

Using the Features of Your Document Vault within the PD Registry

Description of Document Vault

The Document Vault, located within a program's Organization Profile [in the PD Registry](#), is currently available and allows programs to upload evidence and documentation at any time regardless of their Keystone STARS designation renewal date. The Document Vault is accessible to programs for viewing, adding, and deleting documents, and can serve as a program's centralized storage folder where all important documents related to STARS designations can be saved. This can be especially important when there is a change in director or leadership at a program in order for the new director to have access to important designation-related documents.

Programs can choose to upload documents to their Document Vault at any point in their Keystone STARS designation cycles and may choose to use this feature well in advance of designation renewals. For example, a program updates their Family Handbook and chooses to upload the updated document to their Document Vault knowing that they will need this document during their next STARS designation renewal, even though that is not for several more months.

It is important to note that documents that were previously uploaded into the Keystone STARS Document Uploader will NOT automatically transfer into a program's Document Vault. However, moving forward, any documents that are uploaded into a program's Document Vault will remain there and available for future designation work until deleted by the program.

Instructions for Uploading Documents

1. Identify the documents on your computer that you will be uploading to your Document Vault.
2. Ensure that the documents you will be uploading are named properly for easy identification. The name of the document as it appears on your computer will be carried over to the document once uploaded to the Document Vault. Once a document is uploaded to the Document Vault, it cannot be renamed.
3. Login to your individual PD Registry account at www.papdregistry.org.
4. To access the Document Vault, you will need administrative access to your Organization's Profile in the PD Registry. If you do not have this access, please see the tip sheet Request Administrative Access to an Org Profile.

Name Your Documents As Specifically As Possible *BEFORE* Uploading to the PD Registry's Document Vault.

Example: Your Family Handbook

Recommended: 2021 ABC Child Care Family Handbook

Not Recommended: Document A or Family

Example: A Lesson Plan from Your Toddler Classroom

Recommended: Little Guppies Toddler

Classroom Lesson Plan 10.1.2021-10.5.2021

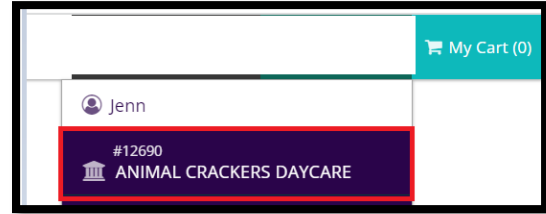
Not Recommended: Lesson Plan

Example: A Family Newsletter

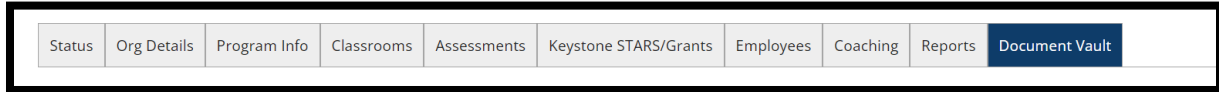
Recommended: June 2021 Family Newsletter

No Recommended: Newsletter

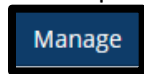
5. Enter your Organization's Profile by choosing you program or organization from the top right drop down menu.



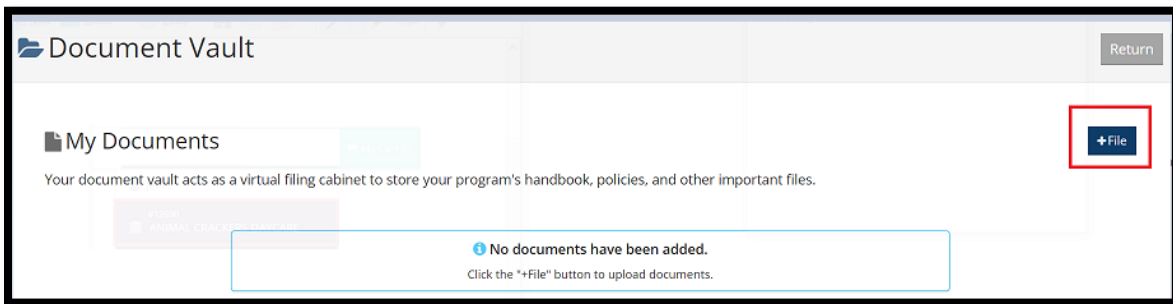
6. Once in your organization's profile in the PD Registry you can click the new tab, **Document Vault**.



