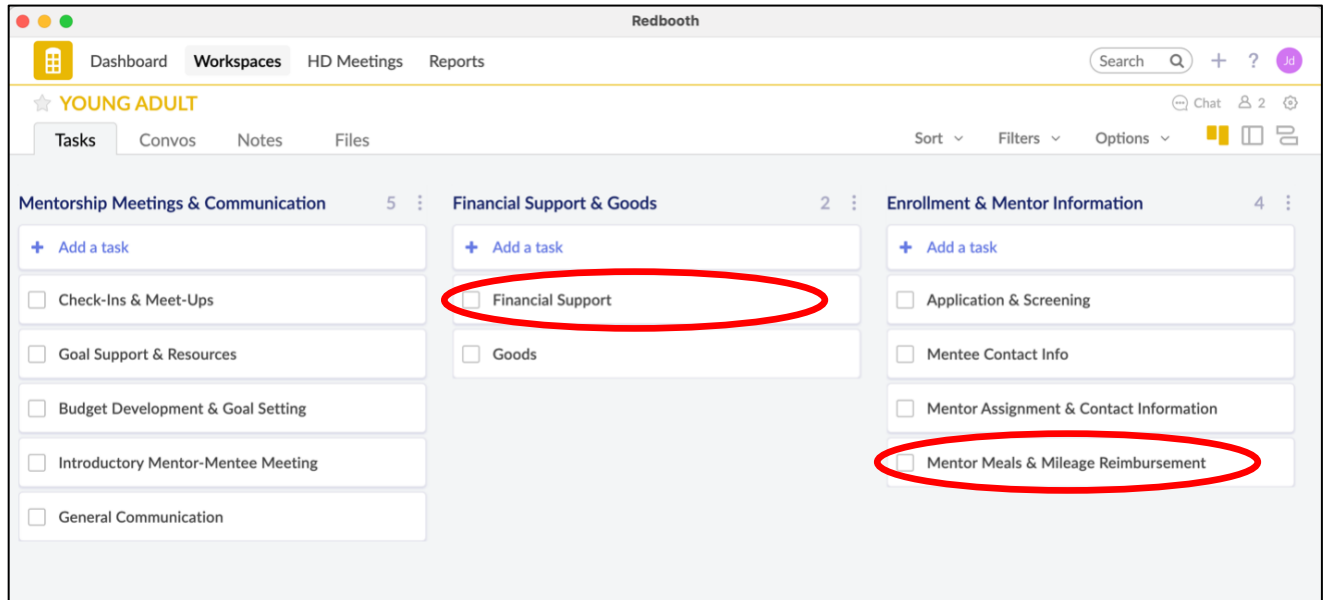**Uploading Documents in Redbooth - Desktop/Web Version**
**Quick Guide for Foster Your Future (FYF) Mentors**

Each month, mentors should upload financial management and grades documentation, as well as their receipts and mileage for reimbursement. You can also share photo documentation of your meet-ups using the upload function.


Mentee Grades and Bank Statements

Both mentee grades and bank statements will be entered on the **Financial Support** task located in the Financial Support & Goals category (see above).

1. Click on **Financial Support** task. Type your comment in the comment box. Click Attach files button.
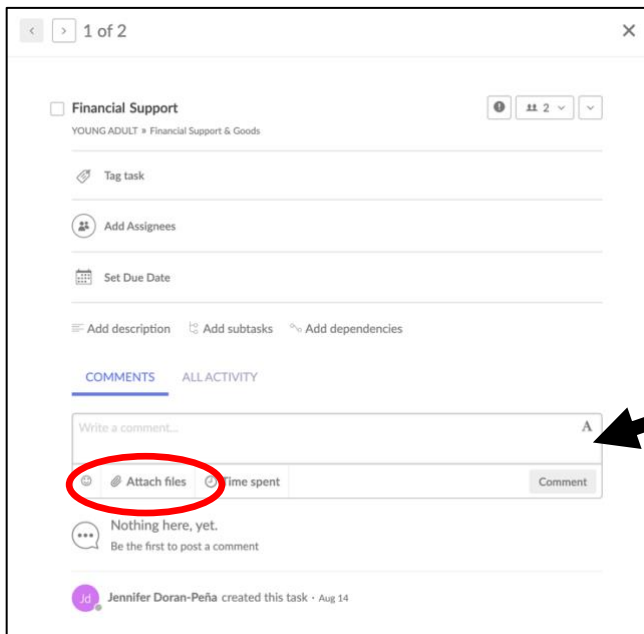
2. The following screen will pop-up. Drag and drop a file or click on the **Select files** button to navigate to a file to upload from your computer.
