How do I attach a document to a young person's ePEP?

There may be occasions when you wish to attach a document to the ePEP of a Young Person. This might be something relevant to the PEP itself, e.g. a Pastoral Support Plan or a Risk Assessment; it could be a piece of work that the young person has wanted to show off in the PEP meeting itself; or it could be a report on academic achievement.

To attach a document to the PEP assessment, you will need to be on the relevant PEP Summary Page for the Young Person. To get to this, either click on the blue 'Date Started' date hyperlink of the relevant PEP or the PEP's 'View' button. You will then arrive at the PEP's Summary page titled 'View PEP for [name of young person]'.

You will find the '**Attachments**' section located near the bottom of the page on the right-hand side underneath the 'Professionals' and 'Progress Tracking' sections and above the 'Notes' section.

To add a document, firstly make sure the document is filed somewhere on your local machine or a network you have access to. If so, click on the '**Edit**' button on the 'Attachments' menu bar. This will take you through to a page with a list of attachments for that young person, if there are any. Underneath the 'Title' column click on the blue '**Add a new attachment**'. This will take you through to the 'Add Attachment' section.

Within the 'Add Attachment' section, in the '**Document Title**' field, type in a name for the document that you are attaching. We recommend that this be no more than 12 characters in length.

In the '**Document Description**' field, type in a fuller description of the document. This field is not restricted by the number of characters.

Click on the '**Browse**' button and this will take you through to your computer's local & network drives. Just like attaching a document to an email, locate the relevant file on your system within the 'Choose file to Upload' window, click on it so that it appears in the File Name' field and then click on 'Open'. The document should then appear in the 'Upload Document' field on the 'Add Attachment' page of the PEP.

Click on the '**Save**' button. This will take you back to the 'List of Attachments' page and you should find the attachment listed with its Title, its Description, and the date it was added to PEP.

If you should need to make any changes to the 'Title' or 'Description' click on the '**Edit**' button and this will return you to the 'Add Attachment' page. If you wish to delete the entry then click on the '**Remove**' button. To return to the PEP assessment page, on the 'List of Attachments' page, on the right-hand side under the list of attachments, click on '**Back to assessment**'.