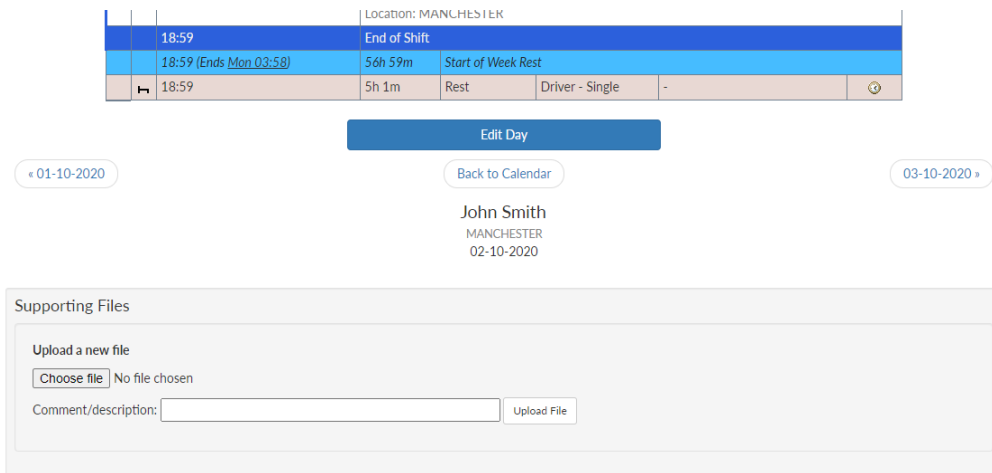# Upload supporting documents to the driver day.

You may want to add a document to the driver day view to support your compliance. The most common instance of a file to be uploaded is a scan or photo of a tacho roll print out when a driver has lost their card and is driving for the permitted 15 days.

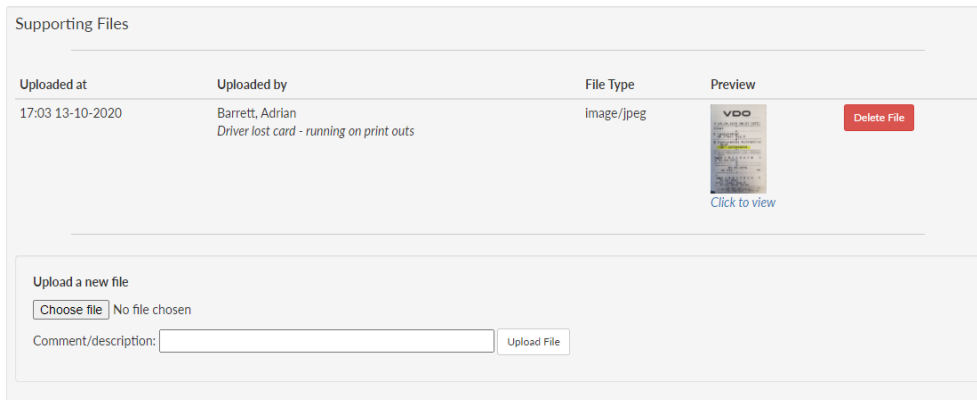To do this, go to the Tachomaster day view either from the Compliance Dashboard or from the Worker Calendar. Scroll to the bottom of the day view

To add a file click on "Choose file", you can upload a photo image (jpg or png) or a pdf. The maximum file size is 2Mb.

You add a comment/description for future reference although this is not mandatory.

Once you have chosen your file click on "Upload File". The file will be add and can be viewed from the same area. You can also delete files if the option is available.

Switch on the Supporting Document/Files feature

The supporting document feature is available without module selection but it can be disabled in whole or part via the user profile function.

Navigate to Tools> Add/Amend> User Profiles> and choose which profile you wish to amend. Scroll to the bottom of the data entry section

The item is Worker Calendar - Supporting Files

Create – will allow users to add files
View – will allow users to view the files but not add or delete
Delete – will allow users to delete files

By unchecking all three items, users with that profile will not have any part of the functionality.