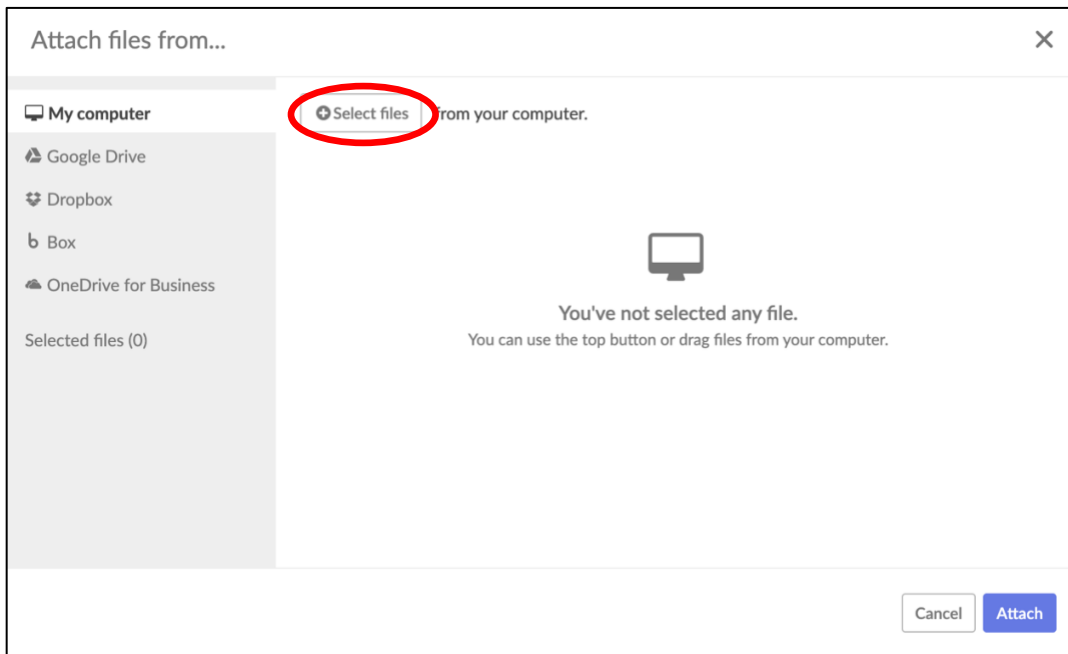

3. Once all the file(s) that you are trying to attach are showing, click on the blue **Attach** button in the lower right corner of the screen. Note: *file size matters*. Files must be smaller than 2MB.
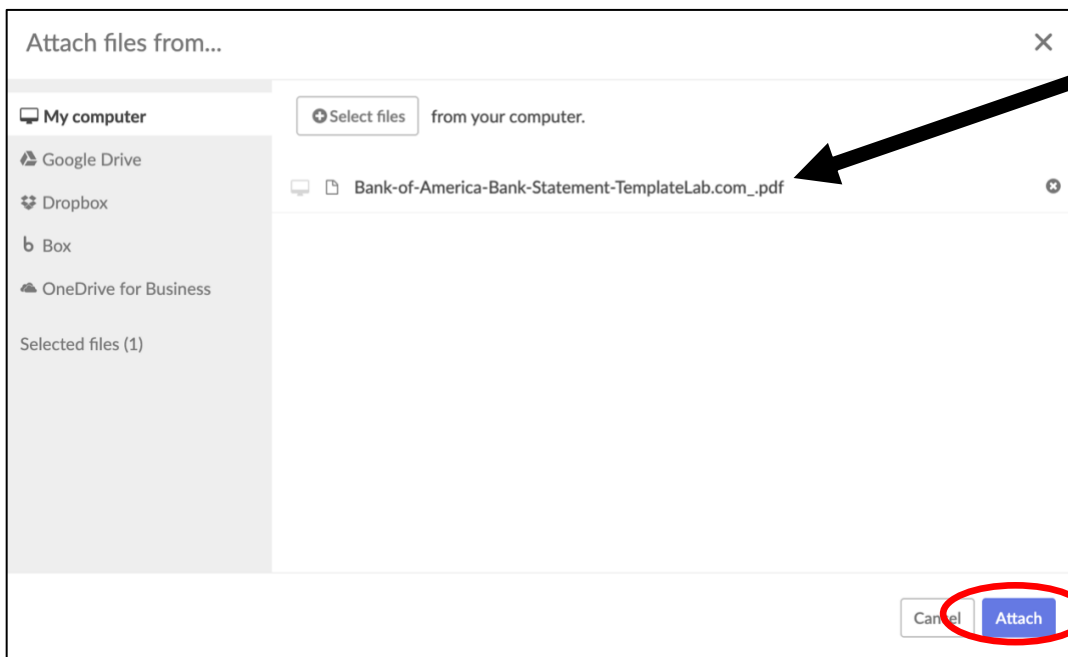
4. You know the upload has been successful when the **Uploads Complete** message appears in the bottom left hand and the name of the document you are uploading appears at the bottom of the comment that you are writing. Once each document that you would like to include as part of the comment is listed, click the blue **Comment** button to publish your comment.
