

Office for People With Developmental Disabilities

Uploading Supporting Documents User Guide

Uploading Supporting Documents

(The personal information and accompanying data shown in this guide are fictional and are used for illustrative purposes only.)

Supporting documents can be uploaded to CHOICES and attached to an individual's record. The document is then available to be viewed by an authorized user.

Important Information

The Maximum file size for the system is 50 Megabytes. The following file types are allowable in this system:

| Text & Documents | |
|---------------------|----------------------------------|
| .txt | Text File |
| .pdf | Portable Document Format |
| .doc / .docx / .xml | MS Word |
| .wps | MS Works |
| .rtf | Rich Text Format |
| Spreadsheets | |
| .xls / .xlsx / .xml | MS Excel |
| .wks | MS Works |
| Graphic Formats | |
| .gif | Graphic Interchange Format |
| .jpg / .jpeg | Joint Photographic Experts Group |
| .png | Portable Network Graphics |
| .tif / .tiff | Tagged Image File Format |

To upload any supporting document, the user must first complete and Save the form to his/her computer. Before any document can be uploaded into CHOICES, it must be saved in the correct naming convention as shown below. This will also display on the Upload File box each time you do an upload.

LastName_FirstName_TABSID_YYYY_MM_DD_DocumentName

Example: Individual_Jon_12345_2022_09_01_transmittal

Supporting Documents cannot be edited or modified once they are uploaded. If a document needs to be changed or updated, it will need to be uploaded again.

Once the document is uploaded it cannot be removed by the end user; contact the ITS Help Desk to request the removal of a document.

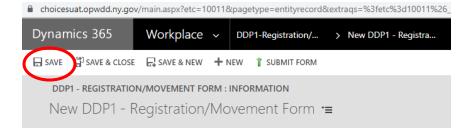
Supporting Documents – Attaching directly to a Form

In this example, a DDP1 is completed and additional necessary supporting documents are required to be uploaded before the DDP1 can be reviewed and approved by the DDRO. Please contact your local DDSO for the exact documents needed when completing forms.

First, complete the DDP1 form.

| DDP1 - Registration/Movement Form: New DDF | | | | | - | ő X |
|--|--|--------------------------------------|--|-----|---|-----|
| choicesuat.opwdd.ny.gov/main.aspx?etc | :=10011&pagetype=entityrecord&extraqs=%3fetc%3d10011%26_CreateFromType%3d10005%26_CreateFr | omld%3d%257b33F4D26E-E34E-DF11-A3A7- | 005056B279AE%257d&newWindow=true&histKey=71206587#13534076 | 3 | _ | |
| Dynamics 365 Workplace | CC V DDP1-Registration/ > New DDP1 - Registra | | <i>ک</i> ک | + 7 | ۲ | ? 🕗 |
| 🗟 SAVE 🛱 SAVE & CLOSE 📮 SAVE & NE | W 🕂 NEW 👔 SUBMIT FORM | | | | | |
| DDP1 - REGISTRATION/MOVEMENT | FORM : INFORMATION | | | | | |
| New DDP1 - Registratio | n/Movement Form ™ | | | | | |
| ▲ General | | | | | | |
| Purpose Of DDP1 | | | | | | - H |
| Purpose * | Add | Demographic Data Change | A No | | | |
| Individual Information | | | | | | |
| Individual | BADIA,ARIA | TABS ID * | ₿ 301672 | | | |
| Last Name * | BADIA | First Name * | ARIA | | | |
| Middle Initial | a | Date Of Birth | ■ 11/10/1994 | | | |
| Sex * | Alle Male | Medicaid Number * | ■ CS01672Z | | | |
| Social Security Number * | ■ 000-30-1672 | | | | | |

Once all required fields are completed, click the Save icon on the top left side of the form.



