



Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

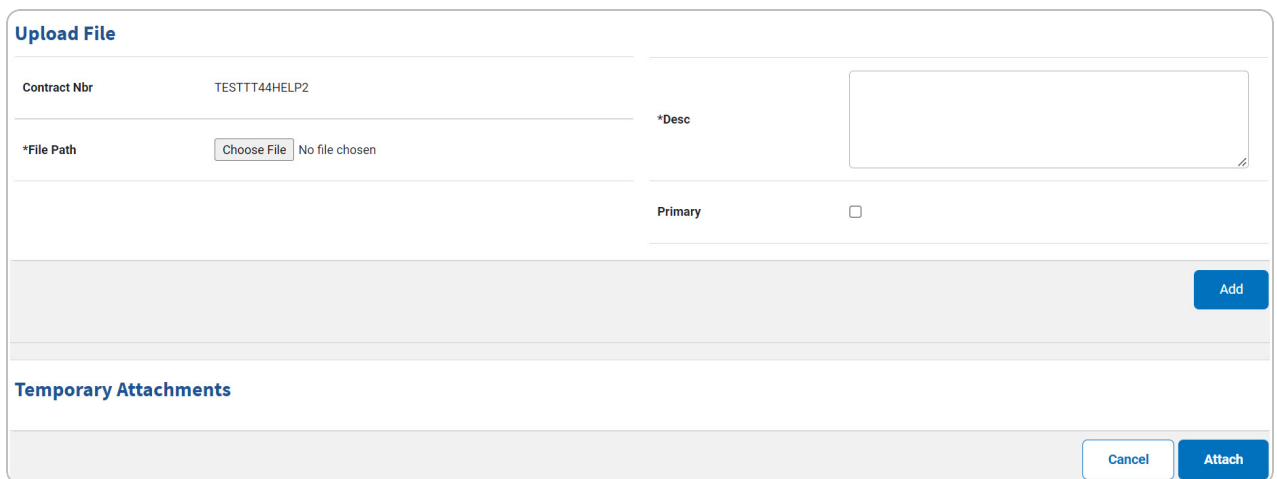
Master Data > *VARIOUS PROCEDURAL STEPS* > [Add Attachment](#) > Maintenance Attachment Add page

Procedures

Add a Maintenance Attachment

Selecting [Cancel](#) at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select [Add Attachment](#). The **Maintenance Attachment Add** page appears.



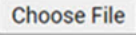
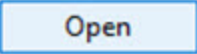

The screenshot shows a web form titled "Upload File". It contains the following fields and controls:

- Contract Nbr:** TESTTT44HELP2
- *File Path:** A button labeled "Choose File" followed by the text "No file chosen".
- *Desc:** A large text area for entering a description.
- Primary:** A checkbox that is currently unchecked.
- Buttons:** An "Add" button is located at the bottom right of the form. Below the form, there is a section titled "Temporary Attachments" with "Cancel" and "Attach" buttons.





Help Reference Guide


- A. The **CONTRACT NBR** automatically populates and is not editable.
- B. Select  in the File Path field. The Windows **Choose File to Upload** pop-up window appears.
- C. Choose the file to attach, and select it.
- D. Select . The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.
- E. Enter the **DESC** in the field provided. This is a 1024 alphanumeric character field.
- F. Click to select the Primary. This indicates which attachment the system should open first if there are multiple documents.
- G. Select . The file appears in the Temporary Attachments grid.

Temporary Attachments			
	Desc	Size	Type
Remove	Document 4 Test	17.68KB	DOCX

- H. Repeat Steps B-G to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. The document is deleted from the grid.

- 2. Select . The Attachment appears in the previous page under the Attachment(s) field.

