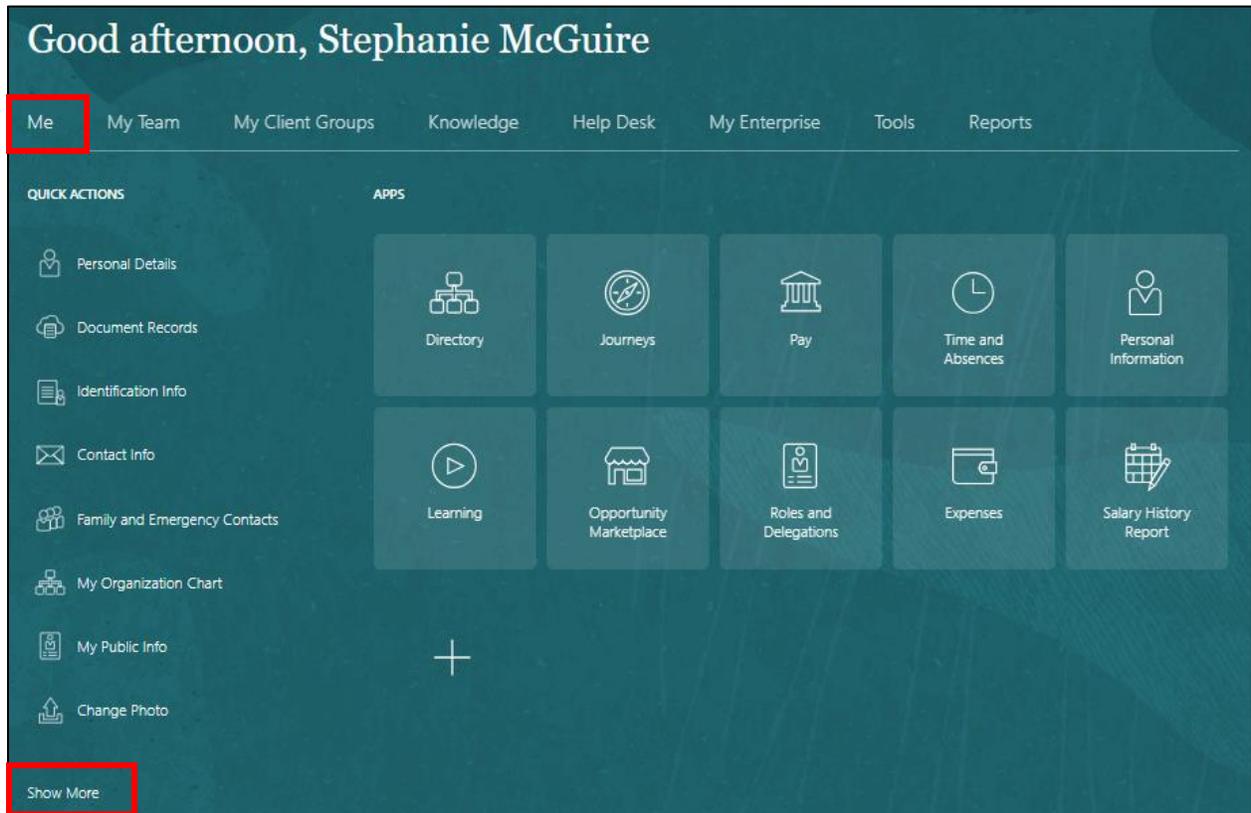
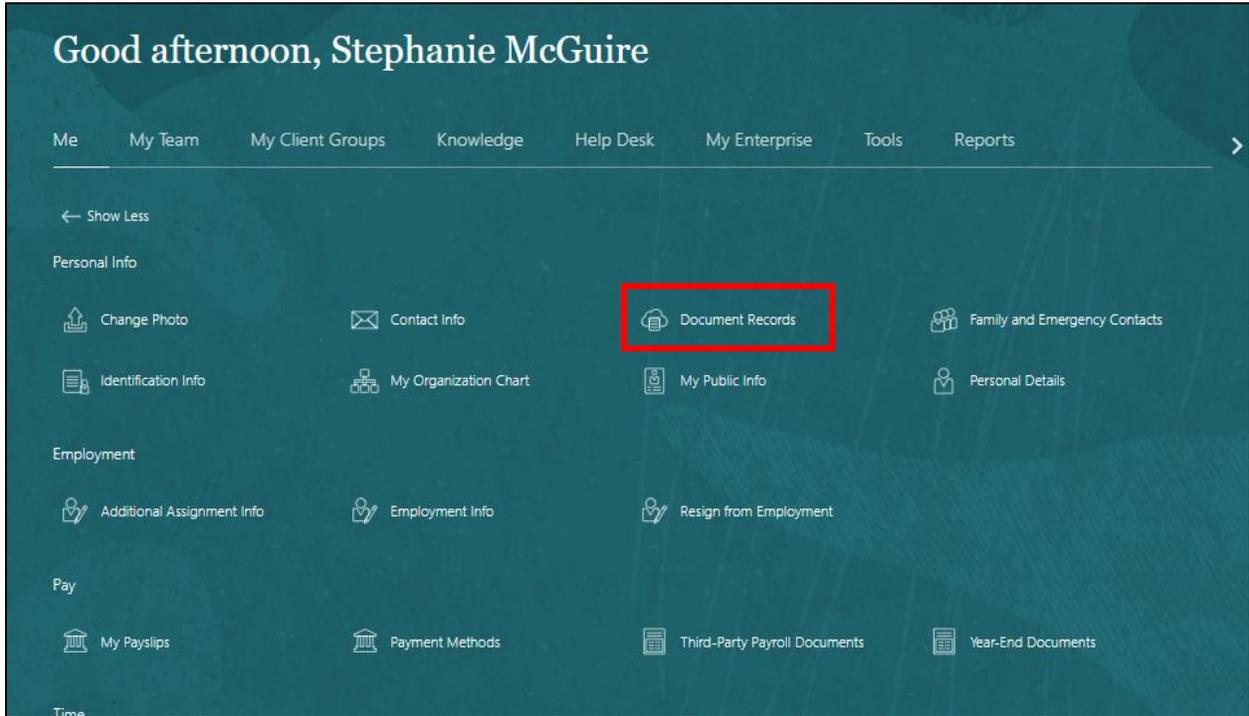