Click on the down arrow next to the Individual's name on the DDP1 for Smith, Mark title, the Supporting Documents Tile will become available in the subsections. Click the Supporting Documents tile.

| Choicesuat.opwdd.ny.go | ov/main.aspx?etc=100118 | 2pagetype=entityrecord | &extraqs=%3fetc%3d1001 | 11%26_CreateFromType%3d10005%26_CreateFromId%3d%2 |
|------------------------|-------------------------|------------------------|------------------------|---|
| Dynamics 365 | Workplace 🗸 | DDP1-Registration/ | > DDP1 for BADIA,A | |
| Common | Process Sessi | ons | | |
| Supporting Docu | me 🧞 Backgrour | nd Processes | | |
| Activities | 😪 Real-time | Processes | | |
| Closed Activities | | | | |

The Supporting Documents section displays. Follow the instructions in **Uploading** on page 4.

Uploading

On the left side, is a New button, click the New button to begin to upload.

EDDP1 - Registration/Movement Form: DDP1 for BADIA,ARIA - Google Chrome

| ynamics 365 | Workplace ~ | DDP1-Registration/ | > DDP1 for BADIA, ARIA | > |
|-------------------|--------------------------------|--------------------|------------------------|---|
| | | | | |
| DDP1 - REGISTRATI | ION/MOVEMENT FORM : | INFORMATION | | |
| | | | | |
| DDP1 for BA | DIA,ARIA 📹 | | | |
| DDP1 for BA | DIA,ARIA ™≡ | | | |
| \frown | DIA,ARIA ་☰ ^{Form} | 0 | | |

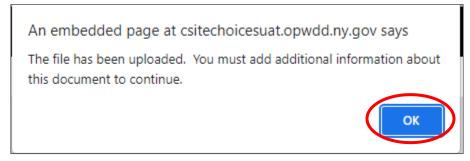
The following screen displays when the New button is clicked. Choose the Click Here to Upload a File... button.



A dialog box opens, from which you will browse your computer folders to select the correct file or document. Click on the correct document to highlight. Click the **Open** button. This will actually "Upload" the document.

| 🛃 Open | | | | | |
|-----------------------|--------------------------------|--------------------|-------------|-------------|-----------------|
| ← → 丶 ↑ 💾 > This I | PC → Windows (C:) | | | V Ö 🔎 Sear | ch Windows (C:) |
| Organize 🔻 New folder | | | | | 🖽 🕶 🔟 🧃 |
| PM Training 202: ^ | Name | Date modified | Туре | Size | |
| Review_2022 | Intel | 6/12/2020 10:43 PM | File folder | | |
| User Guides | PerfLogs | 12/7/2019 4:14 AM | File folder | | |
| 🗸 💻 This PC | | 10/20/2022 10:50 | File folder | | |
| > 1 3D Objects | Program Files (x86) | 10/20/2022 10:51 | File folder | | |
| - | ProgramData | 11/9/2022 8:29 AM | File folder | | |
| > Desktop | PTW525 | 8/13/2020 10:30 AM | File folder | | |
| > 🔮 Documents | Sun | 6/12/2020 4:10 PM | File folder | | |
| > 🕂 Downloads | Users | 4/29/2022 5:39 PM | File folder | | |
| > 🁌 Music | Windows | 10/28/2022 11:41 | File folder | | |
| > 📰 Pictures | SWINRE_BACKUP_PARTITION.MARKER | 5/28/2021 10:33 PM | MARKER File | 0 KB | |
| > 😽 Videos | D2F3AF9E04FA | 7/28/2020 1:19 PM | File | 1 KB | |
| > 🏭 Windows (C:) | desktop_support | 11/9/2022 12:18 PM | Shortcut | 2 KB | |
| > 👳 -CNSE Shared- (| | | | | |
| > 👳 swartwae (\\opא 🗸 | | | | | |
| File nam | ne: | | | ✓ All Files | ~ |
| | L | | | Oper | Cancel |

Once the document has finished uploading, the following message will display. Click "**OK**" to close the dialog box.



The document has now been uploaded.

