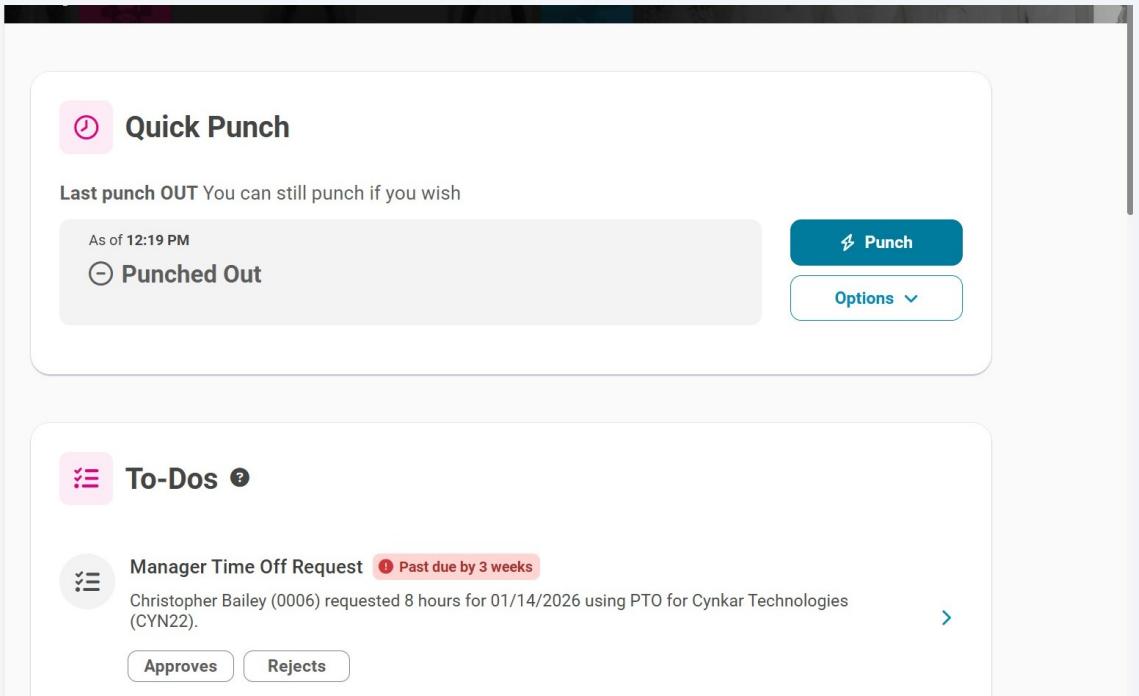


View Documents in Adaptive View (Employee Workspace)



