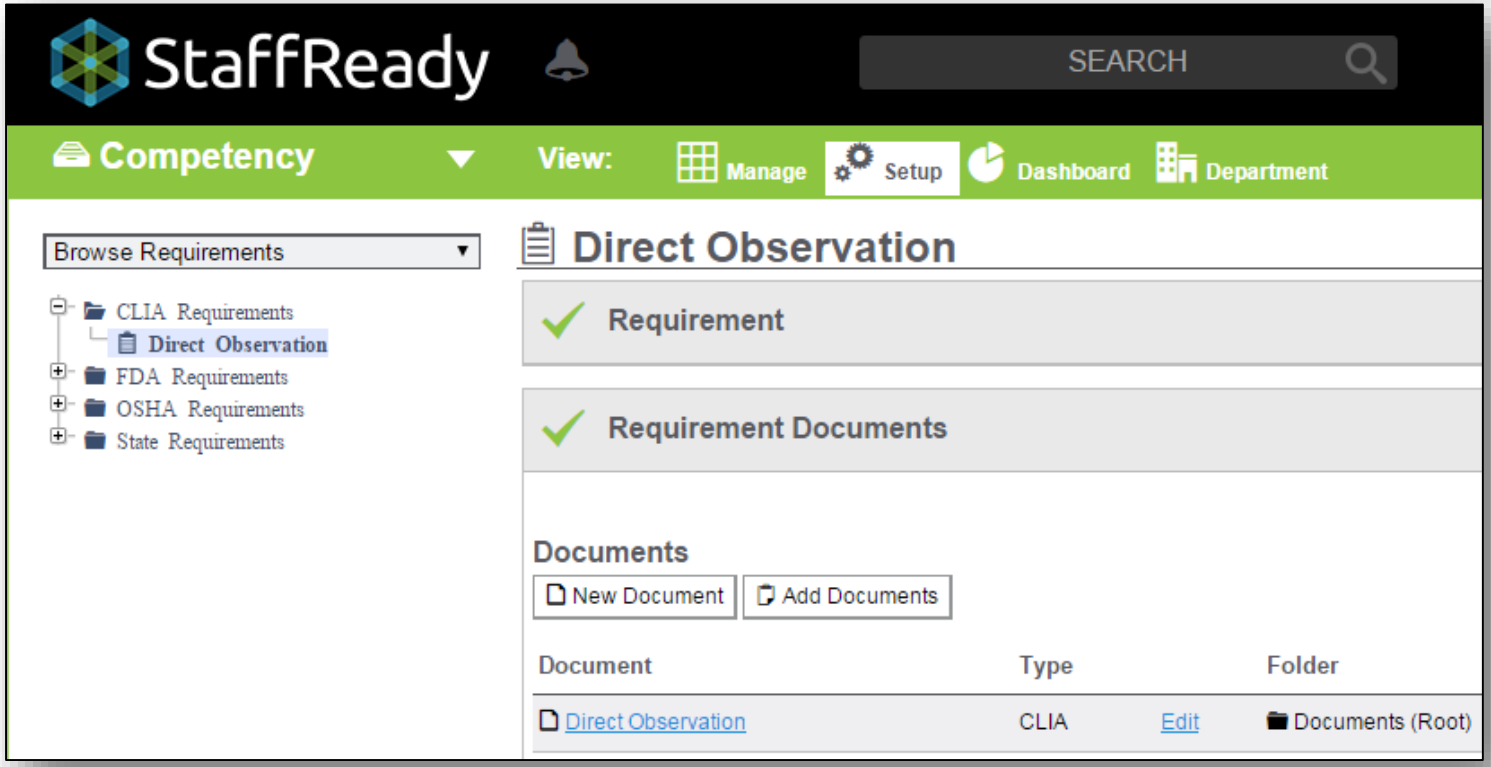
Setup Tab – Browse Requirements Perspective
Add Competency Document(s) to Requirement

This reference guide provides an overview of the process for Adding Competency Document(s) to Requirements within StaffReady. The following process steps and instructional information are provided within this document:

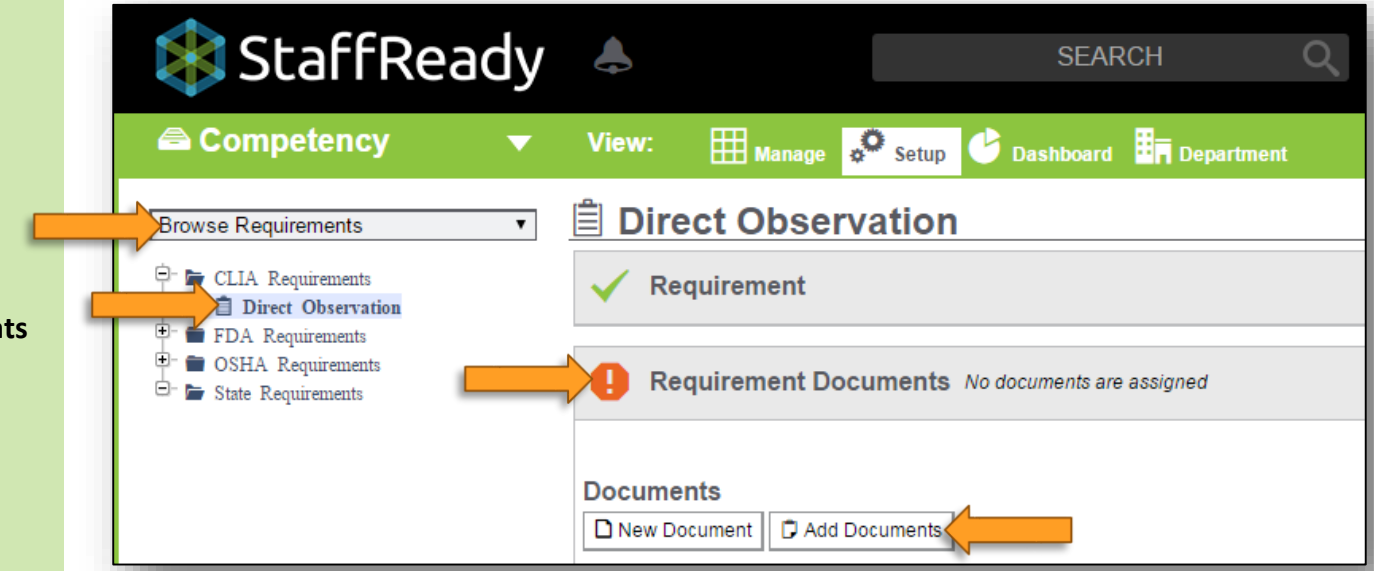
- **Add Competency Document(s) to Requirement**
- **Remove Competency Document(s) from Requirement**
- **Add Remedial Document(s) to Requirement**
- **Remove Remedial Document(s) from Requirement**