Click the box next to the document name and then click Edit to add the class and type of the file.

| DDP1 - REGISTRATION/MOVEMENT FOR | M : INFORMATIO | N |
|--|----------------|----|
| DDP1 for BADIA,ARIA ◄ | | |
| | | |
| New Unlink From This Form 😥 Edit 😵 Refrest | n 🔞 FAQ | |
| Name | File Type | Do |
| mith John 1234 2022 12 21 LifePlan.docx | .DOCX File | |

The following screen is the additional information needed for the uploaded document. This will categorize the document that has been uploaded to the form.

| pporting Document: Smith_J | John_1234_2022_12_21_LifePlan.docx - Google Chrome | | | | | — | | \rightarrow |
|----------------------------|---|---------------------------|---------------------|------------|-----------------|----------------|--------------|---------------|
| hoicesuat.opwdd.ny.gov | r/main.aspx?etn=omr_supportingdocument&id=79 | 3920ce-734b-469d-a | 8c6-fafc67bbcc5e | &pagety | /pe=entity | record&e> | traqs= | %3f |
| ynamics 365 s | Smith_John_1234_20 > | | <u>ۍ</u> ک | + | Y | ۲ | ? | |
| SAVE | 🖘 Email a link 🛛 🖉 Word Templates 🔻 🕑 R | UN REPORT 🔻 | | | | \uparrow | \downarrow | 3 1 |
| | NENT: INFORMATION 234_2022_12_21_Lif ™ | | | | | | | |
| The 'Save and Close' fun | ction does not work on this particular form. Please use the | save' button after making | g your changes, and | then eithe | er click the '> | (' or hit ALT· | + F4 | |
| General | | | | | | | | |
| | | * | | | | | | |
| Document Name | Smith_John_1234_2022_12_21_LifePlan.do | 2) Type * | × | | | | | |
| 1) Document Class * | ` | 3) Subtype * | 8 | | | | | |
| Individual | BADIA, ARIA | File Type | BOCX | File | | | | |
| | | File Size (KB) | 12 | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Status | Active | | | | | | | |
| Active | | | | | | | | |

Document Class, Type and **Subtype** are all **Required Fields** (*), you must choose the correct option from the drop downs.

Start with **Document Class** by clicking on the down arrow and select the most appropriate Class from the list. Once a Class is selected, the *dependent field* of **Type** will be available with the appropriate list relative to the Class you selected. Click on the **Type** down arrow and make the proper selection. Do the same for "**Subtype**".

In this example, we are completing a DDP1 for an Add to Program. This particular program add requires a transmittal as a supporting document.

- Class as the DDP1 is a Service Request, the Class "Service Request/Change" is selected
- 2. Type as DDP1 is an add to program, the type "Registration/Program Adds is selected
- 3. Subtype the actual document is a "transmittal form" so that subtype is selected.

| ▲ General | | | |
|---------------------|--|--------------|---|
| Document Name | Smith_John_1234_2022_12_21_LifePlan.dc | 2) Type * | Plans Eligibility Evaluations |
| 1) Document Class * | Service Request/Change | 3) Subtype * | Intellectual Tests Adoptive rests Registration/Program Adds |
| | | | Iransmittal Form |
| 1.10.11.1 | 0 | en e | 0 |

After completing the 3 sections, Save & Close the classification screen.