You can view all your letters, new contracts and documents for any employment changes saved on your Document Records.

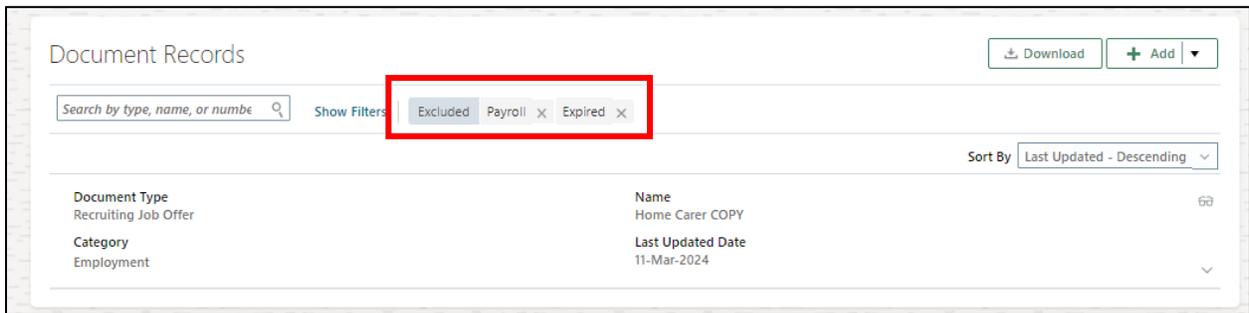
Click on “Me” then “Show More”.



Under the Personal Info section select “Document Records”.



You can remove the filters to view all documents by clicking on the crosses next to the filter names.



You should be able to see all your documents here. Click on the eyeglasses of the one you want to view.

The screenshot shows a 'Document Records' interface. At the top right, there are 'Download' and '+ Add' buttons. Below is a search bar with the placeholder text 'Search by type, name, or number' and a 'Show Filters' link. A 'Sort By' dropdown menu is set to 'Last Updated - Descending'. The main area contains a table with two rows of document records. The first row is for a 'Recruiting Job Offer' document named 'Home Carer COPY', with a category of 'Employment' and a last updated date of '11-Mar-2024'. A red box highlights the eyeglasses icon next to the document name. The second row is for 'SLC Medical Certificates' with a category of 'Absence' and a last updated date of '03-Nov-2023'.

This will open the record and you can click on the document to download and view by clicking the download symbol next to the document name.

The screenshot shows the 'Document Details' page for the 'Home Carer COPY' document. It displays the following information: Document Type (Recruiting Job Offer), Category (Employment), Name (Home Carer COPY), Country (All Countries), Created From (Recruiting offers), Number (85), and From Date (11-Mar-2024). Under the 'Attachments' section, there is a 'Preview' link for 'JobOfferLetter_ACCEPTED_HomeCarerCOPY_240311_105629.pdf (1 more...)'. Below this, two attachment entries are listed: 'JobOfferLetter_ACCEPTED_HomeCarerCOPY_240311_105629.pdf (83.96 KB) ↓' and 'JobOfferLetter_EXTENDED_HomeCarerCOPY.pdf (83.96 KB) ↓', both uploaded by Stephanie McGuire on 11-Mar-2024 10:56 AM. A red box highlights the document icon next to the first attachment name.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.