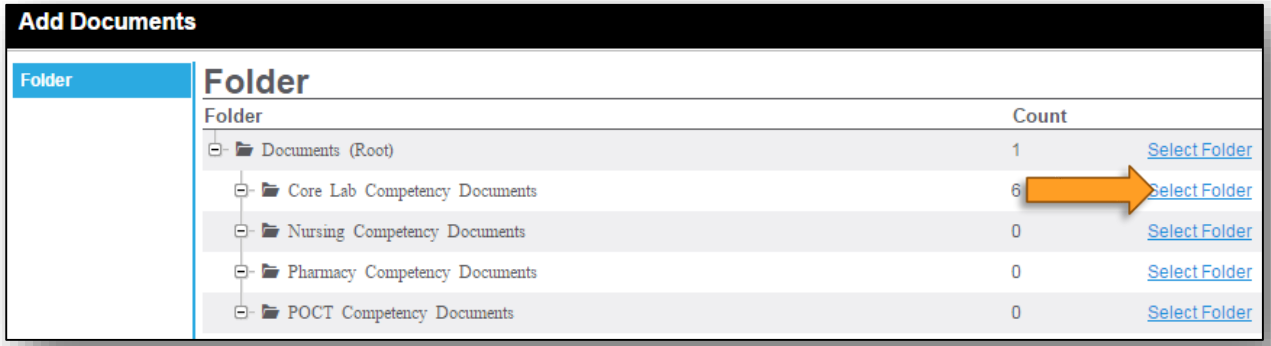


1 | Add Competency Document(s) to Requirement

Add Competency Document(s) to Requirement

1. Select **Browse Requirements** perspective.
2. Select a **Requirement**.
3. Open **Requirement Documents** colorbar.
4. Click **Add Documents**.
5. Click Select Folder.





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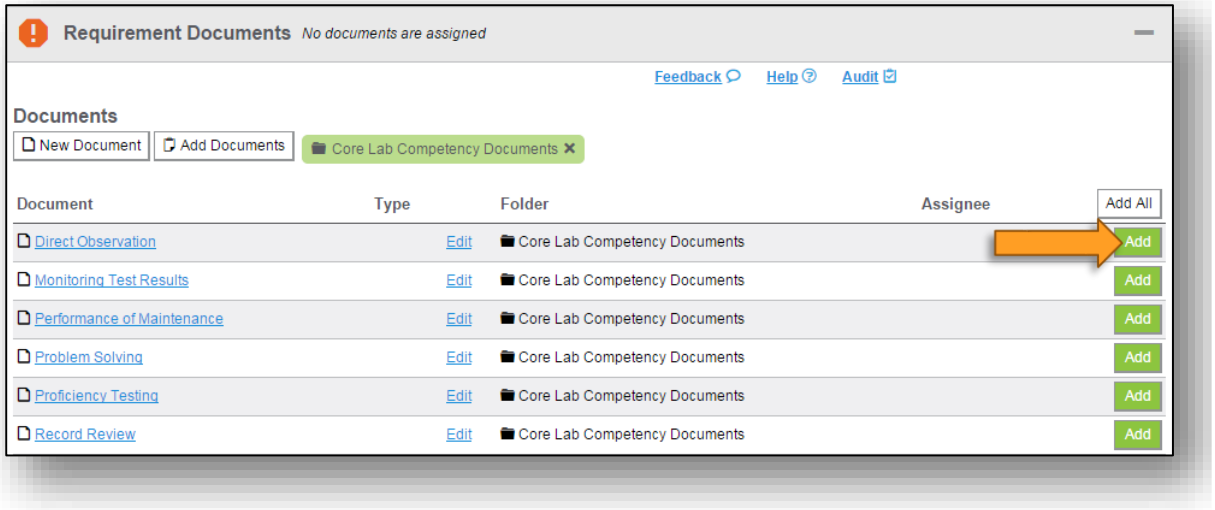
6. Click **Add**.

Note: Click **Add All** to add every document from the selected document folder.



