**Files**

**Overview**

The student file section, or "Attachment Detail," as Salesforce calls it, will show you any files that have been uploaded to a student's account by the student or by the advisor. These files are most often:

* Transcripts collected during assessments
* REDACTED tax documents
* Resumes

**Adding a File**

Click the "Add a File" button in the top right-hand corner to attach a document to a student's record in Salesforce.

**File Type**

* **WHY**: Current and future advisors can quickly identify which type of document has been uploaded, without having to rely on the file name​​​​​​​

**Viewing Files**

At the very bottom of each student record, you will see the list of files that have been uploaded by the student or an advisor. Click "View All" to see more than the 3 most recent files.

Click the down arrow next to the document to delete anything that may have been uploaded by mistake, or includes personal information that should be redacted.