - Drake123
 - Armstrong, Leslie - 222001243
 - B

80%
1 / 2

page 1 of 2

Patient name Quentin Aaron Abbott
 Birthdate 2/1/2010 Chart number _____

practice name and address
Metropolitan Pediatrics
4327 Anglows Lane
Big City, AB 02367

Vaccine Administration Record for Children and Teens

Before administering any vaccines, give copies of all pertinent Vaccine Information Statements (VISs) to the child's parent or legal representative and make sure he/she understands the risks and benefits of the vaccine(s). Always provide or update the patient's personal record card.

Vaccine	Type of Vaccine ¹	Date vaccine given (mo/day/yr)	Funding Source (\$, \$, F) ²	Site ³	Vaccine		Vaccine Information Statement (VIS)		Vaccinator ⁴ (signature or initials and title)
					Lot #	ML	Date on VO ⁵	Date given ⁶	
Hepatitis B ¹ (e.g., HepB, Hib-HepB, DTaP-HepB-IPV) Give IM. ⁷	HepB	6/2/2010	F	IM/RET	6682M	MSK	3/18/09	6/2/2010	JTA
	Pfizerix	8/2/2010	F	IM/RET	6684A1	GSK	3/18/09	8/2/2010	DCP
	Pfizerix	10/2/2010	F	IM/RET	312A2	GSK	3/18/09	10/2/2010	DCP
Diphtheria, Tetanus, Pertussis ¹ (e.g., DTaP, DTaP/HiB, DTaP-HepB-IPV, DT, DTaP-IPV/HiB, DTaP-IPV, Tdap, Td) Give IM. ⁷	Pfizerix	10/2/2010	F	IM/RET	312A2	GSK	3/18/09	10/2/2010	DLW
	Pfizerix	8/2/2010	F	IM/RET	312A2	GSK	5/13/09	8/2/2010	DCP
	DTaP	3/2/2011	F	IM/RET	36522	PHD	5/13/09	3/2/2011	NLV
DTaP	8/2/2010	F	IM/NA	376512	PHD	5/13/09	8/2/2010	JTA	
Haemophilus influenzae type B ¹ (e.g., Hib, Hib-HepB, DTaP-IPV/HiB, DTaP/HiB, Hib-MenC) Give IM. ⁷	Hib	8/2/2010	F	IM/RET	2432L	MSB	12/16/08	8/2/2010	DCP
	Hib	10/2/2010	F	IM/RET	2432L	MSB	12/16/08	10/2/2010	DCP
	Hib	12/2/2010	F	IM/RET	2432L	MSB	12/16/08	12/2/2010	DLW
	Hib	3/2/2011	F	IM/LT	1543L	MSB	12/16/08	3/2/2011	NLV
Polio ¹ (e.g., IPV, DTaP-HepB-IPV, DTaP-IPV/HiB, DTaP-IPV) Give IPV Subcut or IM. ⁷	Pfizerix	8/2/2010	F	IM/RET	885A1	GSK	1/1/00	8/2/2010	DCP
	Pfizerix	10/2/2010	F	IM/RET	312A2	GSK	1/1/00	10/2/2010	DCP
	Pfizerix	12/2/2010	F	IM/RET	312A2	GSK	1/1/00	12/2/2010	DLW
IPV	8/2/2010	F	IM/LA	0446p2E	PHD	11/8/11	8/2/2010	NLV	
Pneumococcal (e.g., PCV7, PCV13)	PCV13	8/2/2010	F	IM/LT	74505-05A	WYE	4/16/10	8/2/2010	DCP
	PCV13	10/2/2010	F	IM/LT	74505-05A	WYE	4/16/10	10/2/2010	DCP

- Split Document
- Share Document
- View Document
- Download Document
- Edit Document Metadata
- Document Metadata
 - First Name: Quentin
 - Middle: Aaron

Move Document button is located on the right panel when viewing the document list or when viewing a document.

Move Document Button



Clicking on the Move Document button will open the following pop-up.

From here, you can edit:

- Person Data (the person the document belongs to)
- Document Type (the folder the document belongs in)
- Document Date (the date associated with the document)
- Description (information describing the document)

Move Document X

Document Name TESTING RENAME.pdf ✎

Record Series : SR

Move to Person : Quentin Abbott X

Change Doc Type : ACADEMIC TESTING ▾

Change Date : 12-11-2017 📅

Description : New description of document.

Update Cancel

Changing the Person Data

Move Document [X]

Document Name **TESTING RENAME.pdf** ✎

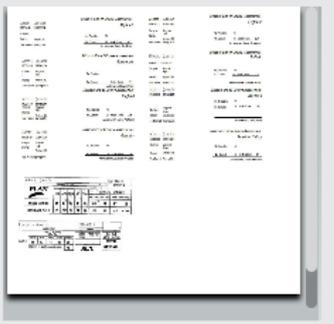
Record Series : SR

Move to Person :

Change Doc Type :

Change Date :

Description :

	<table><tbody><tr><td>FN: Bobbie</td><td>DOB: 11/22/1999</td></tr><tr><td>LN: Collins</td><td>GD: null</td></tr><tr><td>ID: 222001303</td><td>WD: null</td></tr><tr><td>Status: Active</td><td></td></tr></tbody></table>	FN: Bobbie	DOB: 11/22/1999	LN: Collins	GD: null	ID: 222001303	WD: null	Status: Active	
FN: Bobbie	DOB: 11/22/1999								
LN: Collins	GD: null								
ID: 222001303	WD: null								
Status: Active									
	<table><tbody><tr><td>FN: Bobbi</td><td>DOB: 06/13/2010</td></tr><tr><td>LN: Smith</td><td>GD: null</td></tr><tr><td>ID: 222001630</td><td>WD: null</td></tr><tr><td>Status: Active</td><td></td></tr></tbody></table>	FN: Bobbi	DOB: 06/13/2010	LN: Smith	GD: null	ID: 222001630	WD: null	Status: Active	
FN: Bobbi	DOB: 06/13/2010								
LN: Smith	GD: null								
ID: 222001630	WD: null								
Status: Active									
	<table><tbody><tr><td>FN: Bobbi</td><td>DOB: null</td></tr></tbody></table>	FN: Bobbi	DOB: null						
FN: Bobbi	DOB: null								