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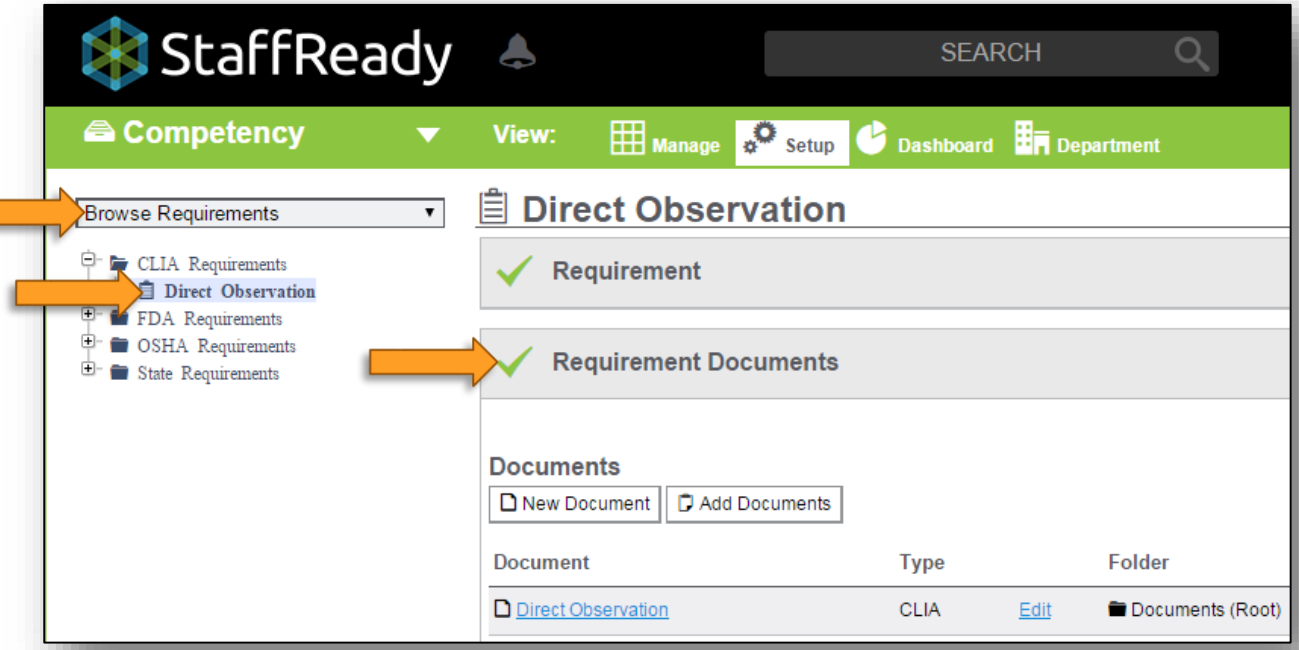
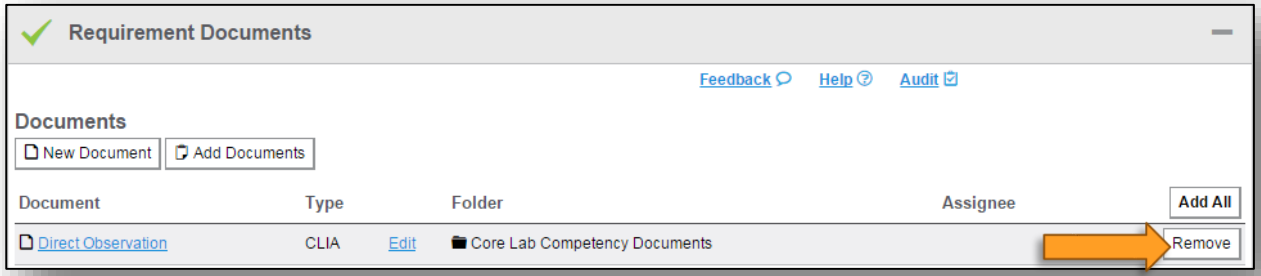
2 | Remove Competency Document(s) from Requirement

Remove Competency Document(s) from Requirement

1. Select **Browse Requirements** perspective.
2. Select a **Requirement**.
3. Open **Requirement Documents** colorbar.
4. Click **Remove**.