7. To upload a new document, click **Manage**.

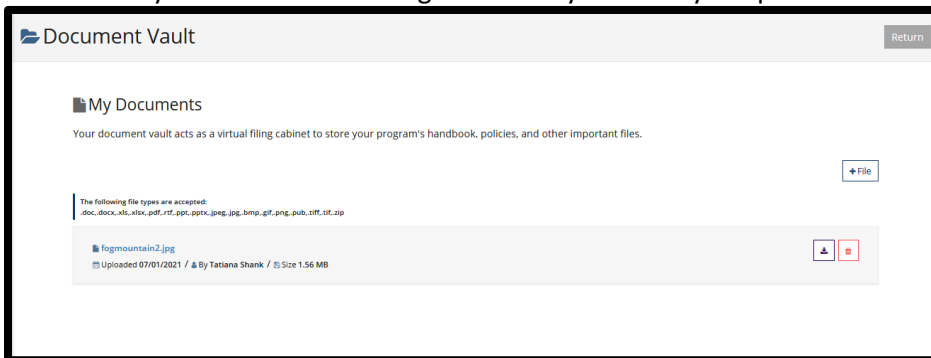


8. Click **+File**. Acceptable file types to upload: .doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .zip



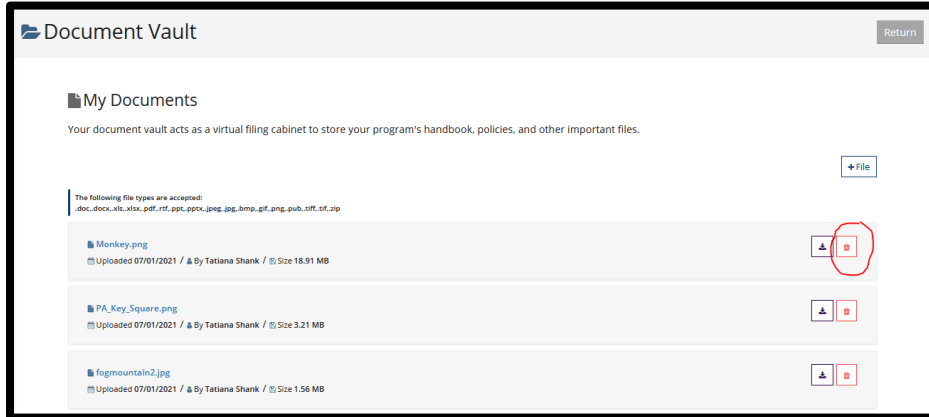
9. Select a file from your computer to upload ensuring that it is named properly. **Reminder:** Naming documents with as many clarifying details as possible will help you when you are choosing documents from your Vault to attach to STARS quality indicators during a designation. In addition, this will also help you Quality Coach search for documents within your Vault if/when you request them to view evidence in a read-only functionality.

10. You will see the file listed immediately in the Document Vault. The documents you upload will automatically be listed in chronological order by the date you upload them.

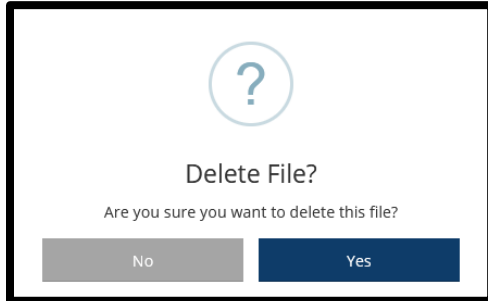


11. If you need to add another file, click +File.

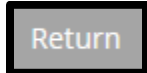
If you need to delete a file, click the red trash can next to the file.



12. Click Yes to delete the file from the Document Vault.



13. Once finished, you can click Return.



You will now see your files listed in your Document Vault in the order that they were uploaded. Files are listed with the date uploaded, file size and the name of the individual that uploaded them. There is no limit to how many documents can be uploaded.