Add an Attachment

Overview

The Property Accountability module Attachment Add process provides the ability to attach a file to a record.

Navigation

ELMS Property Accountability Module > VARIOUS PROCEDURAL STEPS >
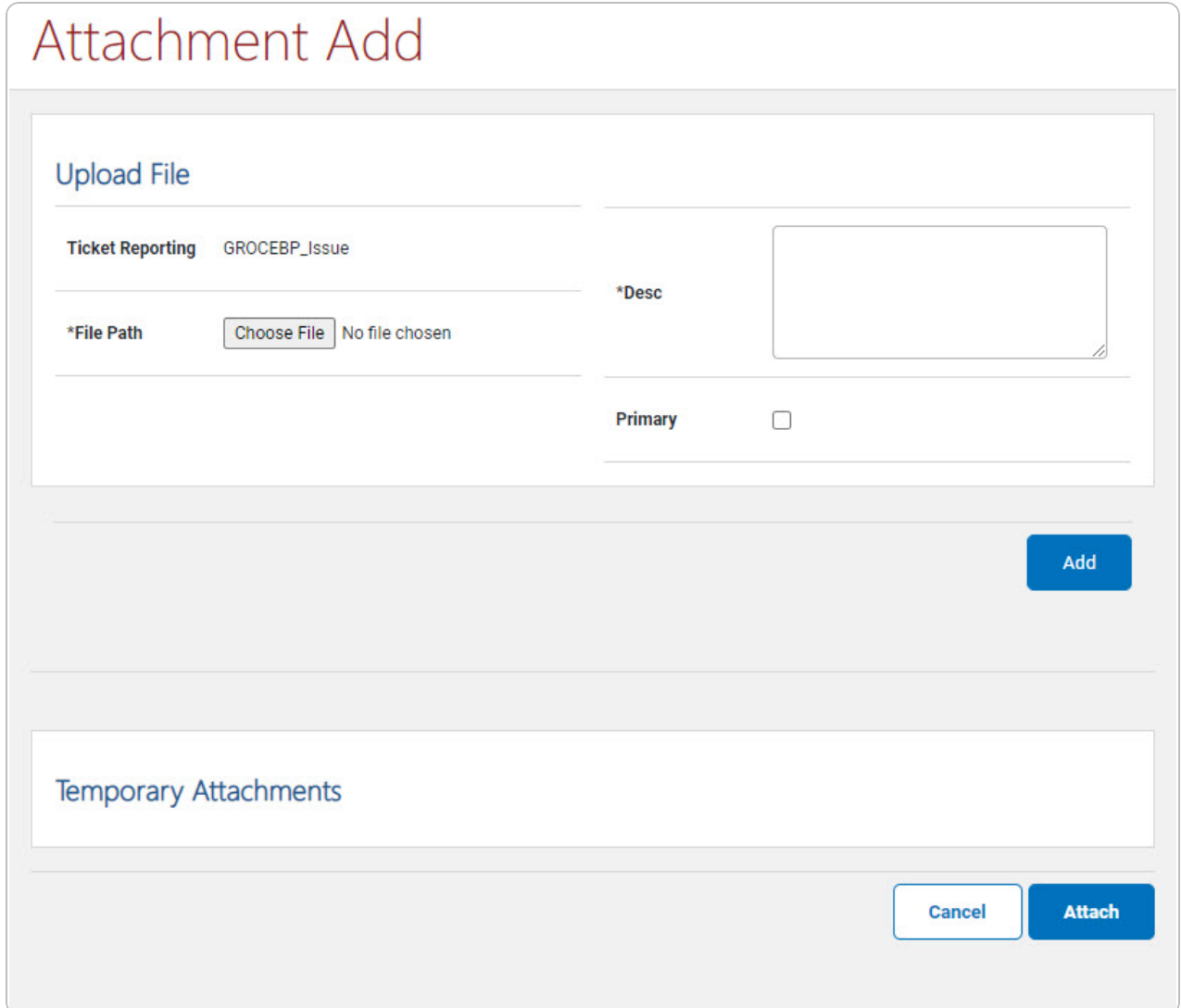
Add Attachment > Attachment Add page

Procedures

Add an Attachment

Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.
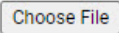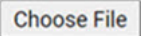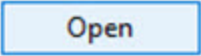
1.   Select   **Add Attachment**   . *The **Attachment Add** page appears.*

2.   Select   Choose File   in the File Path field. *The Windows **Choose File to Upload** pop-up window appears.*

3.   Choose the file to attach, and select it.

4.   Select   **Open**   . *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

5.   Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

6. Click ☐ to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*

7. Select **Add** . *The file appears in the Temporary Attachments section.*

Attachment Add

Upload File

Ticket Reporting	GROCEBP_Issue		A puffin picture
*File Path	Choose File Puffin.png	*Desc	
		Primary	☑

Add

Temporary Attachments

	File Name	Desc	Size	Type
Remove	20220728_143424_(_)_9693e593c0724de28e14	A puffin picture	37.47KB	JPG

Cancel   **Attach**

8. Repeat Steps 3 - 8 to attach multiple documents.

Remove an Attachment

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

9.   Select Attach . *The **Attachment Add** page closes, and the files are attached to the record.*