[Update] [Cancel]

Typing the employee/student name will bring up options from the latest updated employee/student list

Changing the Document Type



The Document types listed are the folders from your file architecture

folder.com/Dashboard

ng.com: Cheap Walmart TripAdvisor Facebook

Move Document

Document Name TESTING RENAME.pdf

Record Series :

Move to Person :

Change Doc Type :

Change Date :

Description :

- ACADEMIC TESTING
- ACKNOWLEDGEMENT FORMS
- CORRESPONDENCE
- ENROLLMENT AND ANNUAL REGISTRATION FORMS
- HOME LANGUAGE SURVEY
- Immunization Shot Record
- LEARNING DIFFERENCES (504-Dyslexia-ESL-GT)
- LEGAL
- MEDICAL (Shot Records-Allergies-Diabetic)
- Miscellaneous
- OFFICIAL TRANSCRIPT AND GRADES
- Official Transcript of Grades
- Parent-Guardian Consent for Release of Records
- PRE-YELLOWFOLDER**
- Recycle Bin - Trash
- Report Cards
- Standardized Testing
- Student Information Card
- WITHDRAWAL-TRANSFER DOCUMENTS
- Yearly Attendance Record

ACADEMIC TESTING

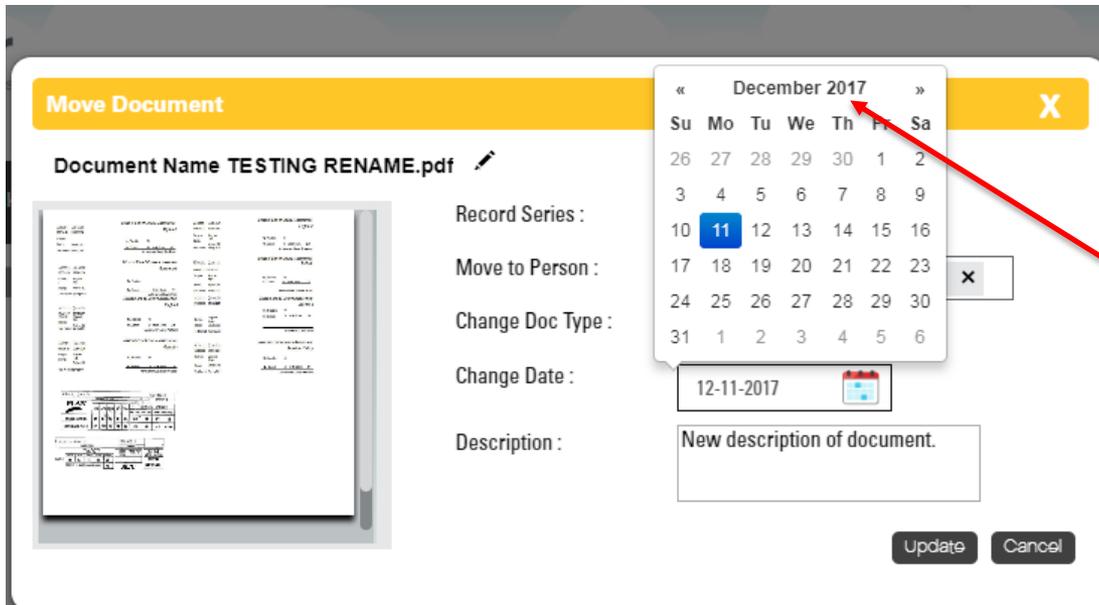
12-11-2017

New description of document.

Update Cancel

No. Correct Scale Score 104 Test Period: Spring 2011 Achievement Level Proficient

Changing the Document Date

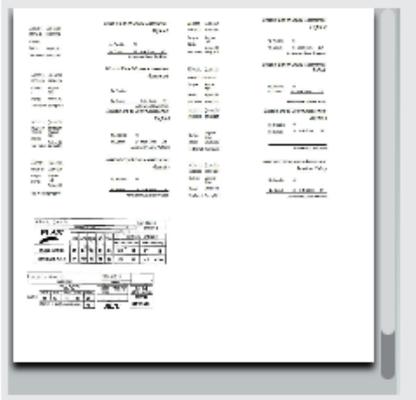
A screenshot of the "Move Document" dialog box in YellowFolder. The dialog has a yellow header with the title "Move Document" and a close button (X). Below the header, the document name is "TESTING RENAME.pdf" with an edit icon. On the left, there is a preview of the document. On the right, there are several fields: "Record Series:", "Move to Person:" (with a dropdown arrow), "Change Doc Type:", "Change Date:" (with a calendar icon), and "Description:" (with a text input field). A calendar pop-up is open over the "Change Date:" field, showing "December 2017". The date "12-11-2017" is selected in the calendar. At the bottom right, there are "Update" and "Cancel" buttons. A red arrow points from the text box on the right to the calendar header.

Clicking on the calendar opens up the ability to choose a new document date. **Pro tip:** Clicking on the header allows scrolling across dates, up to 12 years at a time

Changing the Description

Move Document X

Document Name TESTING REName.pdf 



Record Series : SR

Move to Person : X

Change Doc Type : ▼

Change Date : 

Description :

To add a description of the document, simply begin typing in the Description text box.

Save Your Changes!



Move Document X

Document Name TESTING REName.pdf

Record Series : SR

Move to Person :

Change Doc Type :

Change Date :

Description :

To save your changes, click on the Update tab.

Renaming a Document



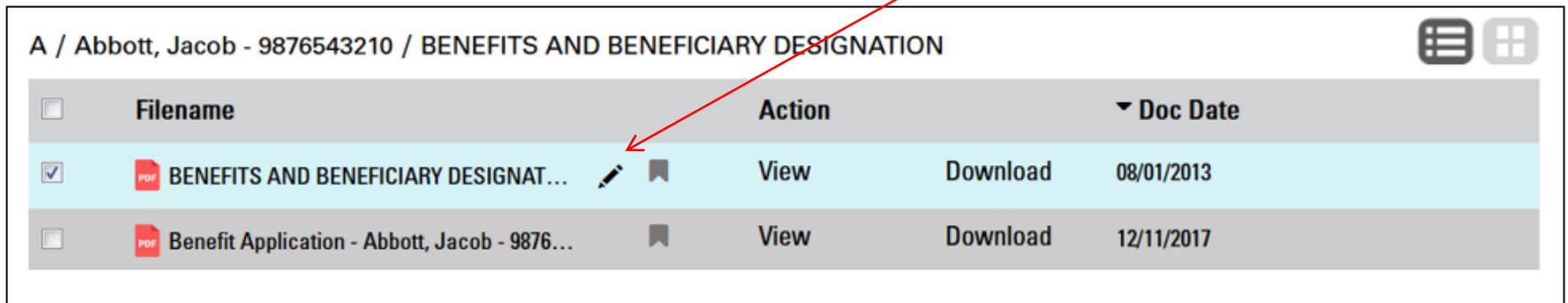
Renaming a Document is a feature that **allows you to change the name of a document** to a title that best meets your needs.

