



MEMORANDUM

To: Local Administrators

From: Leah Heffernan, Office of Child and Youth Protection

Re: New VIRTUS feature: Upload pdfs to document records

Date: October 25, 2024


There is a new VIRTUS feature that allows local administrators to upload pdfs (i.e., CANTS 22, CANTS22a, Adult Volunteer Application, or Minor Volunteer Application) to existing document records. You can do this in one of two ways.

1. You can upload PDFs to existing document records

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- General
- Contact Info
- Private
- Background Check
- Required Documents
- Training
- Summary

Required Documents

Document	Date Acknowledged	Recorded By	Comments	Edit
DCFS CANTS 22-Mandated Reporter Acknowledgement	04/26/2024	Leah Heffernan		

OR 2. When adding a new document record

- General
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Required Documents

There are no document receipt records for this user.

Record a document for this user

Force Required Document Prompt



Click the **CHOOSE FILE** button

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Update Document Record

Document Name:

Date:

Recorded By:

Upload File: No file chosen
No Files Attached

Comments:

Then pick a PDF file from your computer

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Administration

System Administration
Add new users
New User Signups
Preregistered Users
Users
User Search
Roles
Profiles
Locations
Groups
Communication Center
System Setup

Training Administration
Training Bulletins
Online Training Modules
Live Training

Reports
Compliance Reports
User Reports
Training Reports
Background Checks
Required Documents
Location Report

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Update Document Record

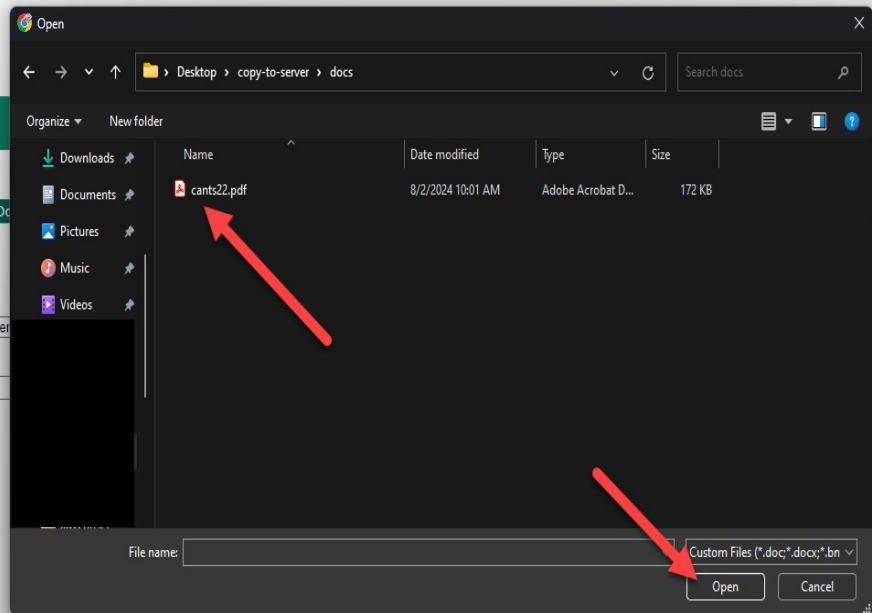
Document Name:

Date:

Recorded By:

Upload File: No file chosen
No Files Attached

Comments:





After you choose the file, you will see it displayed on the document record

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Update Document Record

Document Name: DCFS CANTS 22-Mandated Reporter Acknowledgement

Date: 04/26/2024

Recorded By: Leah Heffernan

Upload File: Choose File **cants22.pdf**

No Files Attached

Comments:


Save Cancel Delete

To view a file that has been uploaded, you can EDIT the document

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Required Documents

Document	Date Acknowledged	Recorded By	Comments	Edit
DCFS CANTS 22-Mandated Reporter Acknowledgement	04/26/2024	Leah Heffernan		



To view the file, click the file name. To remove the attachment, click the red "X" (warning, this cannot be undone)

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Update Document Record

Document Name: DCFS CANTS 22-Mandated Reporter Acknowledgement

Date: 04/26/2024

Recorded By: Leah Heffernan

Upload File: Choose File No file chosen

Attached Files:

File Name	By	Date
 CANTS-22.pdf	N/A	08/02/24

Comments:

Save Cancel Delete

Please contact us at SafeEnvironment@dioceseofjoliet.org with any questions.

