My Docs

Your Family Day Care service may choose to share documents with you via 'My Docs'. These documents may only be uploaded/modified by your service, but you may view/download them.

This tip sheet will walk you through:

- **Accessing My Docs**
- **Viewing a Document**
- **Troubleshooting**

Summary

Accessing My Docs

1. Click the **Settings cog**
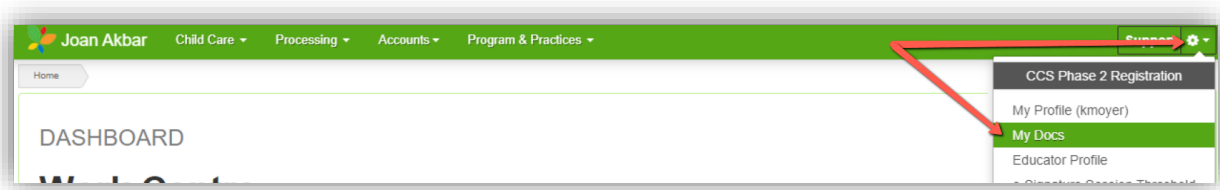2. Select **My Docs**

Viewing a Document

1. Select a document from the list
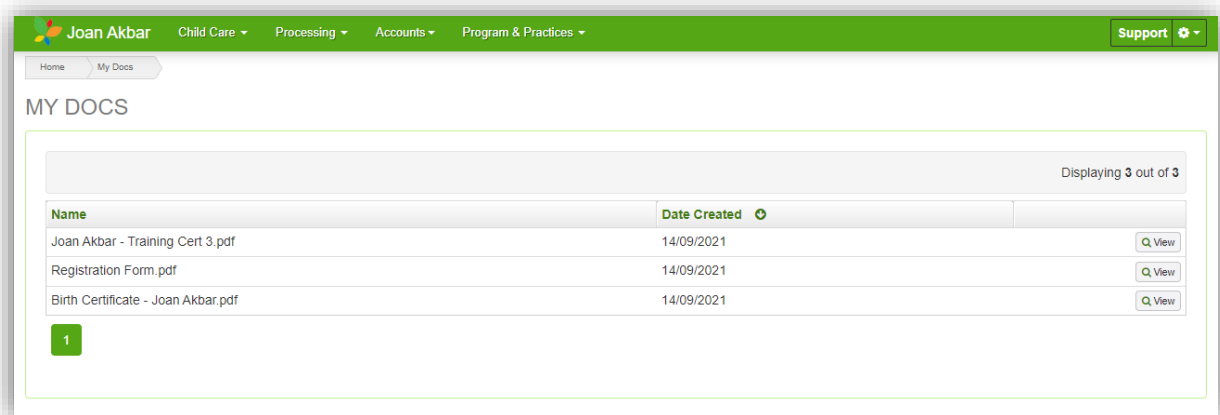2. Click **View**

My Docs

Detailed

Accessing My Docs

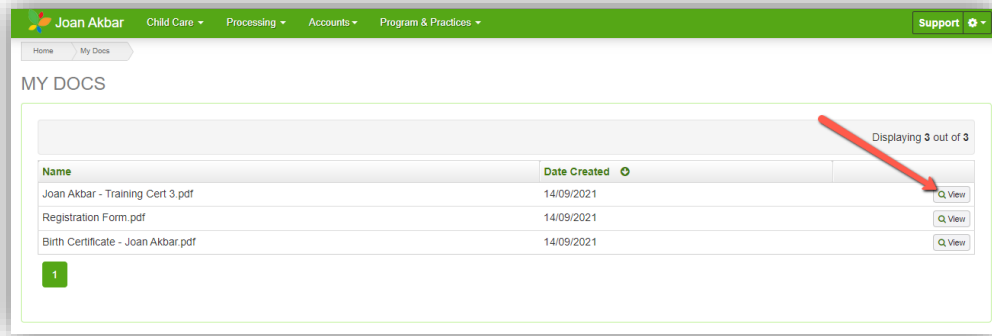Click the **Settings Cog** and then select **My Docs**:

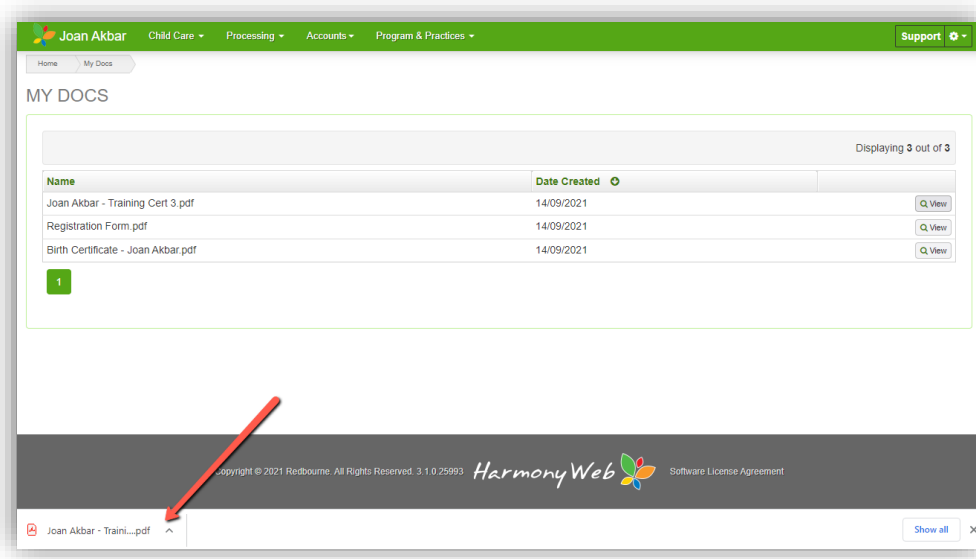This will open the **My Docs** page:

Any documents which have been shared with you from your service will display in this window.

Viewing Documents

On the **My Docs** page, select a document from the list, and then click the Q View button:

Your file will then be downloaded, and may be opened to view/print:

Please note that the download process differs across web browsers. The image above depicts a file download via Google Chrome.

My Docs

Troubleshooting

Issues: No Documents are displaying

Resolution: This simply means that your service has not shared any documents with you yet. Check back over time, as your service may share documents at a later date.