ESSER Real Property Status Report Instructions

Access the site via the URL [ESSER Real Property Status Reports](https://staffkyschools.sharepoint.com/sites/dsapps/KDEConstruction/ESSER%20Real%20Property%20Status%20Reports) . This link can be found on the KDE webpage or in the left navigation pane in FACPAC.

Uploading a document

1. Select Upload. A pop-up window will appear to add a document.



1. Select Choose a file. This will allow you to search your computer for the file you would like to upload. Locate the correct file and select OK.



\*Under the file name is a checked box indicating you are adding a new version to existing files. Do not uncheck the box. Versioning is determined by the file name. If you upload a file with the same name as a file that has already been uploaded, it will create a new version of the file. Naming standards for files are very important and you should ensure that the file name is unique. If you are trying to create a new version of an existing file, upload a file with the same name as a file that already exist. If you are creating a new version, you should enter comments in the version comments field that indicate the difference between the first version and the second and what is being updated.

\*\*The file has been uploaded successfully but information about the file will need to be completed on the pop up window.

1. A pop-up window will appear to enter the data about the file you are uploading. This information helps with search and retrieval of files, as well as reporting.



* Name

This is already prepopulated during the upload process and will always have a file extension

* Title

The title should be meaningful to the project. Examples: Franklin County High School Roof, Elkhorn Middle School HVAC. If there is a corresponding construction project (BG#), it may be helpful to use the name of the project for this upload.

* KDE School District

Choose your school district from the dropdown list.

* Year

Select the year of the upload.

* Notice Type

This document repository is used to store the following forms:

SF429

SF429-A

SF429-C

Notice of Federal Interest

* Description

Use this field to enter any pertinent information to the form. Optional.

1. Select Check In.
2. The uploaded document will appear in your library.