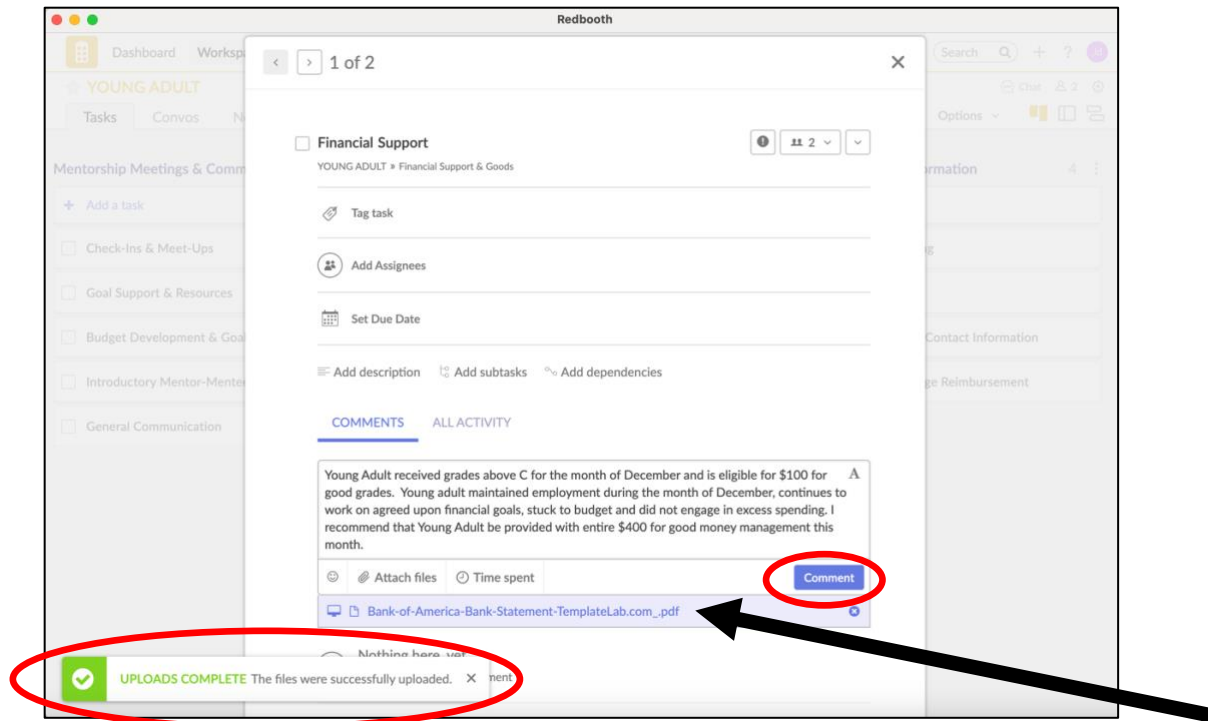

5. The result should show the attached document. If the result does not show the attached document, try navigating elsewhere in redbooth and then back to the **Financial Support** comment.
