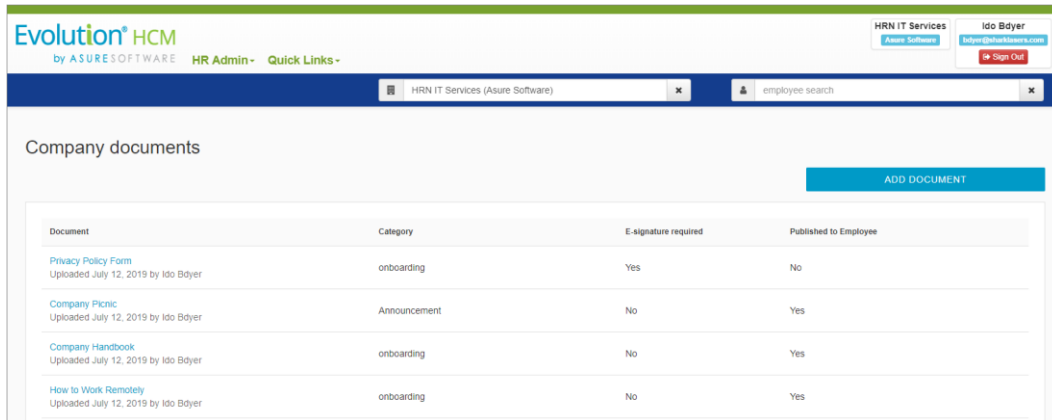
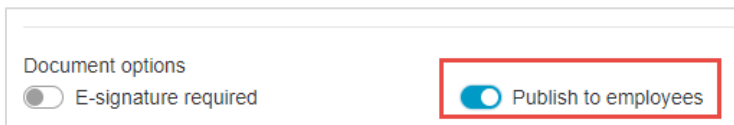


To publish a document to ALL employees of a company in AHR 2.0:

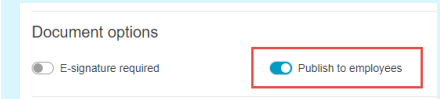
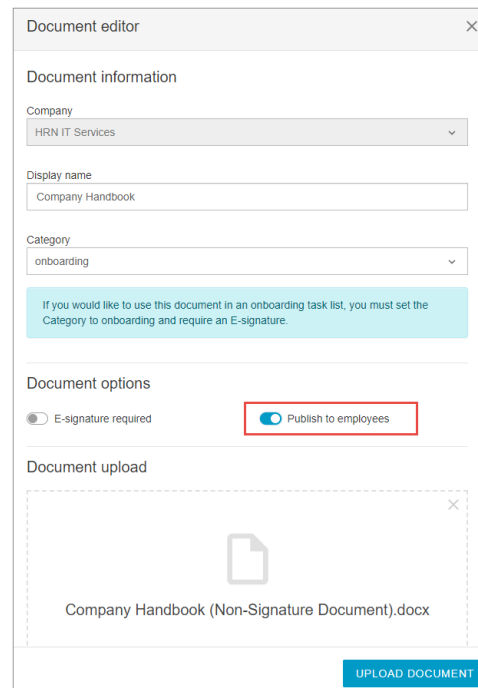
1. Go to the **HR Admin – Company – Company Documents** screen. The system displays the **Company Documents** screen.



2. Select a **Company** from the search box at the top, if not already selected.
3. Click the **Add Document** button on the **Company Documents** screen.
4. The **Document Editor** screen opens, as shown at right.
5. Enter a name for the document in the **Display Name** field.
6. Select a category for the document from the **Category** dropdown.
7. In the **Document options** section of the screen:



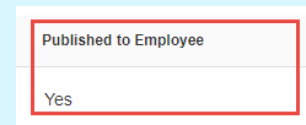
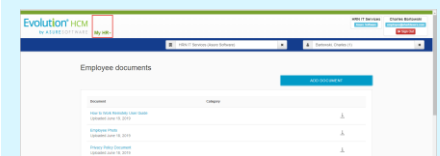
- a. The **E-Signature** required option should remain **Off** as E-Signature documents cannot be published to all employees.
 - b. Set the **Publish to employees** toggle option to **On**.
8. In the **Document Upload** section of the screen, drag the document to this area of the screen, or click the **choose a file** link and browse to the document.
 9. Click the **Upload Document** button.



For documents that will not require an E-Signature, but do need to be made available to everyone in a company, an **SB Admin** and an **Admin** role (but not a Manager) can, using the **Company Documents** screen, publish a document to ALL employees of a company at the same time.

For example, a Company Handbook that needs to be made available to all employees but which they do not have to E-Sign and return.

Once a document has been uploaded and published to all employees they will be able to access the document on their **Employee Documents** screen (**My HR – My Documents** and the system displays their **Employee Documents** screen).



10. The system returns you to the **Company Documents** screen and the document you just uploaded displays on the list.

Company documents

[ADD DOCUMENT](#)

Document	Category	E-signature required	Published to Employee
Privacy Policy Form Uploaded July 12, 2019 by Ido Bdyer	onboarding	Yes	No
Company Picnic Uploaded July 12, 2019 by Ido Bdyer	Announcement	No	Yes
Company Handbook Uploaded July 12, 2019 by Ido Bdyer	onboarding	No	Yes
How to Work Remotely Uploaded July 12, 2019 by Ido Bdyer	onboarding	No	Yes

Notice that under the **Published to Employee** column, the system displays **Yes** for the document you just uploaded.

The document has been uploaded and published to all employees. All employees will be able to access the document on their **Employee Documents** screen (**My HR – My Documents**).

Evolution[®] HCM
by ASURE SOFTWARE

My HR-

HRN IT Services
Asure Software

Charles Bartowski
employee@sharklesers.com
[Sign Out](#)

HRN IT Services (Asure Software) | Bartowski, Charles (1)

Employee documents

[ADD DOCUMENT](#)

Document	Category	
Company Picnic Uploaded July 12, 2019	Announcement	↓
Company Handbook Uploaded July 12, 2019	Onboarding	↓
How to Work Remotely Uploaded July 12, 2019	Onboarding	↓

Note that all legacy documents (prior to the introduction of the E-Signature feature), which already had a **Publish to Employee** value (**Yes/No**) set on the older user interface, that value will be retained and displayed in the new interface.

All published documents which were previously accessible via the **Documents (Company)** screen are now accessed via the **Documents (Employee)** screen for admins, and **My Documents** for employees.