Renaming a document should be used **when you want to change the name of a document** so it's easier for you to locate.

How do I Rename a Document?



Watch a live demonstration in the YellowFolder system of how to Rename a document.



A / Abbott, Jacob - 9876543210 / BENEFITS AND BENEFICIARY DESIGNATION					
<input type="checkbox"/>	Filename		Action		▼ Doc Date
<input checked="" type="checkbox"/>	 BENEFITS AND BENEFICIARY DESIGNAT...	 	View	Download	08/01/2013
<input type="checkbox"/>	 Benefit Application - Abbott, Jacob - 9876...		View	Download	12/11/2017

Renaming a Document

A / Abbott, Jacob - 9876543210 / BENEFITS AND BENEFICIARY DESIGNATION

<input type="checkbox"/>	Filename	Action	Doc Date
<input checked="" type="checkbox"/>	 BENEFITS AND BENEFICIARY DESIGNAT...	  View Download	08/01/2013
<input type="checkbox"/>	 Benefit Application - Abbott, Jacob - 9876...	 View Download	12/11/2017

« Back | BENEFITS AND BENEFICIARY DESIGNATION - Abbot... 


 80% 
 1 / 1 
  

DO NOT WRITE THIS COLUMN

FIRST READ INSTRUCTIONS ON BACK OF FORM -DO NOT DETACH

The following statements are made for my membership record in The Public School Retirement System of Anytown:

ME (Do not use initials)

Abbott- Jacob Simon Simon
(Last Name) (FirstName) (Middle Name) (Maiden Name if Married Woman)

MEMBERSHIP NUMBER

PERMANENT HOME ADDRESS

Anystreet Drive Anytown 75006 AnyCounty MO
(Street/Box or Route No.) (City) (Zip Code) (County) (State)

DATE OF BIRTH CHECK by (X) Male Single [X] 9876543210
1/1/1970 (Month) (Day) (Year) (Social Security Number)

Female Married

WITHDRAWAL NUMBER

DESIGNATION OF BENEFICIARY

I hereby request and authorize the Board of Trustees to pay any benefits due at my death to the primary beneficiary named below if then living, or if he is not living then to the first contingent beneficiary, and if he is not living then to the second contingent beneficiary. I reserve the right to change my beneficiary by filing notice of such change with the Board of Trustees on the form provided for that purpose.

COMPLETE NAME	PERMANENT ADDRESS	RELATIONSHIP

DISABILITY/RETIREMENT NUMBER

Renaming a document can be accessed when the document is in the PDF viewer or from the document list.

Renaming a Document



From the document list:
Hover over the document name and a pencil icon appear.
Click on the pencil to the right of the document name.

A / Abbott, Jacob - 9876543210 / BENEFITS AND BENEFICIARY DESIGNATION						
<input type="checkbox"/>	Filename		Action			Doc Date
<input checked="" type="checkbox"/>	BENEFITS AND BENEFICIARY DESIGNAT...		View	Download		08/01/2013
<input type="checkbox"/>	Benefit Application - Abbott, Jacob - 9876...		View	Download		12/11/2017

Renaming a Document



The document name should now show in an editable text field.

You can delete the YellowFolder document name altogether and type your own.

OR

You can leave the YellowFolder naming convention and add your document name to the beginning or end of the YellowFolder document name. This may cause you to run out of room in the title.

A / Abbott, Jacob - 9876543210 / BENEFITS AND BENEFICIARY DESIGNATION

<input type="checkbox"/>	Filename	Action	Doc Date
<input checked="" type="checkbox"/>	<input type="text" value="BENEFITS AND BENEFICIARY DESIGNATION"/>	View Download	08/01/2013
<input type="checkbox"/>	Benefit Application - Abbott, Jacob - 9876...	View Download	12/11/2017

Renaming a Document

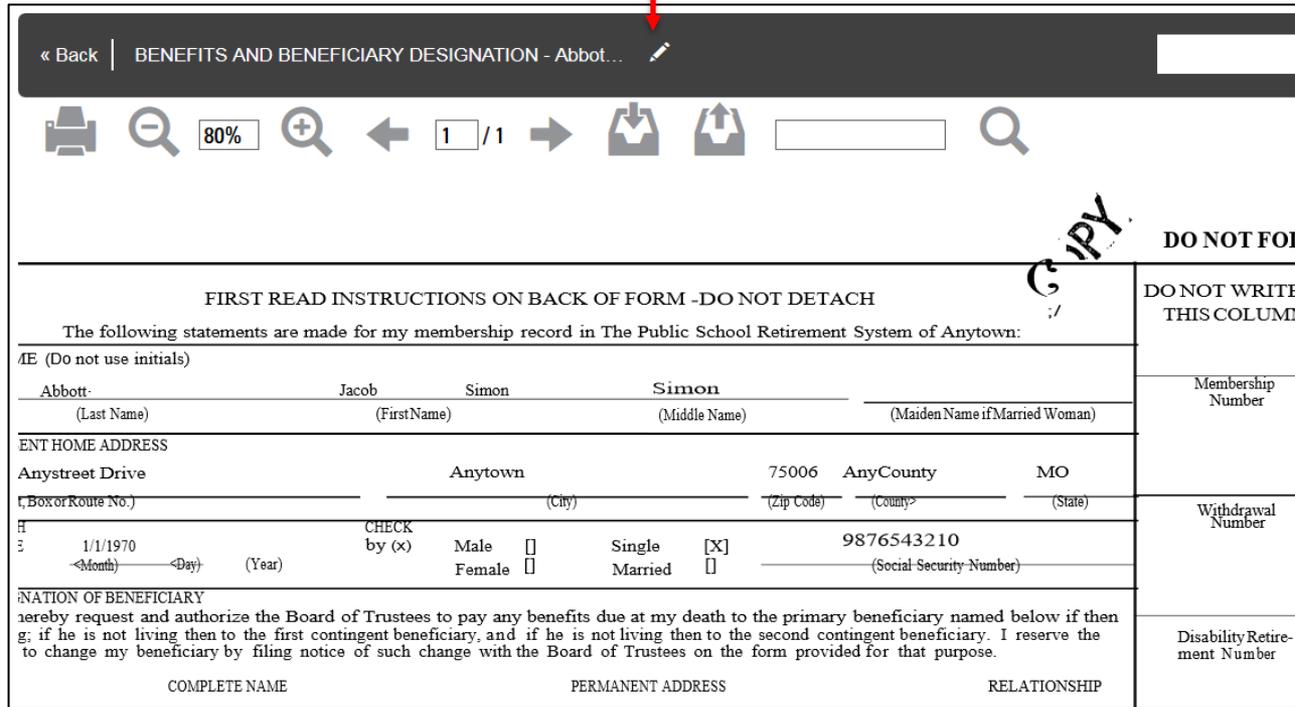
Click the checkbox to the right of the editable text field to save your new document name.