| Sup; | porting Document: Smith_Jo | ohn_1234_2022_12_21_LifePlan.docx - Google Chrome | | | — | | | × |
|------|-----------------------------------|--|-------------------------------|---|------------|--------------|------------|---|
| 🗎 ch | oicesuat.opwdd.ny.gov, | /main.aspx?etn=omr_supportingdocument&id=79 | 3920ce-734b-469d-a8c6- | fafc67bbcc5e&pagetype=entityre | cord≤: | xtraqs | =%3f | f |
| Dy | namics 365 s | mith_John_1234_20 > | | 𝔅 𝔅 𝔅 𝔅 | ۲ | ? | | 0 |
| E S | AVE 🛱 SAVE & CLOSE | 🖘 EMAIL A LINK 📲 WORD TEMPLATES 🔻 🗈 R | UN REPORT 🔻 | | \uparrow | \downarrow | 3 1 | × |
| | supporting docum Smith John 12 | ient∶information 34 2022 12 21 Lif = | | | | | | |
| | | | | | 1.5.417 | | | |
| | | tion does not work on this particular form. Please use the ' | save' button after making you | ir changes, and then either click the X c | or hit ALI | +F4 | | |
| | ▲ General | | | | | | | |
| | Document Name | Smith_John_1234_2022_12_21_LifePlan.do | 2) Type * | Registration/Program Adds | | | | |
| | 1) Document Class * | Service Request/Change | 3) Subtype * | Transmittal Form | | | | |
| | Individual | BADIA, ARIA | File Type | .DOCX File | | | | |
| | | | File Size (KB) | ₿ 12 | | | | |

After uploading all necessary supporting documents, click, *DDP1 for ...*, to return to the DDP1 General page.

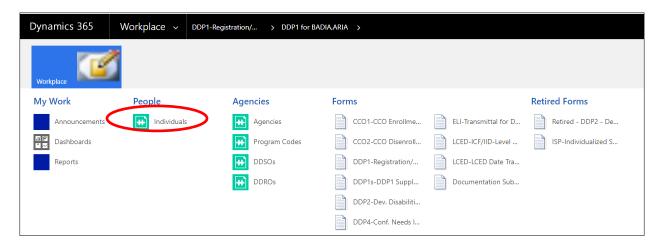
| DDP1 - Registration | /Movement F × + | | | | - 0 × |
|--|---------------------------------------|---|-----------------------------------|--------------------------|-----------------|
| \leftarrow \rightarrow C \Leftrightarrow | ttps://choicesua | t.opwdd.ny.gov/main.aspx#333220253 | | A to C te 🖻 | 🎲 🗟 |
| Dynamics 365 | Workplace 🗸 | DDP1-Registration/ DDP1 for AARONS,R | | 𝔅 𝔅 𝔅 | e ? 🎴 |
| 🔒 SAVE 📲 SAVE & CLOSE | 🕞 SAVE & NEW 🕇 NE | ew 🛅 delete 👓 email a link 📓 word templ | .ATES 👻 🖹 RUN REPORT 👻 📙 VIEW PDF | ••• | ↑ ↓ ∃ × |
| | N/MOVEMENT FORM : IF ONS,RALEIGH • | | | ↑ Submit Form 唱曲 Copy | |
| Purpose Of DDP1 | | | | | - |
| Purpose* | | Add | Demographic Data Change | No No | |
| Individual Information | on | | | | |
| Individual | | AARONS,RALEIGH | TABS ID * | ■ 56868 | |
| Last Name * | | AARONS | First Name * | RALEIGH | |
| Middle Initial | | a | Date Of Birth * | ■ 10/1/1977 | |
| Sex * | | Male | Medicaid Number * | CS56868C | |
| Status | + Active | 0 | | | · · |
| Active | | | | un | saved changes 🚦 |

You can now Submit the form, click on three dots, which will display more commands and click **Submit Form**.

Supporting Documents – Uploading directly from an Individual's Record

To upload supporting documents for an individual that is not attached to a particular form you must open that individual's record.

To attach new Supporting Documentation, hover over the **Workplace** to display the subsection tiles, click the "**Individuals**" tile:



In the Individuals section search by TABS ID or name, starting with last name as shown in the field below in the red oval.

| Dynamics 365 | Workplace 🗸 | Individuals > | Q | • • | V | © ? 🍳 | |
|----------------------|--------------------|---|-----------------|-----|---|-------|---|
| 🖘 EMAIL A LINK 🛛 👻 🖪 | RUN REPORT 👻 🔍 EXI | ORT TO EXCEL + | | | | | |
| ⊷ Active Inc | dividuals ¥ | | Search for reco | rds | | R | > |
| □ Full Name ↑ | TABS ID | Date Of Birth Medicaid Nu Address Line Address Line Address City Address State Address Zipc | | | | U T | |

For this example we will show how to locate a certain individual by typing the name 'Hartford,Jaekob' in the Search for records section. Then click the **Search** button . A list matching our search displays.

