

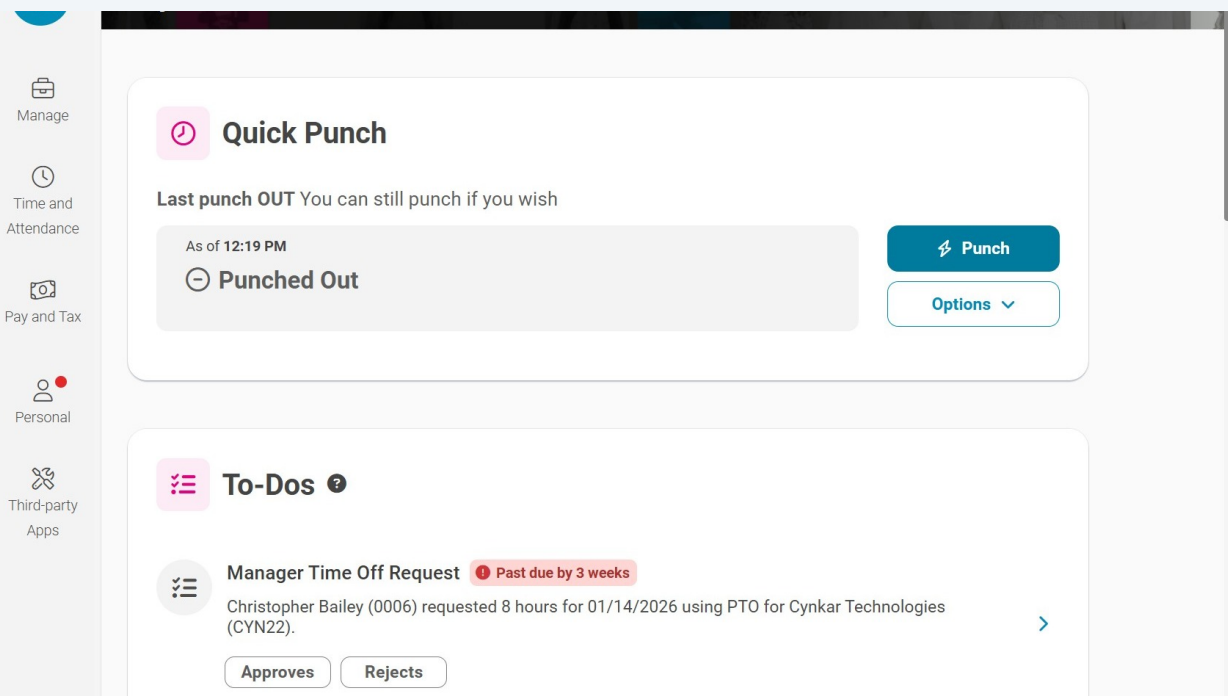
# View Documents in Adaptive View (Employee Workspace)



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>



## 2 Click "Personal"

The screenshot shows the 'Personal' section of a web application. On the left is a sidebar with icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal' (highlighted with an orange circle), and 'Third-party Apps'. The main content area has two sections: 'Quick Punch' and 'To-Dos'. The 'Quick Punch' section shows 'Last punch OUT You can still punch if you wish' with a status of 'As of 12:19 PM' and 'Punched Out'. It includes a 'Punch' button and an 'Options' dropdown. The 'To-Dos' section lists 'Manager Time Off Request' with a 'Past due by 3 weeks' warning. The first request is for Christopher Bailey (0006) for 8 hours on 01/14/2026 using PTO for Cynkar Technologies (CYN22). It has 'Approves' and 'Rejects' buttons. A second request is partially visible below.

**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"

The screenshot shows the 'Documents' section of a web application. The top header bar includes the 'solved' logo, a notification bell, and a user profile icon labeled 'RC'. The left sidebar has icons for 'Manage', 'Time and Attendance', 'Pay and Tax', 'Personal', and 'Third-party Apps'. A dropdown menu is open from the 'Personal' icon, showing options for 'Documents' (highlighted with an orange circle), 'Personal Info', and 'Messages'. The main content area shows the 'Quick Punch' section, which is partially obscured by the dropdown menu.

**solved**

**Documents**

**Personal Info**

**Messages**

**Quick Punch**

You can still punch if you wish

**Punch**

**Options** ▾

4 Here you will see all the Document sections you can review

isolved

Documents Personal Info Messages

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 Personal Info Messages

Documents

Confidential

I-9

PHI

Other

Personnel

Acknowledgements

Uploads

I-9

Document	Type	Uploaded
No I-9 documents to display		

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Click "Upload"

The screenshot shows the 'isolved' web application interface. The top navigation bar includes a menu icon, the 'isolved' logo, a notification bell, a user profile icon labeled 'RC', and a grid icon. Below the navigation bar, there are tabs for 'Documents', 'Personal Info', and 'Messages'. The 'Documents' tab is active, and a sidebar on the left lists various document categories: 'Confidential', 'Personnel', 'Acknowledgements', 'Uploads', 'Personal', and 'Third-party'. The 'Uploads' category is selected. The main content area displays the 'Uploads' section with a table header: 'Document', 'Type', and 'Uploaded'. A '+ UPLOAD' button is highlighted with an orange circle. Below the header, the text 'No Uploads documents to display' is shown.

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

The screenshot shows the 'isolved' web application interface, similar to the previous one. The top navigation bar and sidebar are the same. The 'Messages' tab is highlighted with an orange circle. The 'Documents' tab is still active in the sidebar, and the 'Uploads' category is selected. The main content area displays the 'Uploads' section with a table header: 'Document', 'Type', and 'Uploaded'. A '+ UPLOAD' button is visible. Below the header, the text 'No Uploads documents to display' is shown.

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