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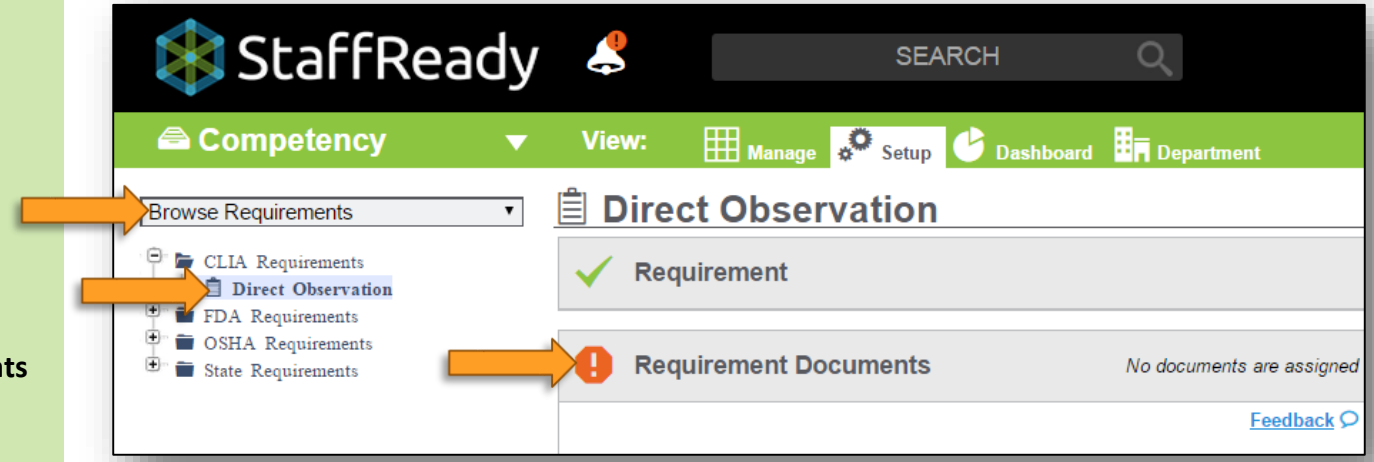
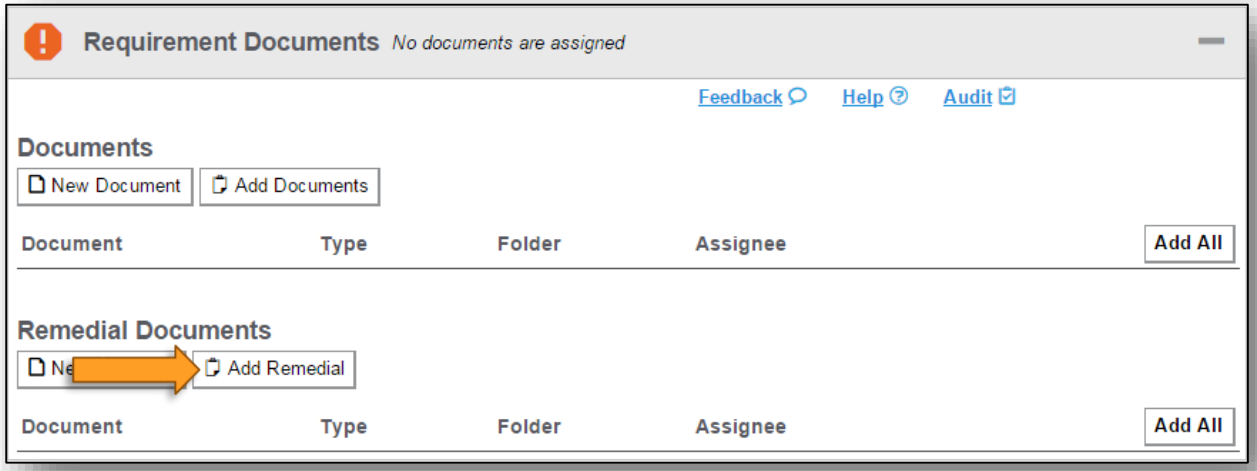
3 | Add Remedial Document(s) to Requirement

Add Remedial Document(s) to Requirement

1. Select **Browse Requirements** perspective.
2. Select a **Requirement**.
3. Open **Requirement Documents** colorbar.
4. Click **Add Remedial**.