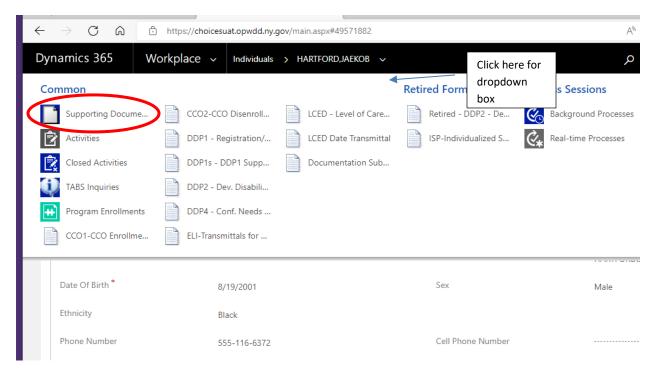
| → C A C | https://choices | uat.opwdd.ny.gov/m | ain.aspx#4103 | 58414 | | | | AN So | \$ ☆ ⊕ | <u>ه</u> | | |
|--------------------------|-----------------|--------------------|---------------|--------------|--------------|--------------|---------------|-------------------|---------------|------------|---|----------------|
| | | | | | | | | | | - | | |
| ynamics 365 W | /orkplace ~ | Individuals > | | | | | | ^ر ک | $+$ \forall | • ? | | |
| EMAIL A LINK 🛛 👻 🖪 RUN R | EPORT - 🛱 EXI | PORT TO EXCEL | | | | | | | | | | |
| .⇔ Active Individu | ials × | | | | | < | | Hartford,Jaekob | | ۶ | | > |
| □ Full Name ↑ | TABS ID | Date Of Birth | Medicaid Nu | Address Line | Address Line | Address City | Address State | Address Zipc | | T Ü | | |
| AACH,ROWANDA | 86452 | 8/30/1982 | BS86452D | 50228 BROE | 7563 BELLAM | PERRYSBURG | NEW YORK | 08012 | | i i | | |
| AAMIR,LAMAR | 78184 | 9/9/1967 | BE78184J | 6858 EASTEN | 5528 MEDLEY | UTICA | NEW YORK | 14621-2823 | | | | |
| AARONSON, RISHA | 355627 | 5/10/2007 | ED55627J | 9712 BALKE a | | WYNANTSKILL | NEW YORK | 14736 | | | | |
| ABA,SUTAN C | 390 | 4/29/1921 | AK00390T | 275 TELEPHO | | WEST HENRIE | NEW YORK | 14586 | | | | |
| ABADIA, PAULINESIST | ER 240273 | 7/14/1994 | CP40273E | 4058 HATOR | | BUFFALO | NEW YORK | 11955 | | | | lick to search |
| ABADIA, TASSAIN | 323970 | 11/29/1998 | DC23970M | 7449 GLENM | | FRANKFORT | NEW YORK | 13124 | | | | |
| ABAIR, MONTEIL | 312537 | 9/26/2000 | DH12537X | 705 Hudson | | ROCHESTER | NEW YORK | 14751 | | | | |
| ABAKPA,LINDSEY | 28861 | 8/31/1964 | AS28861F | 3617 FIVE MI | | ALLEGANY | NEW YORK | 14706 | | | | |
| | | | | | | | | | | | • | |

Click on his name to open his record.

| - ⇒ Search Results | | | |
|--------------------|---------|---------------|-----|
| □ Full Name ↑ | TABS ID | Date Of Birth | Mec |
| HARTFORD, JAEKOB | 338837 | 8/19/2001 | DG3 |

A screen appears with his information.

Click on the down arrow next to the person's name (Hartford, Jaekob). Row of subsection tiles will display. Click **Supporting Documents** to go to that section.