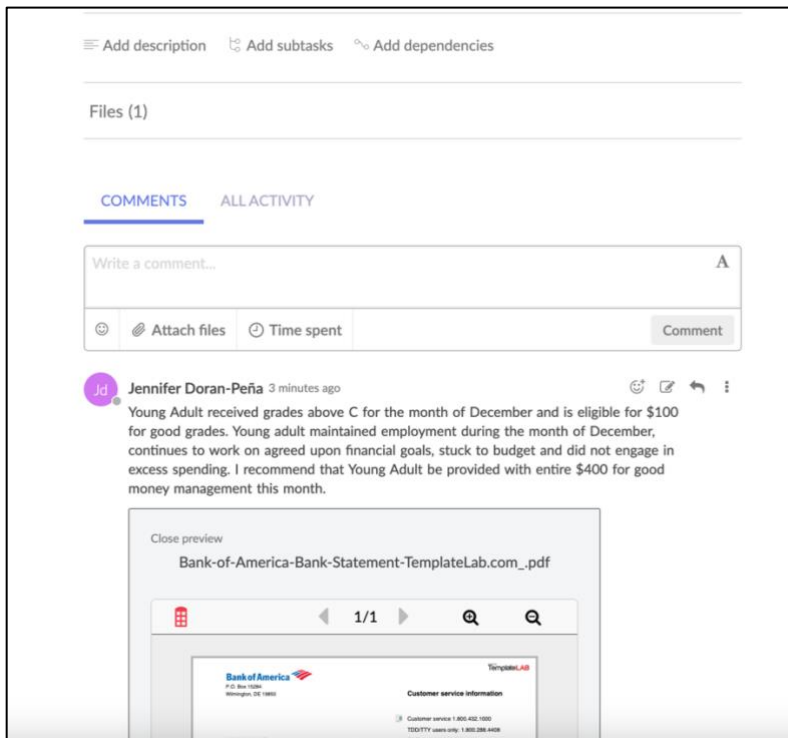
6. The workspace main page will display the number of comments for each task. Foster Your Future use of redbooth is designed so that like activities are recorded on the same task over time, creating a history related that task-type. The **Financial Support** task, for example, should over time provide a chronological list of financial support provided to the Young Adult, including the necessary back-up documentation to justify the support.
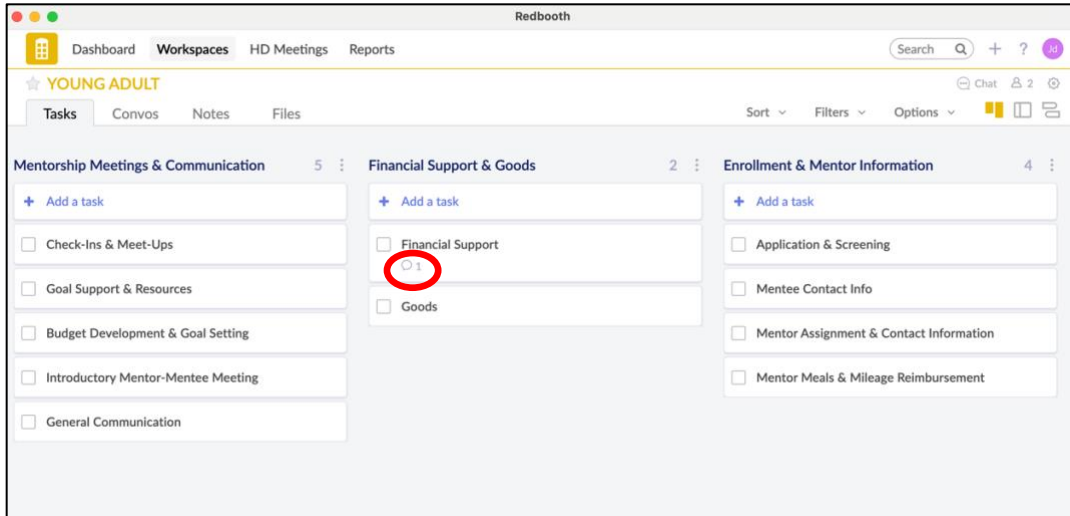
7. Attachments can be made to a comment after it has already been published. To attach or delete a document, select the **Edit** icon. These icons appear when you hover over the area with your mouse.