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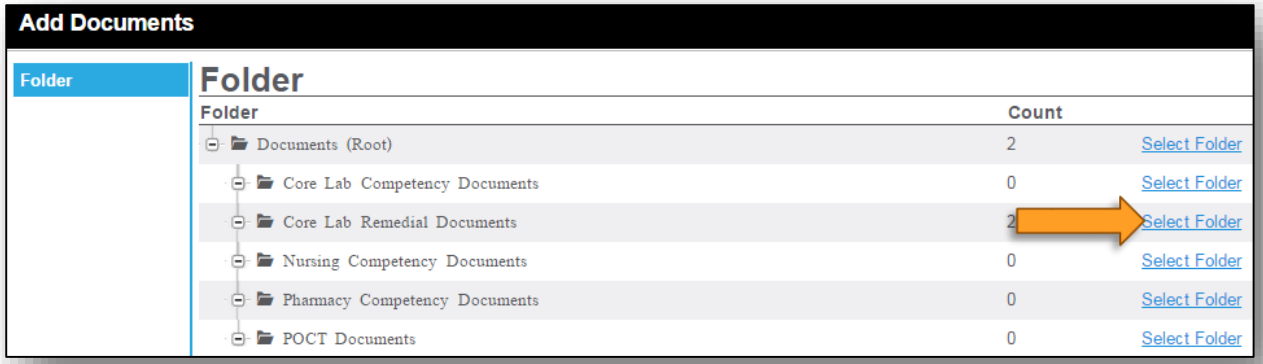
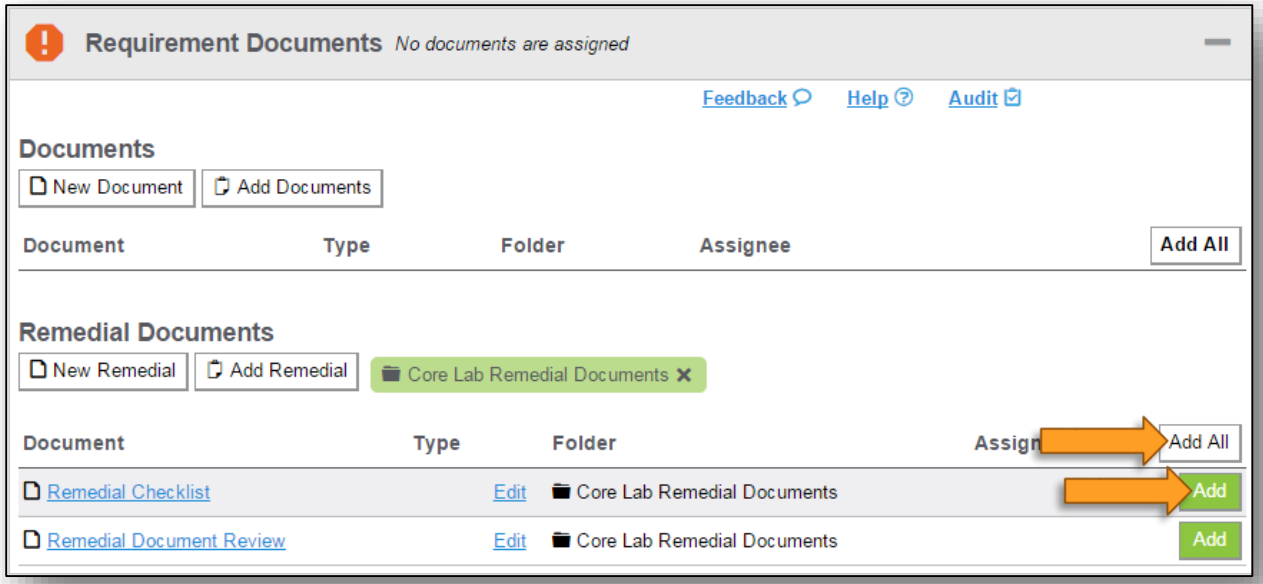
6. Click Select Folder.



7. Click **Add**.

Note: Click **Add All** to add every document from the selected document folder.