The Supporting Documents section for Hartford, Jaekob appears. Currently, there is no Supporting Documentation for Hartford, Jaekob. To attach a new Supporting Document, click the "**New**" button.

| • ≡ |
|------------|
| |
| |
| Туре |
| |
| |

Then follow the same steps as outlined in **Uploading** on page starting on Page 4.

Opening a Supporting Document

Once at the Supporting Document section, **click** on the document to open.

| INDIVIDUAL : INFORM | | | |
|-----------------------|------------------|----------------|------|
| 🛐 New 🔀 Edit 🍄 Re | efresh 🔞 FAQ | | |
| Name | File Type | Document Class | Туре |
| Mark Smith 200066 | 2018 03DOCX File | | |

The following dialog box displays. Click **Open.**

| NDIVIDUAL : INFORMATION | | | | | | | |
|---|------------|-------------------------------|--------------------------|---------------------------------------|-----------------------------|---------------------|-----------------|
| MARK, SMITH | | | | | | | |
| | | | | | | | |
| New 😡 Edit 🎌 Refresh 🔞 FA | | | | | | | |
| Name | File Type | Document Class | Туре | Subtype | Size (in KB) | Created By | Created On |
| Mark Smith 200066 2018 03 | .DOCX File | Eligibility Determination | Intellectual Tests | The Stanford-Binet Scales | 11 | Pradeep Proddutoori | 03/19/2018 08:4 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Showing page 1 of 1 | | | | | | | |
| in in in Showing page 1 of 1 Itus Active | 1 | nt to open or save Mark_Smith | _200066_2018_03_15_Trasm | nittal.docx (11.4 KB) from csitechoio | estest.opwrd.ny.gov Open | Save 🔽 Cancel | c |

Next to New button you can *Edit* the Supporting Document. This is only for editing the categories selected.

Editing the classification

If there is more than one document listed, place a checkmark by clicking inside the box that is in front of the document. Then click the Edit button.

| INDIVIDUAL : INFORMATION | |
|--|------------|
| HARTFORD, JAEKOB 📹 | |
| | |
| 🛐 New 🔽 Edit 🍄 Refresh 🞯 FAQ | |
| Name | File Type |
| Partford Jaekob 1234 2022 12 21 LifePlan.d | .DOCX File |
| - | |

The document you selected is now opened to the category window. All fields are now unlocked.

Start with **Document Class** by clicking on the down arrow and select the most appropriate Class from the list. Once a Class is selected, the *dependent field* of **Type** will be available with the appropriate list relative to the Class you selected. Click on the **Type** down arrow and make the proper selection. Do the same for "**Subtype**". Then click **Save & Close**

| oicesuat.opwdd.ny.gov/ | main.aspx?etn=omr_supportingdocument&id=10 | | | | _ | | | _ | |
|--|---|--|---------------|-------------|---------------|------------|--------------|--------|---|
| namics 365 н | artford_Jaekob_123 > | | م | 3 | + 5 | 7 | ٢ | ? | |
| SAVE 🛱 SAVE & CLOSE | 🖘 EMAIL A LINK 🛛 WORD TEMPLATES 👻 🕑 R | UN REPORT 🔻 | | | | | \uparrow | Ψ | Ā |
| supporting docum Hartford_Jaekc | ent : information bb_1234_2022_12 ་≡ | | | | | | | | |
| The 'Save and Close' func | tion does not work on this particular form. Please use the ' | 'rave' button after making | a vour change | ac and the | o oithor cliv | ck the 'V' | or hit ALT | - 54 | |
| The 'Save and Close' function General | tion does not work on this particular form. Please use the ' | save' button after making | g your change | es, and the | n either cli | ck the 'X' | or hit ALT | + F4 | |
| | tion does not work on this particular form. Please use the ' Hartford_Jaekob_1234_2022_12_21_LifeP | save' button after making 2) Type * | | es, and the | n either clia | ck the 'X' | or hit ALT | + F4 | |
| ⊿ General | | | P | | | ck the 'X' | ' or hit ALT | + F4 | |
| General Document Name | Hartford_Jaekob_1234_2022_12_21_LifeP | 2) Type * | P | lans | an | ck the 'X' | ' or hit ALT | + F4 | |

Once the change has been made, the new classification will display.