A / Abbott, Jacob - 9876543210 / BENEFITS AND BENEFICIARY DESIGNATION  

<input type="checkbox"/>	Filename	Action	Doc Date
<input type="checkbox"/>	 2017 Benefits Selections - John Doe E <input checked="" type="checkbox"/> 	 View Download	08/01/2013
<input type="checkbox"/>	 Benefit Application - Abbott, Jacob - 9876...	 View Download	12/11/2017

Renaming a Document

When the document is in the PDF viewer:
The document name is listed at the top in the black bar.
Click on the pencil icon to the right of the document name.



« Back | BENEFITS AND BENEFICIARY DESIGNATION - Abbot... 

80%

1 / 1

DO NOT FOR

FIRST READ INSTRUCTIONS ON BACK OF FORM -DO NOT DETACH

The following statements are made for my membership record in The Public School Retirement System of Anytown:

NAME (Do not use initials)

Abbott- Jacob Simon Simon
(Last Name) (FirstName) (Middle Name) (Maiden Name if Married Woman)

MEMBERSHIP NUMBER

PERMANENT HOME ADDRESS

Anystreet Drive Anytown 75006 AnyCounty MO
(City) (Zip Code) (County) (State)

WITHDRAWAL NUMBER

1/1/1970
(Month) (Day) (Year)

CHECK by (x) Male Single [X] Female Married

9876543210
(Social Security Number)

RELATIONSHIP OF BENEFICIARY

I hereby request and authorize the Board of Trustees to pay any benefits due at my death to the primary beneficiary named below if then living; if he is not living then to the first contingent beneficiary, and if he is not living then to the second contingent beneficiary. I reserve the right to change my beneficiary by filing notice of such change with the Board of Trustees on the form provided for that purpose.

COMPLETE NAME PERMANENT ADDRESS RELATIONSHIP

Disability Retirement Number

Renaming a Document



The document name should now show in an editable text field.

You can delete the YellowFolder document name altogether and type your own.

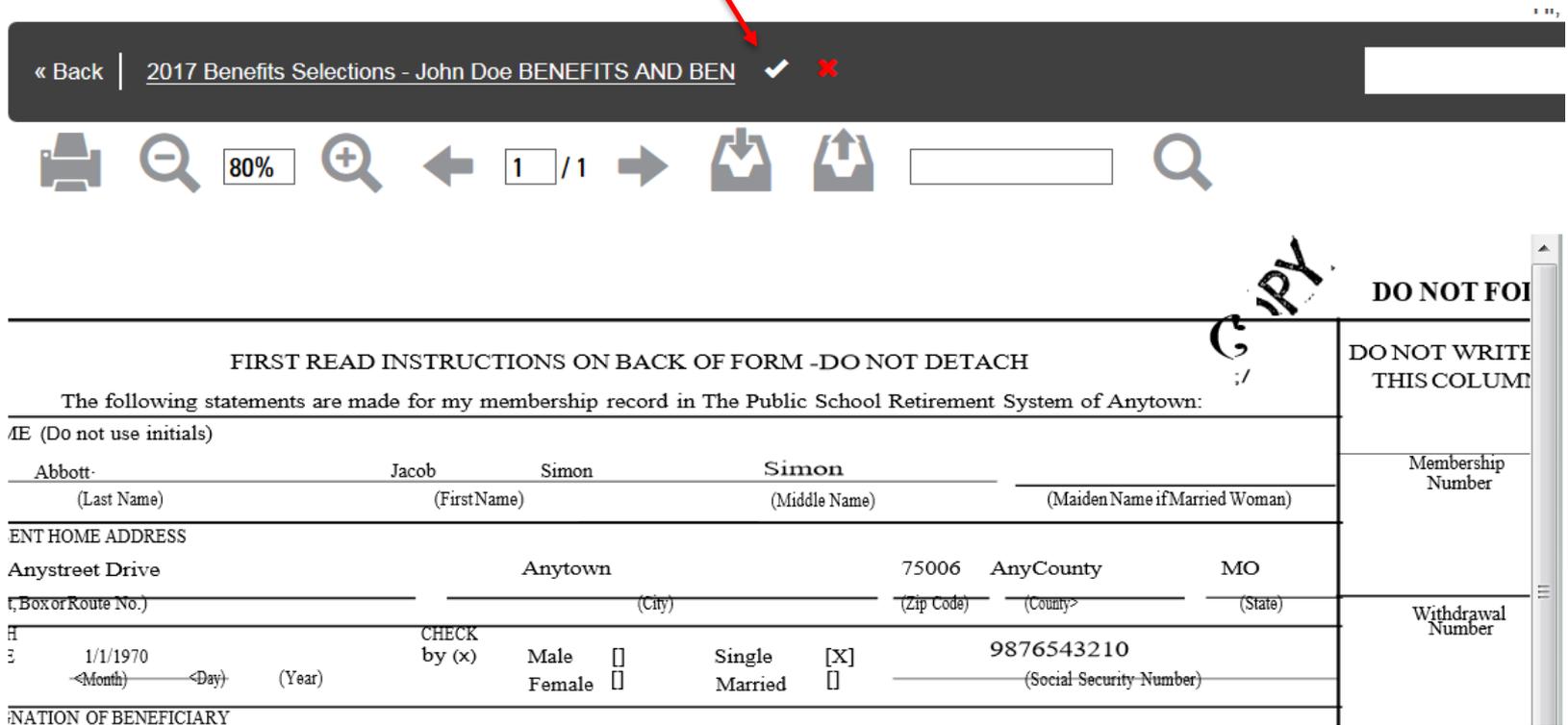
OR

You can leave the YellowFolder naming convention and add your document name to the beginning or end of the YellowFolder document name. This may cause you to run out of room in the title.

