

## Uploading Documents

**Purpose:** This task card is an instructional document that outlines the requirements for marking attendance and the steps to complete this in VERA.

### Requirements

The following documents are required to be uploaded after the group program has been completed:

Document	Requirements	Where to upload in VERA?
Consent Forms	Participants are required to sign the consent form prior to the commencement of the Group Program. The consent forms must be uploaded at the completion of the Group.	Individual Participant Group Service File
Participant Attendance Register	Participants are required to sign the participant attendance register at the beginning of each day of the Group Program.	Group List Level
Client Questionnaire	Client Questionnaire will be provide by the Group Support Officer and must be distributed to participants at the completion of the Group Program.	Group List Level

### VERA Instructions

To upload a document follow the below steps:

1. Ensure you are uploading the document to the appropriate level within VERA (see above table)
2. Select **Attachments** from the tabs on the right side of the page.
3. Select **Upload** tab
4. Select **Choose File**
5. Browse for where the attendance sheet is saved on your computer
6. Select the attendance sheet and select **Open**
7. Select **Go**. The document is now uploaded and saved to the group list in VERA.

*\*(Note: Please ensure that the document finishes uploading before you navigate away from this page as the document may not save otherwise)*