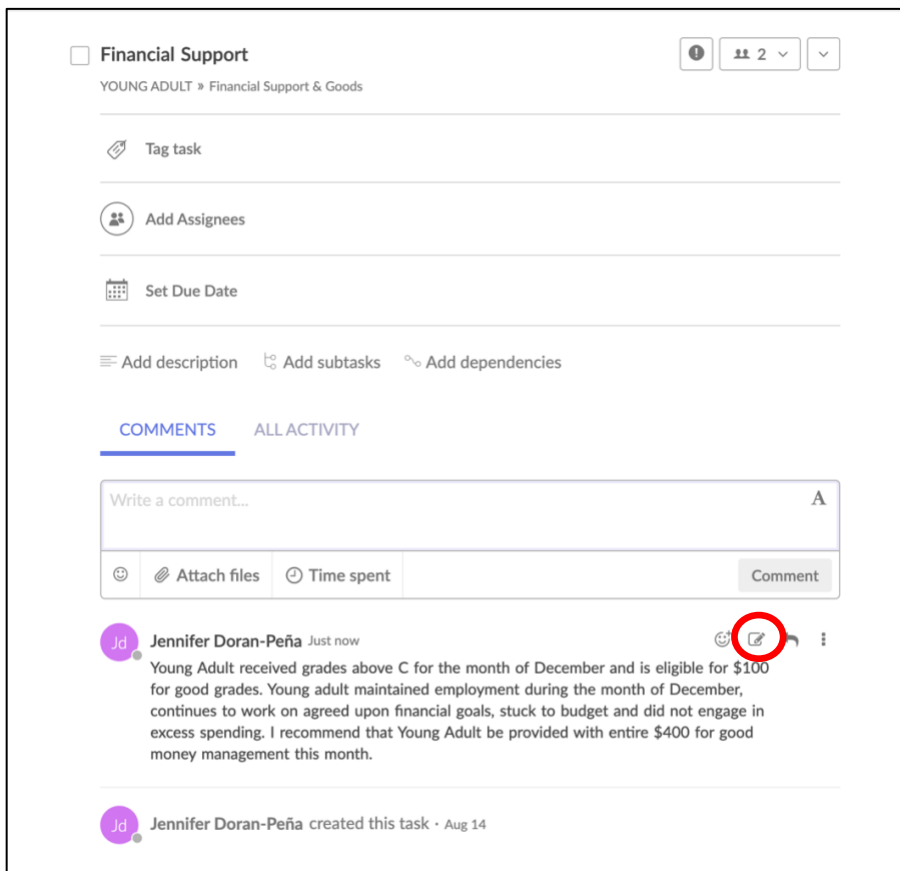
8. When a comment is opened to editing, select **Attach Files** and follow steps 2 & 3 in this tutorial. After the file has successfully been uploaded, Click the **Save** link to update the comment.
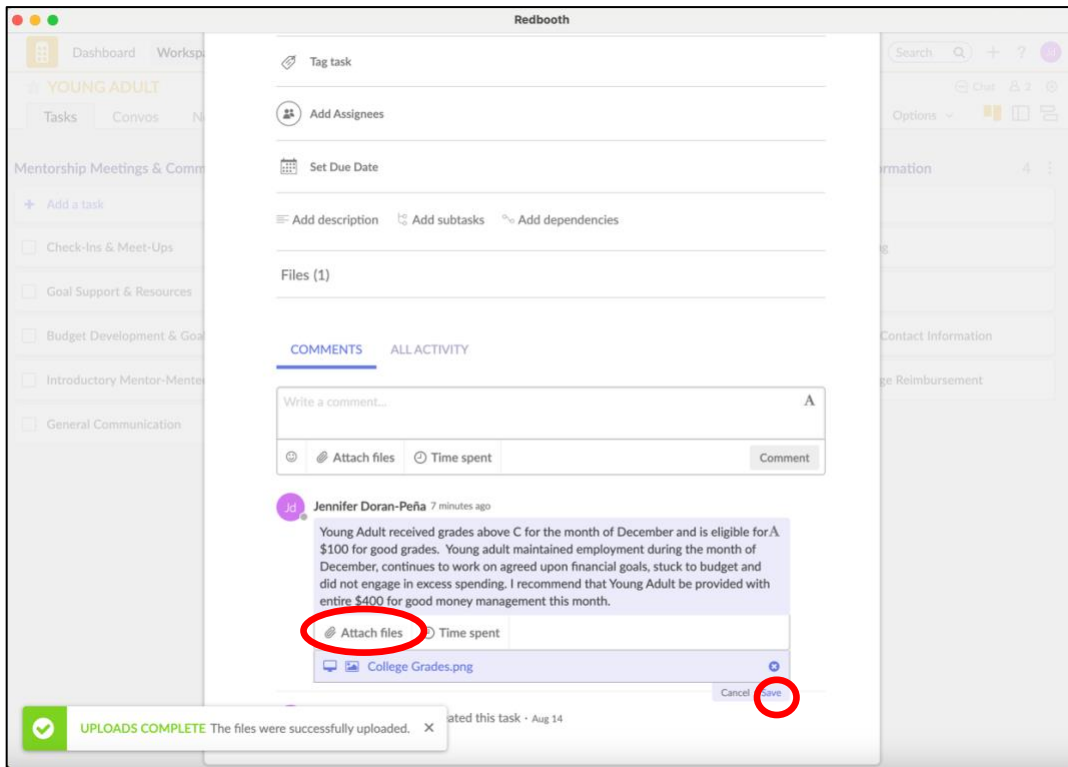
Mentor Receipts and Mileage
Monthly mentor receipts for reimbursement and mileage should be uploaded to the **Mentor Meals & Mileage Reimbursement** task located in the Enrollment & Mentor