FIRST READ INSTRUCTIONS ON BACK OF FORM -DO NOT DETACH				DO NOT WRITE THIS COLUMN
The following statements are made for my membership record in The Public School Retirement System of Anytown:				
/E (Do not use initials)				Membership Number
Abbott-	Jacob	Simon	Simon	
(Last Name)	(FirstName)	(Middle Name)	(Maiden Name if Married Woman)	
ENT HOME ADDRESS				
Anystreet Drive		Anytown	75006 AnyCounty	MO

Renaming a Document

Click the checkbox to the right of the editable text field to save your new document name.



« Back | 2017 Benefits Selections - John Doe BENEFITS AND BEN ✓ ✕

80%

1 / 1

FIRST READ INSTRUCTIONS ON BACK OF FORM -DO NOT DETACH

The following statements are made for my membership record in The Public School Retirement System of Anytown:

Abbott- Jacob Simon Simon
(Last Name) (First Name) (Middle Name) (Maiden Name if Married Woman)

Anytown 75006 AnyCounty MO
(City) (Zip Code) (County) (State)

1/1/1970
<Month> <Day> (Year)

CHECK by (x) Male Single [X] 9876543210
Female Married (Social Security Number)

DO NOT WRITE THIS COLUMN

Membership Number

Withdrawal Number

How do I use Check Out/In?



Watch a live demonstration in the YellowFolder system of how to use Check Out/In.

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

« Back to Document List

Search Advanced Search

Order By
 Campus Name

SR
SPED

Active
Anytown ES
Anderson, Daniel - 1...

Health Care

YellowFolder Center
1617 W. Anywhere Rd.
Anytown, MO 75006

Patient Name: Anderson, Daniel N.
MRN: 1234567899
Financial #: 1234567899
Admit Date: 5/23/2012
Discharge Date: 5/23/2012
Patient Type: UH NO TECHBILL
DOB/Age/Sex: 10/28/2006 / 8 years
Attending: Sewell MD, Kristin Bell
Referring: Nilsson MD J

Split Document
Share Document
View Document
Download Document
Edit Document Metadata
Document Metadata

Check In and Out



0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 222001...
- Student Information Card - Anderson, Betty - 22...
- Standardized Testing - Anderson, Betty - 222001...

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 22200123...
- Report Cards - Aguirre, Vivian - 222001239.pdf

Shared documents

Shared with Me Shared by Me

Saved Searches

Checked Out Documents

[View All](#)

- Physician Reports - An...

On your Application Screen, all checked out documents will be here until checked back in.

*Note: When a document is checked out, it can only be viewed... all other features will be inactive for it.

In the document list view, this symbol denotes a file is checked out.

<input type="checkbox"/>	Filename	Action	Doc Date	
<input type="checkbox"/>	PDF Physician Reports - Anderson, Daniel - 1...	View Download	07/09/2013	

Check Out



Check In

Check Out

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

« Back to Document List [Search](#) [Advanced Search](#)

Order By
 Campus Name

SR

SPED

Active

Anytown ES

- A
 - Anderson, Daniel - 1...
 - Evaluations & Psy...
 - Legal Compliance
 - Medical
 - Physician Rep...
 - Referral
 - Student Special E...
 - Anderson, Devynn - ...
 - Anderson, Michael - ...
 - Anderson, Robert - 1...
- B

HR

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name:	Daniel
Middle Name:	N
Last Name:	Anderson
Alias:	
Suffix:	
Date Of Birth:	10/28/2006
ID Number:	1234567899
Campus:	Anytown ES

Health Care

Patient Name: Anderson, Daniel N.
MRN: 1234567899
Financial #: 1234567899
Admit Date: 5/23/2012

YellowFolder Center
1617 W. Anywhere Rd
Anytown, MO 75006

**To check out a document:
1. Click Check Out icon**

Clinic Notes

DOCUMENT NAME: Autism CH Clinic Note
RESULT STATUS: Final
SIGN INFORMATION: Sewell MD, KristinBell (5/23/2012 11:56 CDT)

Appointment Summary -ADEC dx

Patient: Anderson, Daniel MRN:1234567899
Sex: DOB: 10/28/2006
Associated Diagnoses: None
Author: Sewell MD, Kristin Bell
Date: 6/27/2013

YellowFolder Center Appointment Summary Sheet

Your child was seen in the Autism Diagnostic Entry Clinic:

Provider: Dr. Kristin Bell

Diagnosis: Autism Spectrum Disorder, sleep disturbance

Next Steps:

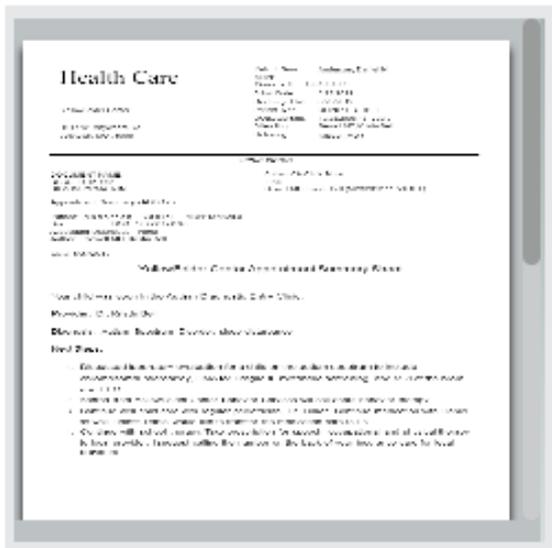
Check Out



Check Out Document



Physician Reports - Anderson, Daniel - 1234567899.pdf



To edit a document or replace with a new version, click the Check Out button below. A copy of this file will immediately begin downloading.