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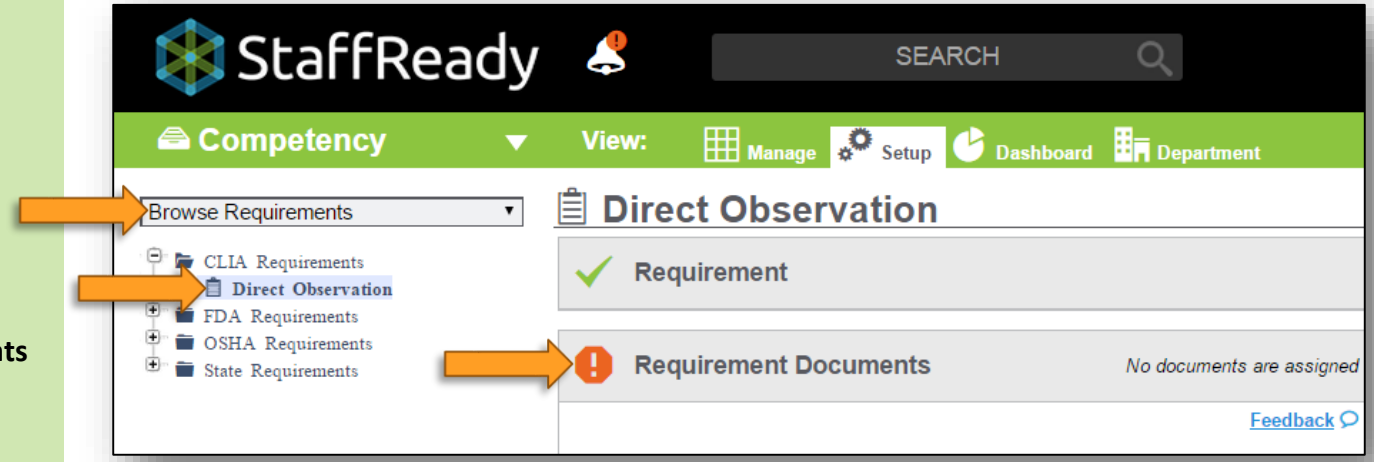
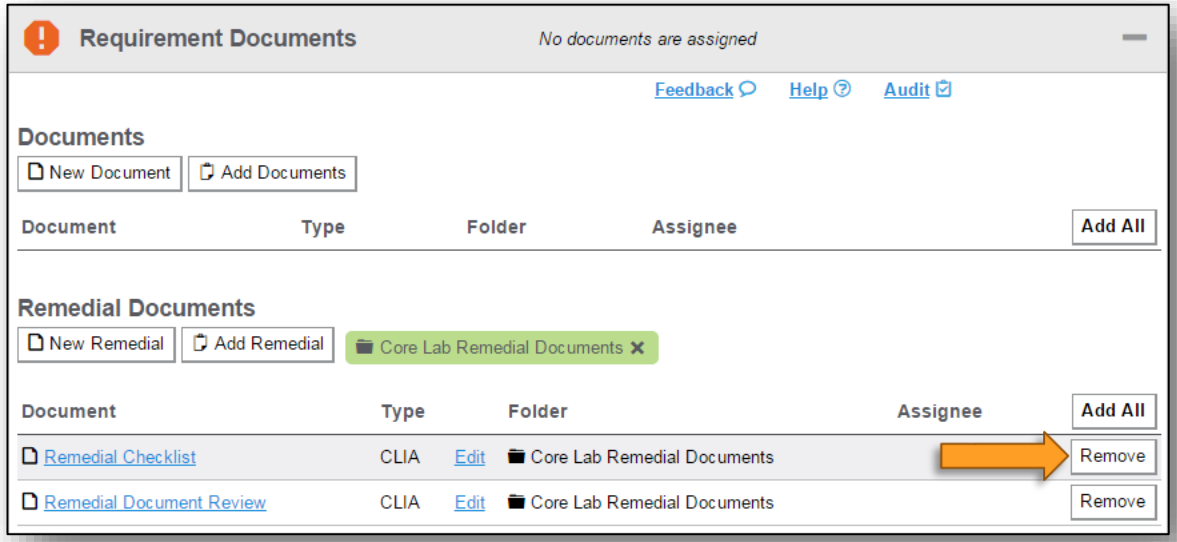
4 | Remove Remedial Document(s) from Requirement

Remove Remedial Document(s) from Requirement

1. Select **Browse Requirements** perspective.
2. Select a **Requirement**.
3. Open **Requirement Documents** colorbar.
4. Click **Remove**.





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