

Job Aid: Attachments

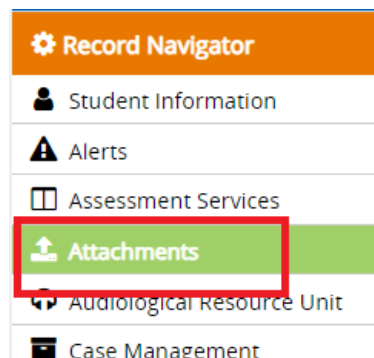
Step 1 Create a fieldtrip document folder for easy retrieval and to minimize errors



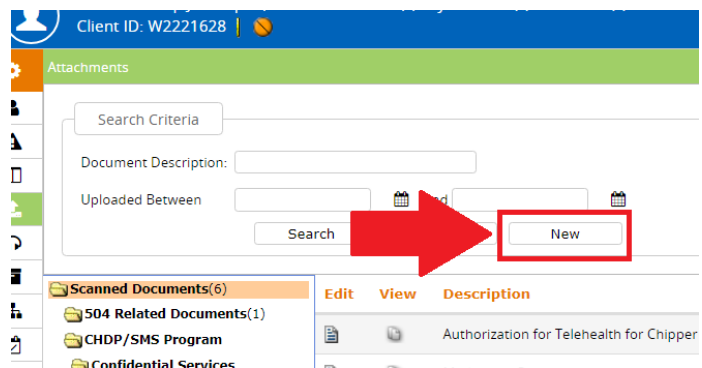
Document/file name: Last name, First initial, Fieldtrip name
Documents can be deleted after they are attached

To attach **Field Trip Personal Health History Form** to student's **Nursing Attachment Folder**

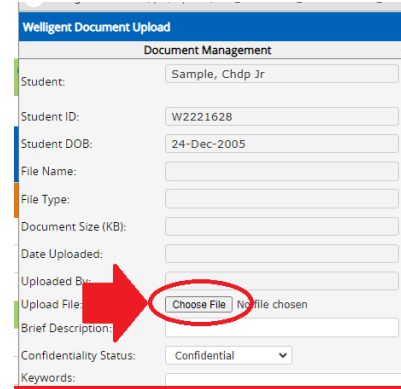
Step 2 Click Attachments on Record Navigator



Step 3 Click New under search criteria



Step 4 Click **Choose File** to access the folder where the scanned documents were saved.



Welligent Document Upload

Document Management

Student: Sample, Chdp Jr

Student ID: W2221628

Student DOB: 24-Dec-2005

File Name:

File Type:

Document Size (KB):

Date Uploaded:

Uploaded By:

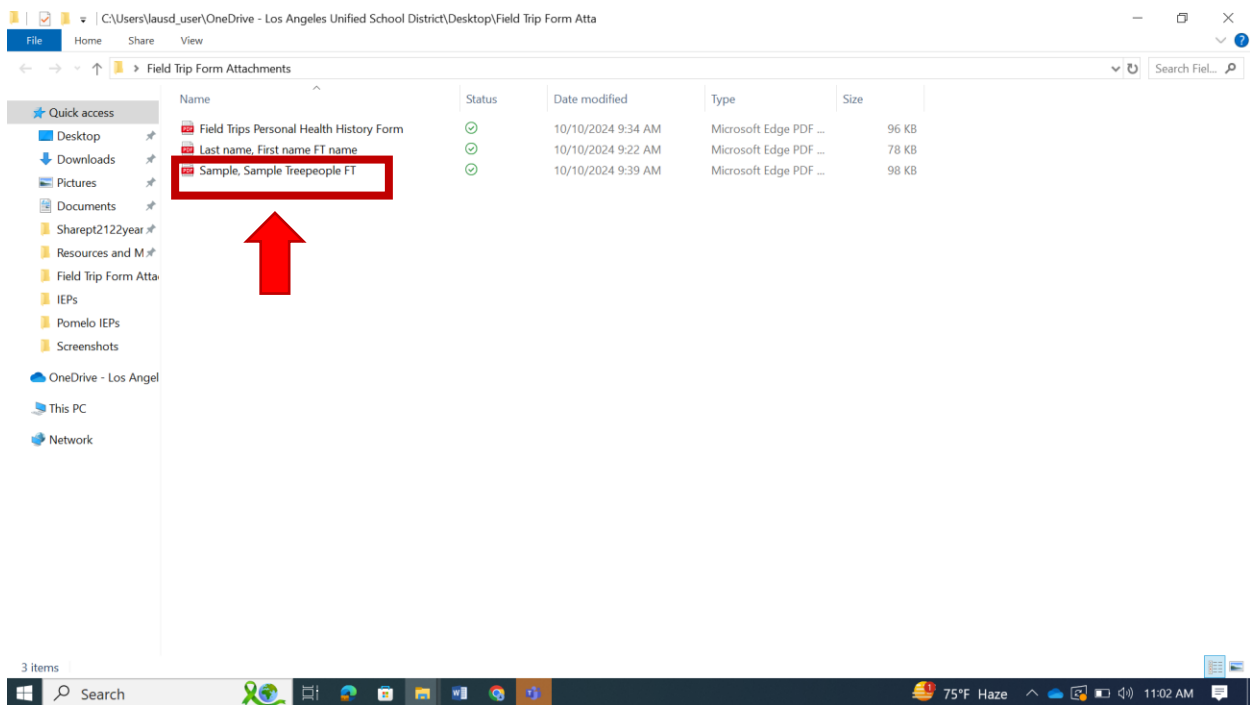
Upload File: **Choose File** No file chosen

Brief Description:

Confidentiality Status: Confidential

Keywords:

Step 5 Double click the file

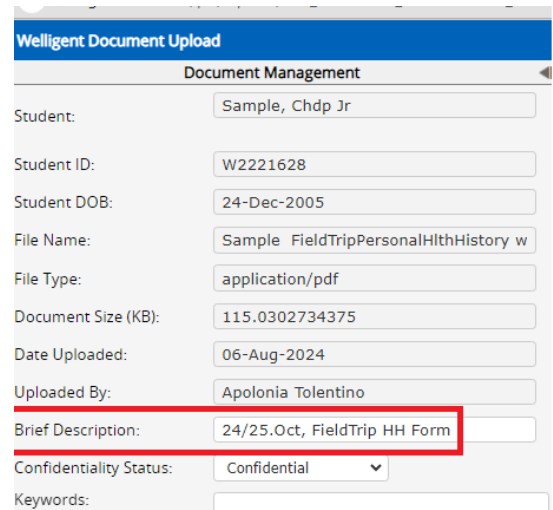


Step 6 Type **Brief description**

Format: YYYY.Month.DD Form Name

2025.July.30.FT-HH Form

2025.Aug13.Ritalin



Welligent Document Upload

Document Management

Student: Sample, Chdp Jr

Student ID: W2221628

Student DOB: 24-Dec-2005

File Name: Sample FieldTripPersonalHlthHistory w

File Type: application/pdf

Document Size (KB): 115.0302734375

Date Uploaded: 06-Aug-2024

Uploaded By: Apolonia Tolentino

Brief Description: 24/25.Oct, FieldTrip HH Form

Confidentiality Status: Confidential

Keywords:

Step 7 Scroll down on left side and click bubble next to Nursing

Student: Sample, Chdp Jr

Student ID: W2221628

Student DOB: 24-Dec-2005

File Name: Sample FieldTripPersonalHlthHistory w

File Type: application/pdf

Document Size (KB): 115.0302734375

Date Uploaded: 06-Aug-2024

Uploaded By: Apolonia Tolentino

Brief Description: 24/25.Oct, FieldTrip HH Form

Confidentiality Status: Confidential

Keywords:

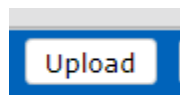
Require Student Signature: ☐

Document Date:

Document Folders

- ☐ CHDP/SMS Program
- ☐ Confidential Services
- ☐ Carlson Medical Referral
- ☐ DP Inactive
- ☐ EBP
- ☐ MAP dashboard
- ☐ Outcome Measures
- ☐ Graphed BII/D Data-NP use only
- ☐ LAC DMH Forms
- ☐ LAC DMH PFI Data
- ☐ LAC DMH Transition Forms
- ☐ Med (Rx) Forms
- ☐ Nonpublic
- ☐ English Learner
- ☐ NPA Nursing Notes
- ☒ **Nursing**

Step 8 Click Upload



If you did NOT select the **Nursing** folder, then attachment will appear at the top under **Scanned Documents**

To move the file to **Nursing**, locate file in attachments and click the icon  under **Edit**

welligent.lausd.net/pls/repweb/...

https://welligent.lausd.net/pls/repweb/wellnet.wellmain

Nursing Services

Student: Sample S Sample (DOB: 23 Jan 2018) (6 yrs 8 mths) (Grade: Pre-School) (School: Lausd Central Office)

Client ID: 18MMS451 11AN ID: 580380776503 30A83 (Preferred Name: Ewan)

Attachments

Search Criteria

Document Description

Uploaded Between

Search Clear New

	Description	Uploaded By	Date Loaded	Document Date	File Size	File Type	File Name
	504 Related Documents(1)						
	Confidential Services						
	Carlson Medical Referral						
	DP Inactive						
	EBP						
	Graphed BII/D Data-NP use only(1)						
	LAC DMH Forms(1)						
	LAC DMH PFI Data						
	LAC DMH Transition Forms						
	Med (Rx) Forms						
	Nonpublic						
	English Learner						
	NPA Nursing Notes						
	Nursing(1)						

24-25.OCT Fieldtrip TOBY SPERBER 10-Oct-2024 10-Oct-2024 98KB PDF Sample Sample Treepiepe FT.pdf

renamed document ANNA MARIE SERRANO 18-Sep-2024 18-Sep-2024 119KB PDF renamed document.pdf

no longer eligible for GP ANNA MARIE SERRANO 18-Sep-2024 18-Sep-2024 322KB PDF Re, No longer eligible for GP (031113M004-Bridges Academy).pdf

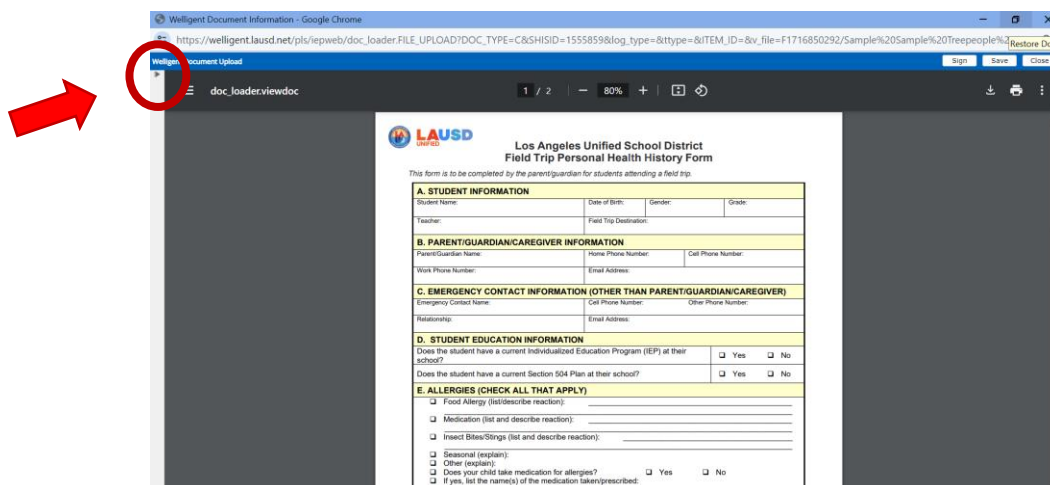
SAMPLE JOSEPH MENDOZA 28-Aug-2024 28-Aug-2024 3307KB PDF RP and You September 2016.pdf