Note: Users cannot modify this document while checked out, but can see who and when the document was checked out.

Check Out

2. Click the Check Out button

Cancel

Check Out



Check Out Document X

File has been successfully checked out and downloaded.

3. Document will automatically download.

4. Open downloaded document, complete necessary activities and save the document.

Check In



0 uploads this month

0 uploads needing information

0 uploads needing verification

0 Batches in complete status

Bookmarks [View All](#)

- Standardized Testing - Anderson, Betty - 222001...
- Student Information Card - Anderson, Betty - 22...
- Standardized Testing - Anderson, Betty - 222001...

Recent Downloads [View All](#)

- Standardized Testing - Aguirre, Vivian - 22200123...
- Report Cards - Aguirre, Vivian - 222001239.pdf

Shared documents

Shared with Me | Shared by Me

Checked Out Documents

[View All](#)

- Physician Reports - An...

To Check In a document:
1. Click the arrow beside the document to be checked back in to open that document.

Check In



Check in

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

« Back to Document List

Search Advanced Search

Order By
 Campus Name

SR

SPED

Active

Anytown ES

- A
 - Anderson, Daniel - 1...
 - Evaluations & Psy...
 - Legal Compliance
 - Medical
 - Physician Rep...
 - Referral
 - Student Special E...
 - Anderson, Devynn - ...
 - Anderson, Michael - ...
 - Anderson, Robert - 1...
- B

HR

1617 W. Anywhere Rd
Anytown, MO 75006

Referring: Nilsson MD J

2. Click Check In icon

Health Care

Patient Name: Anderson, Daniel N.
MRN: 1234567899
Financial #: 1234567899
Admit Date: 5/23/2012

YellowFolder Center

1617 W. Anywhere Rd
Anytown, MO 75006

Referring: Nilsson MD J

Clinic Notes

DOCUMENT NAME: Autism CH Clinic Note
RESULT STATUS: Final
SIGN INFORMATION: Sewell MD, KristinBell (5/23/2012 11:56 CDT)

Appointment Summary -ADEC dx

Patient: Anderson, Daniel MRN:1234567899
Sex: DOB: 10/28/2006
Associated Diagnoses: None
Author: Sewell MD, Kristin Bell
Date: 6/27/2013

YellowFolder Center Appointment Summary Sheet

Your child was seen in the Autism Diagnostic Entry Clinic:

Provider: Dr. Kristin Bell

Diagnosis: Autism Spectrum Disorder, sleep disturbance

Next Steps:

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name:	Daniel
Middle Name:	N
Last Name:	Anderson
Alias:	
Suffix:	
Date Of Birth:	10/28/2006
ID Number:	1234567899
Campus:	Anytown ES

Check In



- 3. Choose Upload New Version radio button.
- 4. Click Browse to locate saved version of document on your computer.

Check In Document [X]

Physician Reports - Anderson, Daniel - 1234567899.pdf

Choose an option below and click the Check In button.

Upload New Version

Browse

Cancel Check Out

Returns the document without creating a new version.

Check In **Cancel**

NOTE: If you do not want to upload a new version of the document, you may cancel the check out

Check In



5. When find document, double click it to attach.

The screenshot shows the YellowFolder web application interface. At the top right, there are buttons for 'File Uploads', 'Tools', and 'Logout'. Below these, contact information is provided: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com' and 'Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)'. A search bar with 'Search' and 'Advanced Search' buttons is also visible. On the left side, there is a navigation menu with 'Your Access : Archive Admin' and buttons for 'SPED' and 'HR'. The main content area shows a list of documents, including 'Yearly Attendance Record - Adams, Guadalupe - 222001236.pdf'. A Windows File Explorer window is overlaid on the interface, showing the 'Desktop' folder. The File Explorer window displays a list of files and folders, including 'Dropbox (YellowFolder) Shortcut', 'GoToMeeting Shortcut', 'Report Cards - Adams, Guadalupe - 222001236 Foxit PhantomPDF PDF Document', 'Support PNG image 306 KB', and 'Yearly Attendance Record - Adams, Guadalupe - 222001236 Foxit PhantomPDF PDF Document'. A tooltip is visible over the PDF file, showing its details: 'Item type: PNG image', 'Dimensions: 1306 x 1010', and 'Size: 306 KB'. The File Explorer window also shows the 'File name' field and 'Open' and 'Cancel' buttons.

Check In

6. Document title will appear in Browse window.
7. Click Check In button.

Check In Document

Yearly Attendance Record - Adams, Guadalupe - 222001236.pdf

Choose an option below and click the Check In button.

Upload New Version

Yearly Attendance Record - Ad:

Cancel Check Out

Returns the document without creating a new version.

Yes	01/06/2016	IT	0.000	0.000	late
Yes	02/26/2016	IT	0.000	0.000	late
Yes	02/04/2016	IAAAAA	8.000	8.000	
Yes	02/11/2016	IAWWA	8.000	8.000	

Days in School Calendar (09/20/2015 to 02/13/2016): 107 Days
Days this Student Enrolled: 107 Days