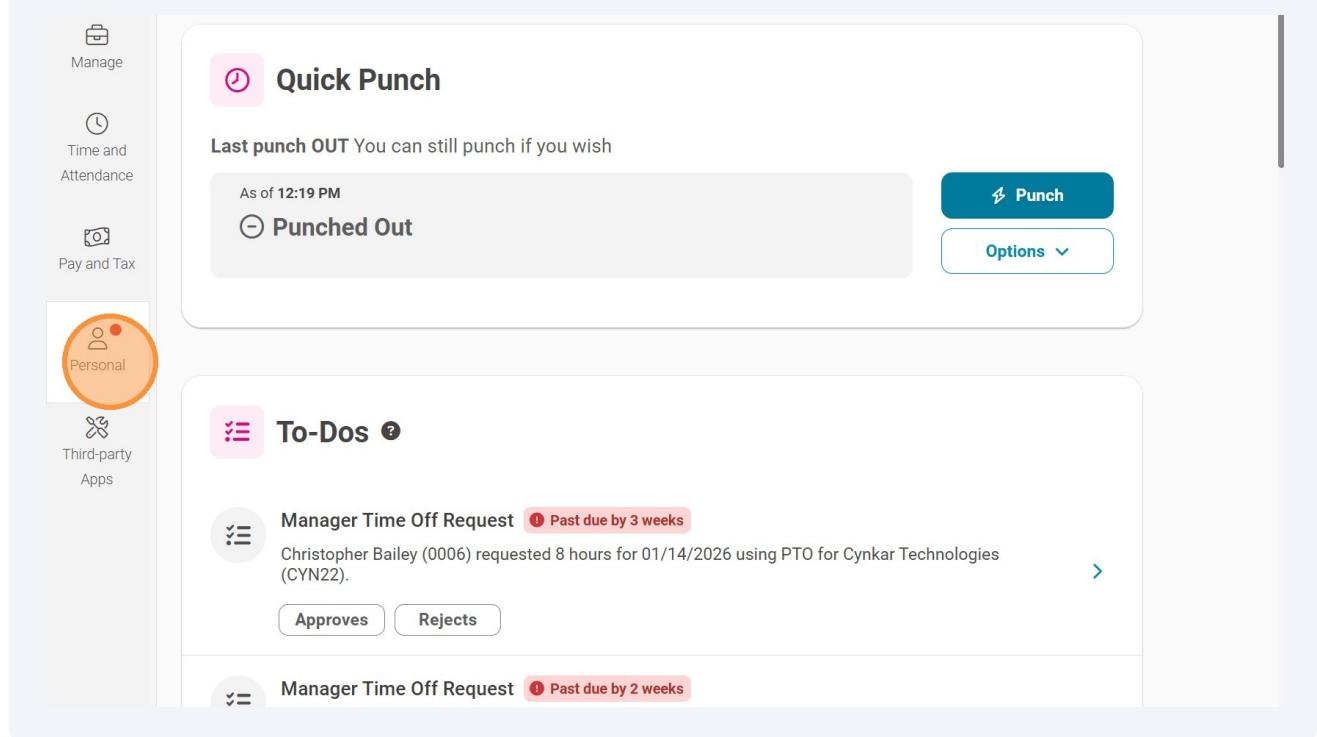
This guide provides a step by step walk through for accessing and managing documents in the Employee Workspace

- 1 Navigate to <https://aee.myisolved.com/home/personal>



The screenshot shows the Employee Workspace interface. On the left, a vertical sidebar lists navigation options: 'Manage' (briefcase icon), 'Time and Attendance' (clock icon), 'Pay and Tax' (cash icon), and 'Personal' (person icon). Below these are 'Third-party Apps' (gear icon). The main content area has two sections. The top section is titled 'Quick Punch' with a pink clock icon. It displays the message 'Last punch OUT You can still punch if you wish' and shows the status 'As of 12:19 PM' with 'Punched Out' (minus sign icon). It includes a teal 'Punch' button with a biometric icon and a 'Options' dropdown. The bottom section is titled 'To-Dos' with a pink list icon. It shows a 'Manager Time Off Request' with a red 'Past due by 3 weeks' badge. The request is from 'Christopher Bailey (0006)' for 8 hours on '01/14/2026' using 'PTO' for 'Cynkar Technologies (CYN22)'. It includes 'Approves' and 'Rejects' buttons and a blue 'View' arrow icon.