Information category. Start by selecting the Mentor Meals & Mileage Reimbursement link.
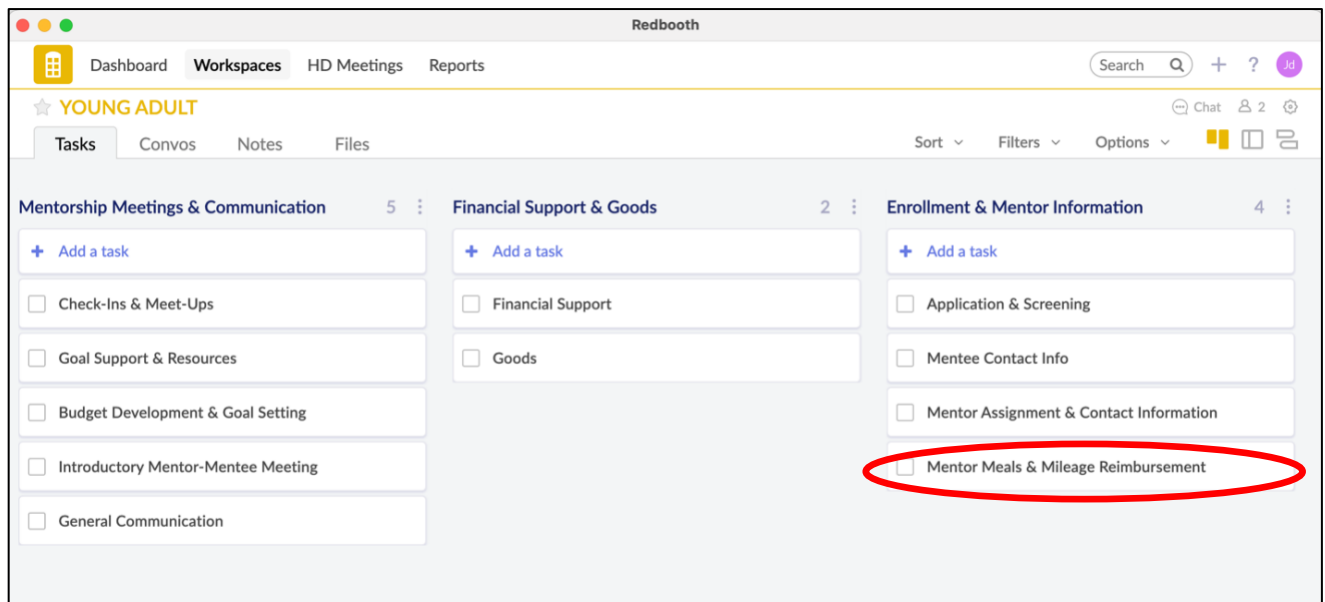
1. Start a new comment by typing in the empty comment box. It is extremely helpful to the FYF team if the comments clearly show the month that the activities happened, such as the text below. Hit the Comment button to publish the comment. Follow the instructions provided for attaching bank statements and grades to attach receipts to your comment.