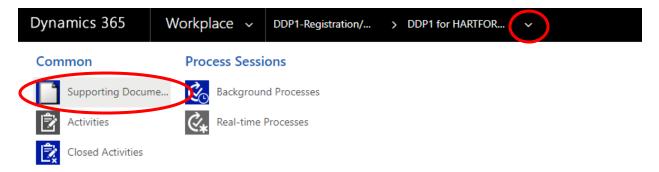


Linking Documents to a Form

Linking documents can be done if documents were previously uploaded that need to be linked to a new form. Also if a form is returned, the supporting documents are no longer linked to that form. You will need to link the supporting documents to the new form.

To link supporting documents to a form, the supporting documents would have been previously uploaded.

Go to the Supporting Documents section of the form, by clicking on the down arrow next to "DDP1 for ..." and then clicking on Supporting Documents



In the Supporting Documents section, on right side is **View**, click the down arrow and select "Supporting Documents for This Individual". Once highlighted, click.

| DDP1 - REGIS | TRATION/MO | VEMENT FORM : INF | ORMATION | | | | |
|--------------------|---------------------|---------------------------|----------|--------------|----------|--|---------------------|
| DDP1 for | HARTFO | RD, JAEKOB - | = | | | | |
| | | | | | | | |
| 🐖 New Link To TI | iis Form (🛃 Edit (| 🛟 Refresh 🔞 FAQ | | | | Supporting Documents Supporting Documents | |
| Name | File Type | Document Class | Туре | Subtype | Size (in | Supporting Documents | For This Individual |
| Hartford Jaek | DOCX | Eligibility Determination | Plans | Res Hab Plan | 12 | Train123 Train123 | 11/09/2022 16:33:02 |

All supporting documents in the Individual's record will be displayed.

Click in the box in front of the documents that are needed to link to to the form.

| DDP1 for H | ARTFO | VEMENT FORM : INF | | | View: | Supporting Documents F | For This Individual 🗸 🗸 |
|------------------------|-----------|---------------------------|-------|--------------|----------|------------------------|-------------------------|
| New Link To This For | ··· EAL | Refresh W FAQ | | | | | |
| Name | File Type | Document Class | Туре | Subtype | Size (in | Created By | Created On |
| Hartford Jaekob | .DOCX | Eligibility Determination | Plans | Res Hab Plan | 12 | Train123 Train123 | 11/09/2022 16:33:02 |
| Hartford Jaekob | .DOCX | | | | 12 | Anne Swartwout | 11/09/2022 16:29:53 |

Click "Link To This Form."

| New Link To | This Form 🔀 Edit | 💔 Refresh 🔞 FAQ | | | |
|-------------|--------------------|-------------------|--------|-------------|--|
| Name | File Type | Document Class | 222.22 | 250,523,293 | |

The following message will display, if your selection(s) are appropriate click **OK**.

| An embedded page at csitechoices | uat.opwdd.ny.gov says |
|--|-------------------------------|
| Are you sure you want to link the 1 select | ted document(s) to this form? |
| | OK Cancel |
| | |

Now return the View back to the View ...For This Form

| View: St | pporting Documents For This Form pporting Documents For This Individual | |
|----------|--|---|
| | Created on | m |
| ri | 03/19/2018 13:05:51 | |
| ri | 03/19/2018 09:03:38 | |

The documents that you selected will show here if they were successfully linked to the form.

If you need additional documents linked to the form that have not been uploaded yet, You can upload another document(s) via the **New** button process.

There is also an "Unlink from this Form", which will function the same to remove a document from a form. The "Unlink" function will not delete the supporting document from the Individual's record; only remove it from the form.

| e Document | t Class |
|------------|---------|
| | Documen |