SAMPLE SAMPLE PICTURE JOSEPH MENDOZA 19-Aug-2024 19-Aug-2024 1854KB JPEG internet baby.jpg

section Q signed page MARILYN DEJOTO 30-Apr-2024 30-Apr-2024 134KB PDF CLERICAL MTU Job Duties APR 24 2024.pdf

Sample Med Order APOLONIA TOLENTINO 28-Sep-2023 28-Sep-2023 620KB PDF Sample Medication_Eng_Span_Feb 2023.pdf

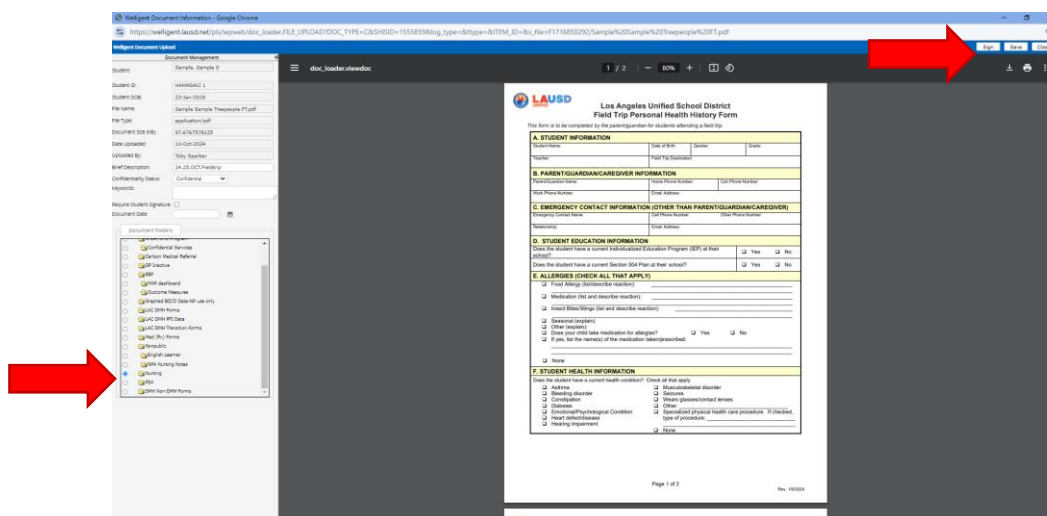
Click the gray arrow on upper left corner of the screen just under **Welligent Document Upload**



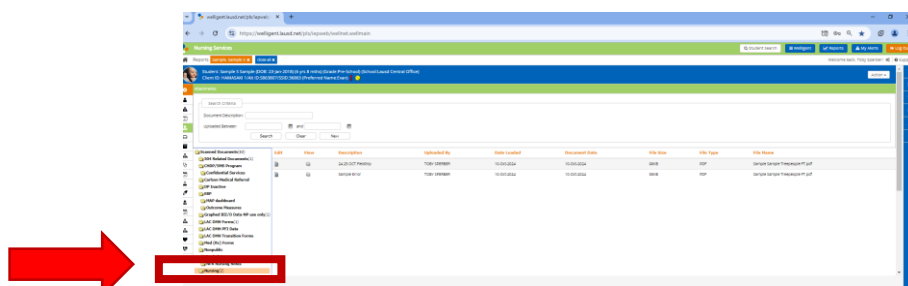
Scroll down to select the **Nursing** file and click the bubble (the bubble will turn blue)

Click **Save**

The document will move to the **Nursing** folder



Refresh to confirm the attachment is now in the **Nursing** folder



Note: If the incorrect file or if the document was attached in the wrong student record, it cannot be removed. Rename the file to **Error**. See page 3 for accessing the Document Management to change the **Brief Description**.