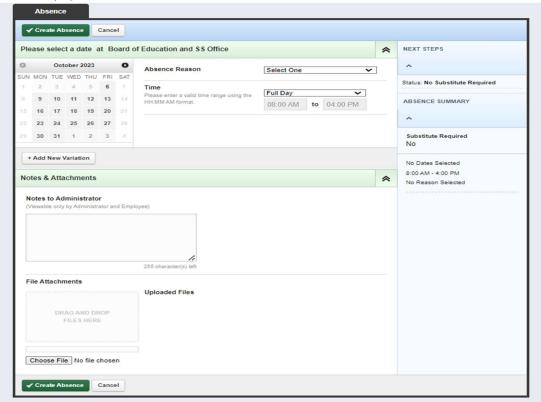# Frontline UPLOAD of Documents
Laptop or PC Only
(New Absence & Past Absences)

Upload a Document to a **New Absence**:
- Create Absence
- Enter Date, Absence Reason and Time
- Notes to Administrator if necessary
- Choose File (on the bottom of them box)
- ✔ Create Absence

Upload a Document to a **Past Absence:**
- Select Account from the left panel
- Select Shared Attachments
- Choose File or Drag & Drop, Upload File, Add Description and Active From/Active To dates. These would be the absence dates that the uploaded note is related to.
- ✔ Save Changes