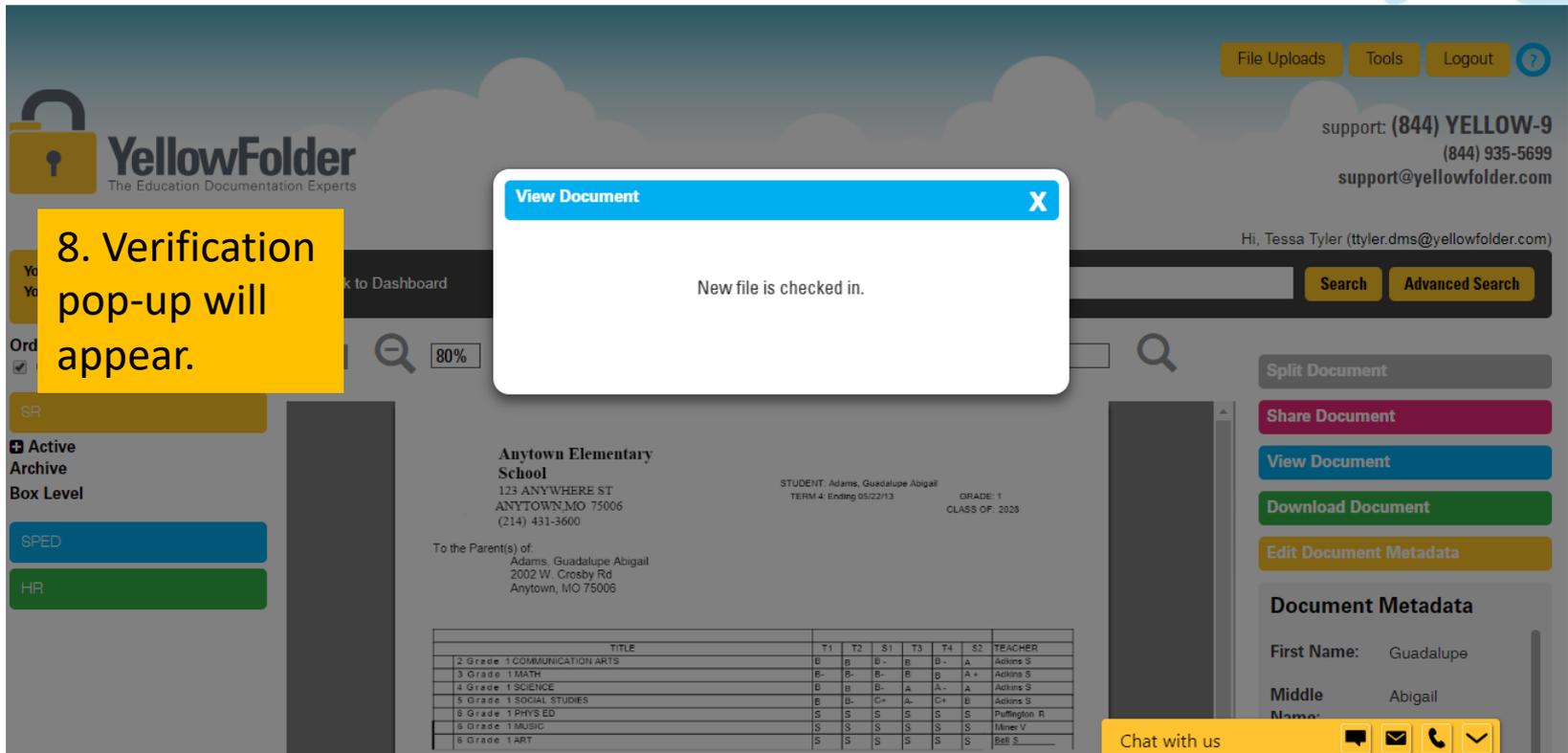
Total Real Days Absent: 0 Full days = 0 Half days = 5.0 Days
Total Real Days Present: 102.0 Days
Percent (based on Real Days): 95.32%

Check In

8. Verification pop-up will appear.

View Document X

New file is checked in.



The screenshot shows the YellowFolder web interface. At the top right, there are buttons for 'File Uploads', 'Tools', and 'Logout'. Below these, contact information is provided: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. A user greeting reads 'Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)'. A search bar with 'Search' and 'Advanced Search' buttons is visible. On the left, there are navigation options: 'Active', 'Archive', 'Box Level', 'SPED', and 'HR'. The main content area displays a report card for 'Anytown Elementary School' for student 'Adams, Guadalupe Abigail'. The report card includes a table of grades for various subjects across six terms.

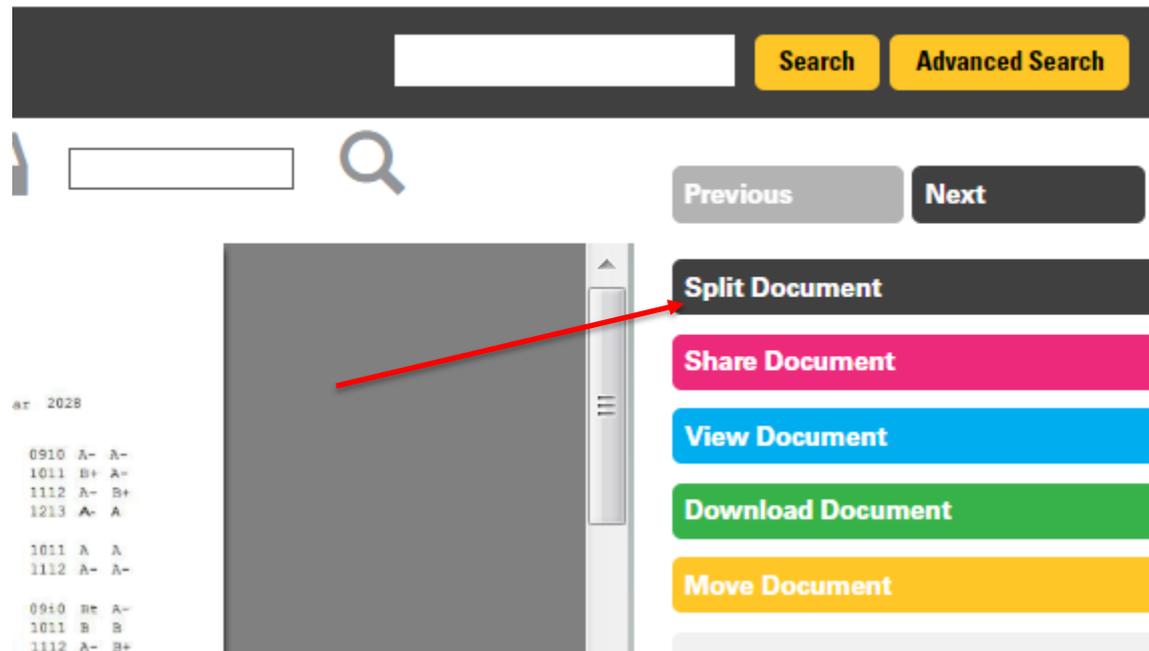
TITLE	T1	T2	S1	T3	T4	S2	TEACHER
2 Grade 1 COMMUNICATION ARTS	B	B	B-	B	B-	A	Adkins S
3 Grade 1 MATH	B-	B-	B-	B	B	A+	Adkins S
4 Grade 1 SCIENCE	B	B	B-	A	A-	A	Adkins S
5 Grade 1 SOCIAL STUDIES	B	B-	C+	A	C+	B	Adkins S
6 Grade 1 PHYS ED	S	S	S	S	S	S	Puffington R
6 Grade 1 MUSIC	S	S	S	S	S	S	Miner V
6 Grade 1 ART	S	S	S	S	S	S	Ball S

Document Metadata section shows: First Name: Guadalupe, Middle Name: Abigail.