2 Click "Personal"



Manage

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Quick Punch

Last punch OUT You can still punch if you wish

As of 12:19 PM

Punched Out

Punch Options

To-Dos

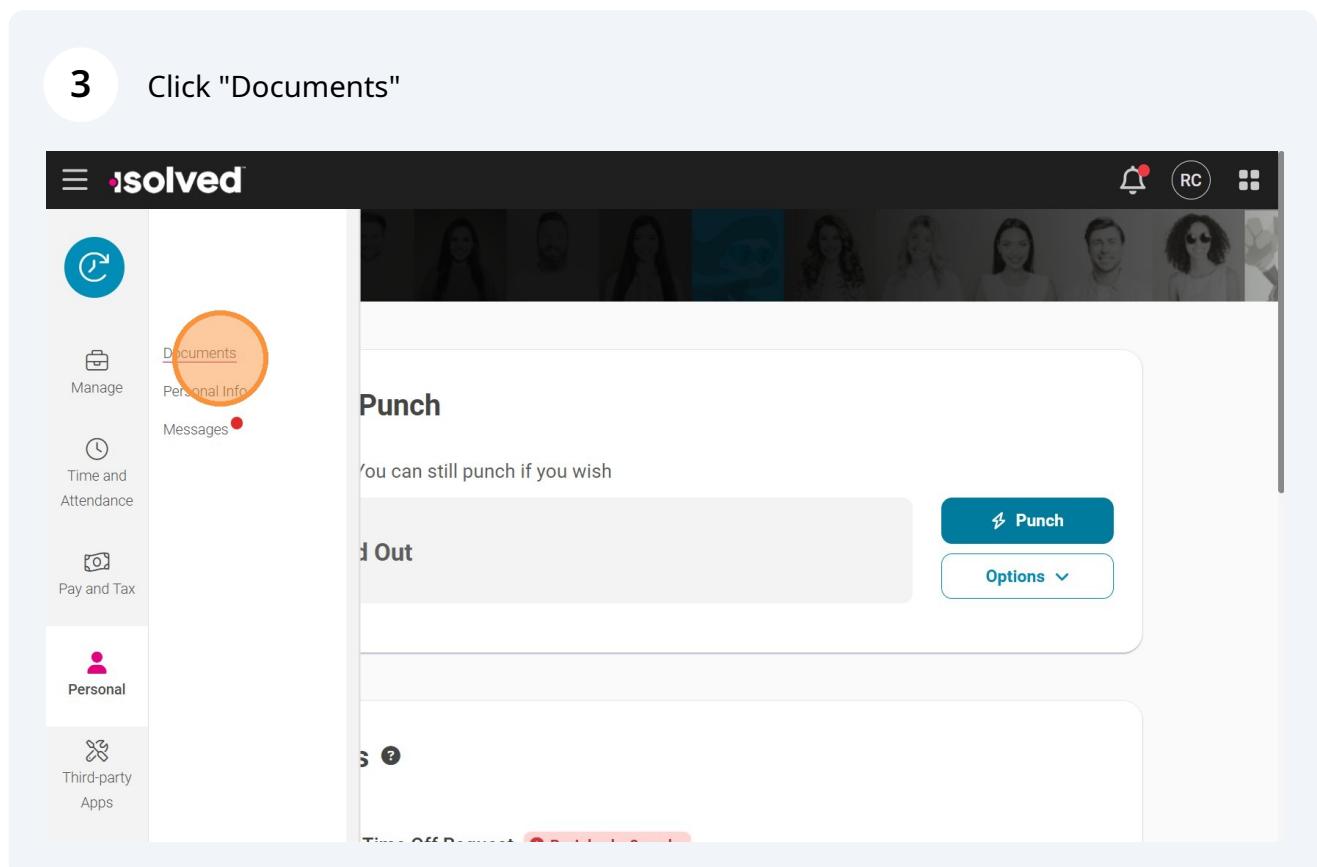
Manager Time Off Request Past due by 3 weeks

Christopher Bailey (0006) requested 8 hours for 01/14/2026 using PTO for Cynkar Technologies (CYN22).