2. Add to your comment throughout the month using the edit function to keep all info in one place and easy for FYF staff to identify and follow-up with.

   So, there is no need to wait till the end of the month to update redbooth. In fact, the FYF team would prefer that redbooth is updated throughout the month so that we know what is happening with the young adults and so that we can get a head start on preparing from reimbursements. We also understand you are busy and this cannot always happen.
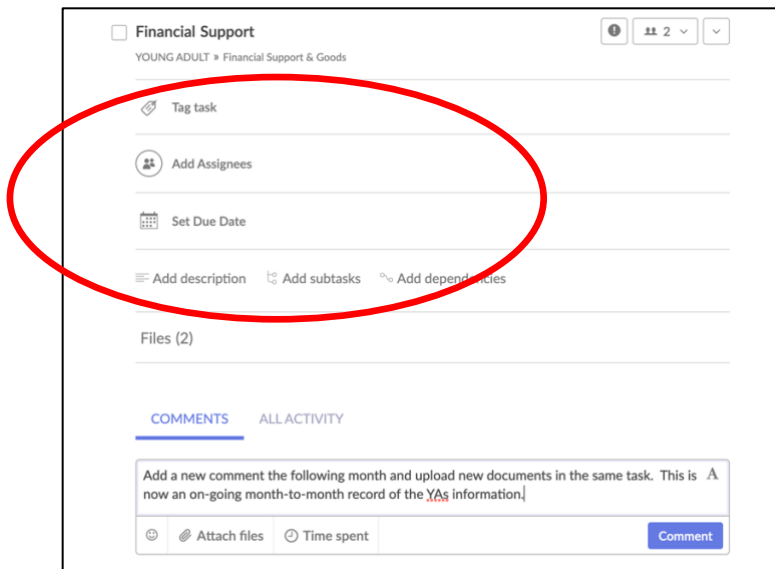
3. Add to or edit comment the comment and select the highlighted text **Ctrl+Enter to save** or simply follow the prompt and simultaneously hold down the keys **Ctrl** & **Enter** on your keyboard to save.
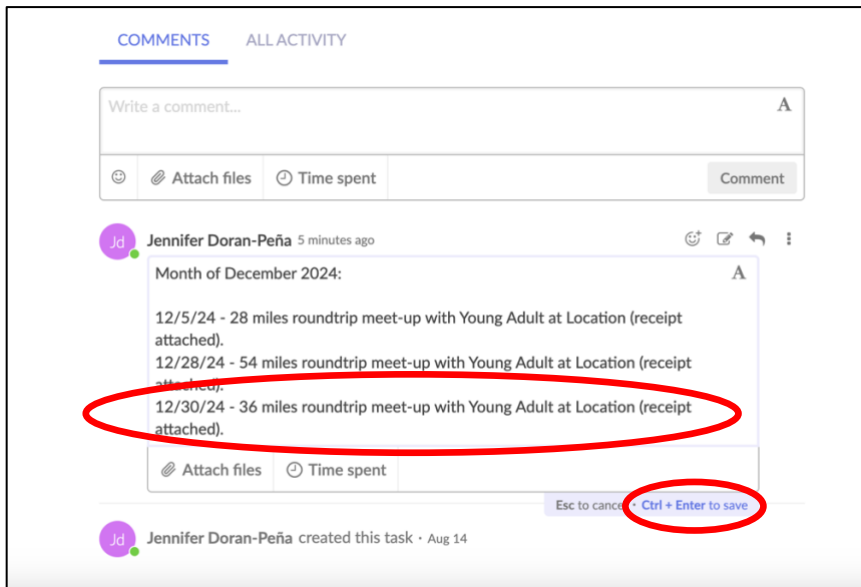
Other Information

What are these other fields in the Task box?

Currently, FYF does not use any of the fields that appear at the top of the Task box. There is no need to Add Assignees (the FYF team is already added to each of the Tasks and receive notifications by email when something is added to redbooth) or set due dates (since tasks are a running list over time).

Clear Your Cashe
If you are not seeing updates in redbooth, you may need to clear your cashe.

Redbooth Tutorials
Redbooth provides a variety of tutorials and on-line support for users. Click here for a prerecorded step-by-step to Comment and Attach Files. Please refer back to FYF documents or contact Jennifer if you have questions about how FYF uses particular features of redbooth software.