How do I use Splitting?



Watch a live demonstration in the YellowFolder system of how to use Splitting.



Splitting Documents



YellowFolder DMS x

Secure | https://dms.yellowfolder.com/Dashboard

File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Tessa Tyler (ttyler.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Super Administrator
[Show More](#)

« Back to Document List

Search Advanced Search

80%

1 / 497

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name: Betty

Middle Name: Adrienne

Chat with us

Document ID	Assessment Title	Subject	Student Name	MOSIS ID	Campus	District	Test Period	No. Possible	No. Correct	Scale Score	Achievement Level
01243	Missouri End-of-Course Assessment	Algebra I	Armstrong, Leslie	222001243	Anytown High	Anytown ISD	Spring 2011	39	22	200	Proficient
1001243	Missouri End-of-Course Assessment	Government	Armstrong, Leslie	222001243	Anytown High	Anytown ISD	Spring 2011	35	26	211	Proficient
1001243	Missouri End-of-Course Assessment	English I	Armstrong, Leslie	222001243	Anytown High	Anytown ISD	Spring 2011	35	26	211	Proficient

Upon the document you wish to split opening, click "Split Document" button.

Splitting Documents, cont.



This pop-up will appear for you to select the pages to be split from the original document.

Click on the pages of this document you wish to split and a red box will appear around each page selected indicating those to be split from the original.

Split Document

Standardized Testing - Anderson, Betty - 222001240.pdf

Document Type: Standardized Testing

Anderson, Betty - 222001240 ×

Split Document Name: Standardized Testing - Anderson, Betty-222001240

Pages Selected: 1

Split Close

Hi, Tessa Tyler (tyler.dms@yellowfolder.com)

Search Advanced Search

Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name: Betty

Middle: Adrienne

Name:

Chat with us

2:43 PM 6/7/2017

Splitting Documents, cont.



To change the location of the selected pages, click the “Document Type” drop down and select the correct folder. Click “Split”.

To change the person in which the selected pages need to be filed in, click “X” next to the name. Begin typing the last name of the person and the system will search for the name. Once name appears in list, click the name and it will appear in field. Click “Split”.

Splitting Documents, cont.



Your turn to try splitting documents. If you do not have a document to split, then just view the steps of how it is done on your own computer.

Key Takeaways

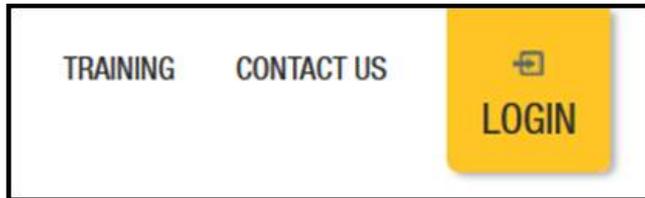
- Like any of the information you have dealt with before regarding records, confidentiality is still imperative and YellowFolder adheres to all aspects of confidentiality. Access to any type of record is determined by the user's role on the campus.
- YellowFolder is HIPPA and FERPA compliant with all employees trained regarding confidentiality laws.
- Accuracy is still key! Please ensure any information you enter on documents is accurate and complete. For example, Smith vs. Smythe will create delays in properly filing, finding or accessing documents.

Key Takeaways continued



- Any of the four record systems can be accessed from any electronic device with internet, school computer/laptop, iPad, phone. Sign-in is required in order to see your students/staff records. Please make sure to sign-out of the platform when not in use. Also allowing other employees to use your access information is prohibited.
- A digital record of access log is created each time you sign-in to a record.
- Scanning documents can be accomplished in a few ways: sent electronically from your computer, scanned at a multipurpose scan/copy machine, or from an individual scanner.

Any Questions or Additional Support/Training Needed



To learn more about the features in YellowFolder, go to www.yellowfolder.com and click on **Training** for a list of Weekly Live Training Sessions available each week. Simply register and you will receive an invitation to attend the virtual session from your desk.

Any Questions or Additional Support/Training Needed



Questions, Problems?
We're here for YOU.



Support 214.431.3600 (dial 2) • support@yellowfolder.com

Contact Support for:

- General questions about using YellowFolder
- Software support
- YellowFolder Tool(s) Support (*Droplet, Virtual Printer, Scan & Upload*)
- Assistance finding digitized documents
- Remote virtual training
- CSV file related items
- Matriculation related items
- User access related items



Record Retrieval 214.431.3600 (dial 2) • recordrequest@yellowfolder.com

Contact Record Retrieval for:

Retrieving non-digitized documents. These are generally documents YellowFolder is only storing in the warehouse (*never been digitized*). However, this also applies to documents that have not been digitized yet (*open project*).

*Completion of a Records Request Form is necessary for prompt retrievals. The form can be obtained by contacting support@YellowFolder.com or recordrequest@YellowFolder.com



Paperless Nation Engineer (PNE) *Each PNE member has their own contact information.*

About Paperless Nation Engineers:

- Educational Consultant for a smooth transition to YellowFolder
- Creation and modification of your unique File Structure
- Guidance in implementation and procedure planning to incorporate the culture change necessary to go paperless
- On-site and virtual trainings (*both initial and refreshers*) to ensure users understand how to best utilize YellowFolder
- On-going assessments of the implementation and usage of YellowFolder to inform your Administration and provide support



Accounting accounting@yellowfolder.com

Contact Accounting for: All billing/invoice related questions

PNE Contact Information



- ▶ PNE- Enter Name

- ▶ Enter phone number

- ▶ xxxx@yellowfolder.com

- ▶ Address:

1617 W Crosby Road Suite 100

Carrollton, TX 75006