Approves Rejects

Manager Time Off Request Past due by 2 weeks

3 Click "Documents"



≡ solved

Manage

Time and Attendance

Pay and Tax

Personal

Third-party Apps

Documents

Personal Info

Messages

Punch

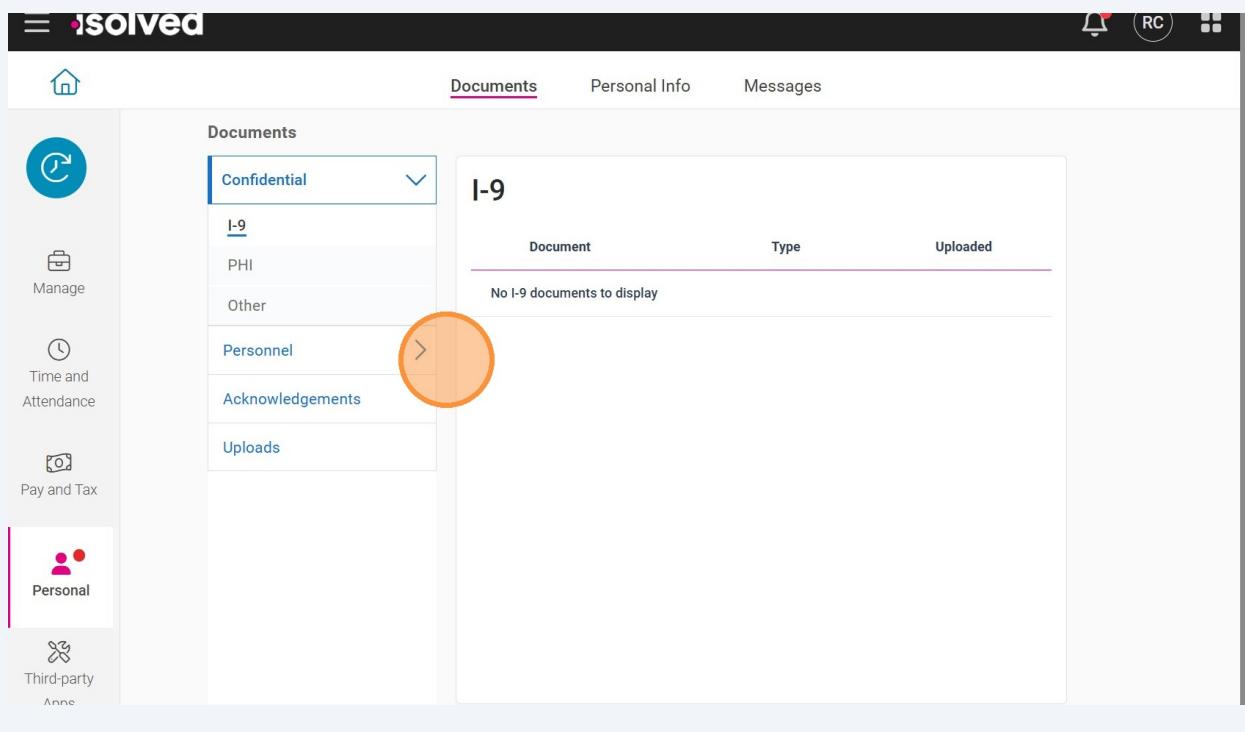
You can still punch if you wish

Out

Punch Options

4

Here you will see all the Document sections you can review



ISolved

Documents

Confidential

I-9

PHI

Other

Personnel

Acknowledgements

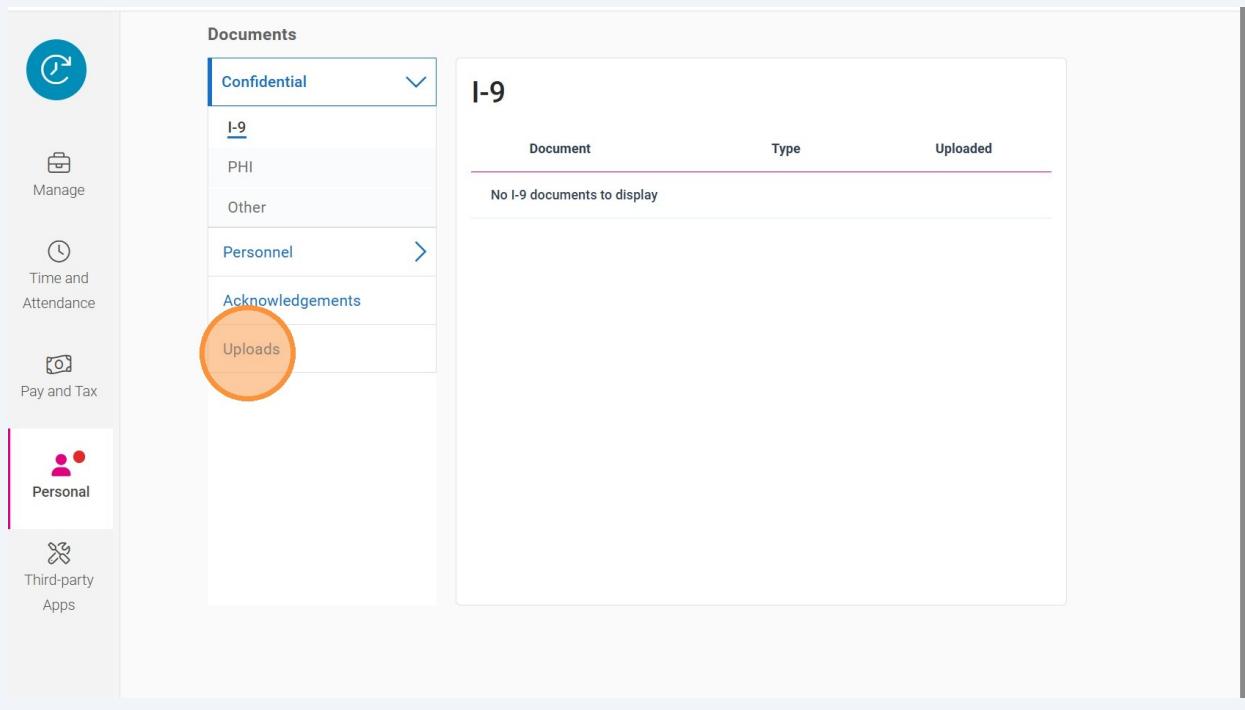
Uploads

I-9

Document	Type	Uploaded
No I-9 documents to display		

5

If you go down to Uploads, you will be able to upload documents to your file if your access is set up to allow this.



