GO smart

What you should know about the
WORK SAMPLES TOOLS

You should include a **Work Sample Select page** in your application, interim, or final report if you would like your applicants to attach images, audio, video, and/or written documents for review.* Using a Work Sample Select page will require a **two-step process** for both admin and applicants. Learn more about the Work Sample tools and how you will use them below. Be sure to give your applicants all of the guidance they need to use these tools.

* You are able to use an Upload File field on Custom Narrative pages to request individual PDFs, DOCs and XLS files. That type of field does NOT require the use of the Work Sample tools.

WORK SAMPLES MODULE – allows applicants to upload media to the banks of their "Manage Work Samples" tab

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WORK SAMPLE SELECT PAGE – allows applicants to select and attach items from their "Manage Work Samples" banks to an application

ADMINISTRATOR STEPS

1 **Set up** applicants' Work Samples banks by completing the Work Samples Module sections

Admin manage this feature at *Administration - Agency Editor*

2 **Add and set up** a Work Sample Select Page in the application or report

Admin manage this feature at *Front End Manager - Application Pages*

APPLICANT STEPS

1 **Upload** media to banks in the "Manage Work Samples" tab

2 **Attach** media to application on a Work Sample Select page

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The work samples banks are the applicant's portfolio for your entire site, not just one single application. Set wider limits here to give applicants the most space. You will set guidelines for the specific application when you create the Work Samples Select Page (step 2).

Work Sample Module – Turn on or off the media types you will allow for *every program.* Turning off a media type here will keep you from accepting that type of media for any of your applications.

Work Sample Module-Storage – Set the size and number of media files you will allow your applicant to upload. Set each media to the max MB to allow the most freedom.

Work Sample Module-Text – Create any language that will help applicants understand what their media banks are and how they will be used with the Work Sample Select page. Be sure to address if they should fill out the comprehensive details when they upload an item. Craft your own language or use our default language found here.

Info/Instruction Text: Include a comprehensive list of the files that should be attached. Include instructions for using the Manage Work Samples tab together with the Work Samples page. Craft your own language or use our default found here.

Sample Ordering Info/Instruction Text: Include additional information about how you would like attached media to be ordered. This field can be left blank.

Mins and Maxes: Set parameters that will apply to 100% of your applicants. Don't set a minimum if any applicant should be able to submit without attaching that type of media. If all applicants need to upload at least a certain amount of any media type, set the appropriate minimum to avoid applicants submitting without certain material.

Optional: To ensure that your applicants attach all the appropriate items, we recommend that you create a Custom Narrative with a required checklist that has your applicant verify they have uploaded and attached.

For additional help, watch and offer to your applicants these video and written tutorials about the Work Sample tools.