

Log into Treeno by going to <https://tr1.treenosoftware.com/Login/Login.aspx> or, if you have your Importer set up, double clicking on the **Treeno Software Importer icon** on your desktop.



Log in with the same username and password as used for your computer and OSD email.

To add a Document Cabinet to the Treeno Document Center

1. Click on the Document Center tab

2. Choose a Cabinet from the document file cabinet drop-down list

3. Click on Add Folder

4. Select School Year and Document Name from drop-down lists

5. Click on Insert

Edit Form

School_Year: 2016-2017

Document_Name: AESOP Reports

- Attendance Input, Daily/Period
- Attendance Letters
- Daily Bulletins
- Disaster Release Forms
- Emergency Drills
- Field Trip, Permission Slips
- File Viewing - Permission Slips
- Health Room
- OSD Rights & Responsibilities Handbook
- Dunning Start

Insert Cancel

This part of the process adds a FOLDER location to which you can upload a file.

To Upload a File to a Folder

1. If you have multiple Folders you will need to select the folder you want to upload the file to. (The folder will show up green when selected).

School Year	Document Name
2016-2017	Attendance Input, Daily/Period
2015-2016	Attendance Notes
2015-2016	Bus Notes
2016-2017	Attendance Notes
2014-2015	
2016-2018	
2017-2018	

2. You can also select a Tab/Document Type, AND/OR Add a Tab/Document Type to your selection.

Add Document Type: 9 September, 10 October, 11 November

Select a File Action: **Upload Files** Show Search Clear Search Select View Action

Page size: All Page: 1 of 1

File Name	Creation Date	Creator	Size
No records to display.			

3. Once you have selected the Folder and Tab, click on Upload Files.

Upload

Source file(s):

Select file

Submit

Upload status:

4. Select a file and Submit

LINCOLN ELEMENTARY ARCHIVE

Hide Search Clear Search Add Folder Select a Folder Action Toggle Column Width Page size: 50 Page: 1 of 1 Items 1 to 7 of 7

School Year	Document Name	Publish
2016-2017	Attendance Input, Daily/Period	<input checked="" type="checkbox"/> Start Workflow Edit Delete
2015-2016	Attendance Notes	<input type="checkbox"/> Start Workflow Edit Delete
2015-2016	Bus Notes	<input type="checkbox"/> Start Workflow Edit Delete
2016-2017	Attendance Notes	<input type="checkbox"/> Start Workflow Edit Delete
2014-2015	Student Logs - Late Arrival/Early Departure	<input type="checkbox"/> Start Workflow Edit Delete

Add Document Type: 9 September, 10 October, 11 November

Select a File Action: Upload Files Show Search Clear Search Select View Action Page size: All Page: 1 of 1

File Name	Creation Date	Creator	Size
SeattlePLC_agenda.pdf	9/28/2016 17:01:19	tkelley	95 KB

Agenda
Seattle, WA • August 9-11

5. File will show up in the bottom half of the screen, with preview of document on the right-side.

Folder and Tab selections can only be added by Treeno District Administrators. Contact Business Services for additions or suggested changes.