ISolved

Documents

Confidential

I-9

PHI

Other

Personnel

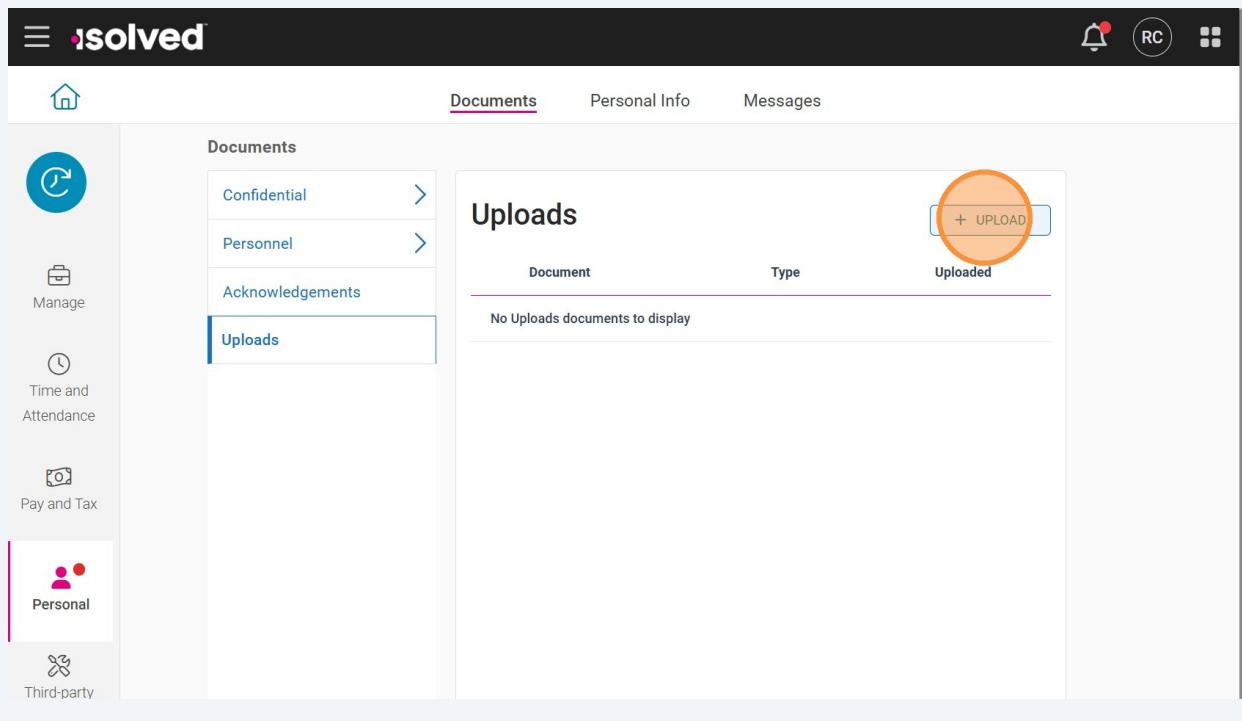
Acknowledgements

Uploads

I-9

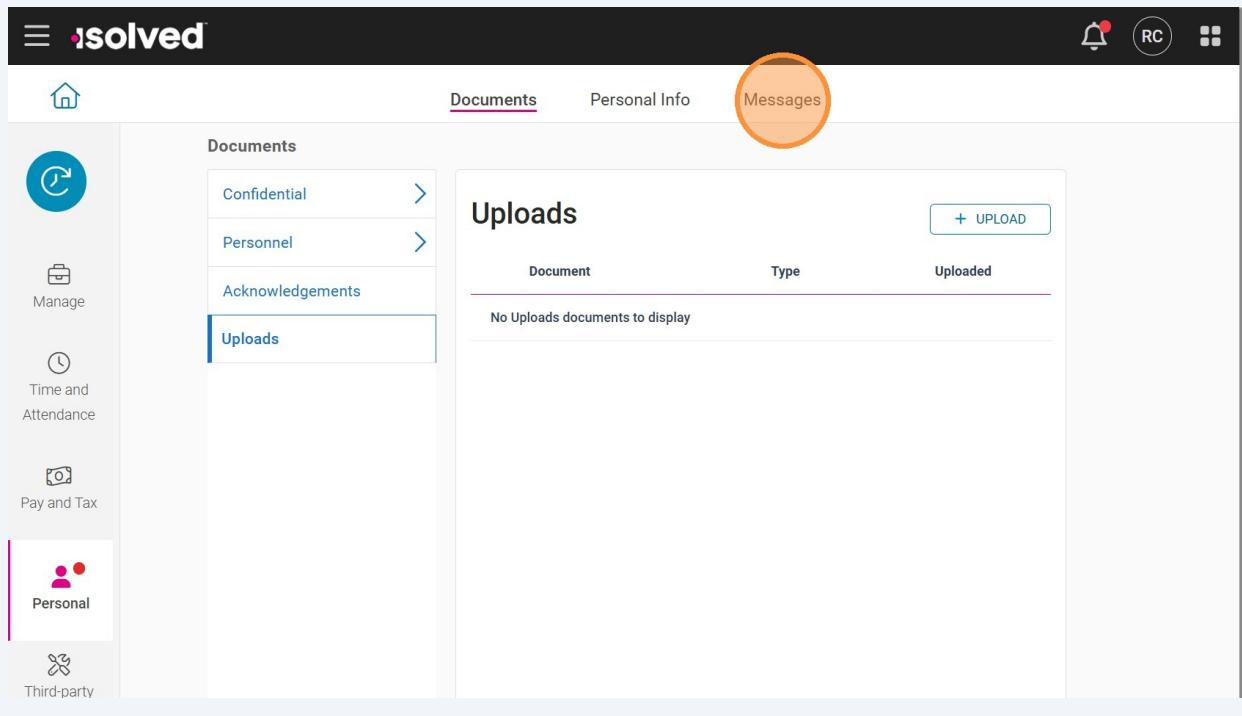
Document	Type	Uploaded
No I-9 documents to display		

6 Click "Upload"



The screenshot shows the Isolved software interface. The top navigation bar includes a menu icon, the 'isolved' logo, a bell icon with a red dot, a 'RC' icon, and a grid icon. The main menu on the left has categories: 'Documents' (selected), 'Personal Info', and 'Messages'. Under 'Documents', there are sub-options: 'Confidential', 'Personnel', 'Acknowledgements', and 'Uploads' (which is highlighted with a blue border). The central content area is titled 'Uploads' and displays a table with columns 'Document', 'Type', and 'Uploaded'. A message at the top of the table says 'No Uploads documents to display'. A large orange circle highlights the '+ UPLOAD' button in the top right corner of the uploads section.

7 You may have other items to review under Messages.
Click **Messages**



The screenshot shows the Isolved software interface. The top navigation bar includes a menu icon, the 'isolved' logo, a bell icon with a red dot, a 'RC' icon, and a grid icon. The main menu on the left has categories: 'Documents' (selected), 'Personal Info', and 'Messages' (which is highlighted with an orange circle). Under 'Documents', there are sub-options: 'Confidential', 'Personnel', 'Acknowledgements', and 'Uploads'. The central content area is titled 'Uploads' and displays a table with columns 'Document', 'Type', and 'Uploaded'. A message at the top of the table says 'No Uploads documents to display'. The '+ UPLOAD' button in the top right corner of the uploads section is also highlighted with an orange circle.

8

Here you'll see any messages. If there is a document attached, you can click to open it.

