



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* >

> Attachment Add page

Procedures

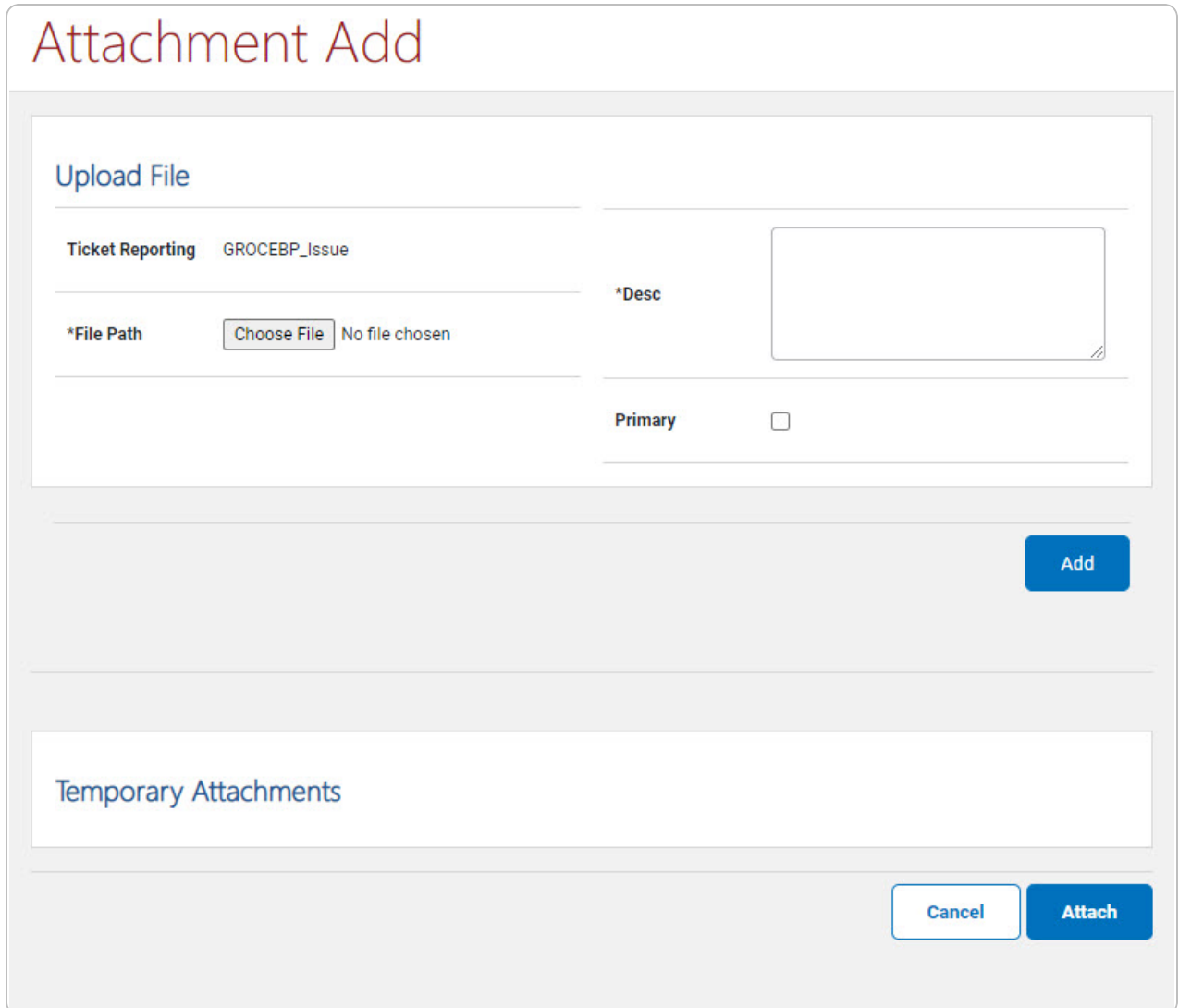
Add an Attachment

Selecting at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

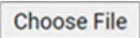
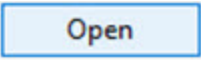




1. Select . The **Attachment Add** page appears.



The screenshot shows the 'Attachment Add' page. At the top, the title 'Attachment Add' is displayed in red. Below the title is a section titled 'Upload File'. This section contains several fields: 'Ticket Reporting' with the value 'GROCEBP_Issue', '*File Path' with a 'Choose File' button and the text 'No file chosen', and '*Desc' with a large empty text area. There is also a 'Primary' checkbox which is currently unchecked. At the bottom right of the 'Upload File' section is a blue 'Add' button. Below this section is a 'Temporary Attachments' section, which is currently empty. At the bottom right of the entire form are two buttons: 'Cancel' and 'Attach'.

2. Select  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 . 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.





- Click to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*
- Select . *The file appears in the Temporary Attachments section.*

Attachment Add

Upload File

Ticket Reporting	GROCEBP_Issue		
		*Desc	A puffin picture
*File Path	<input type="button" value="Choose File"/> Puffin.png		
		Primary	<input checked="" type="checkbox"/>

Temporary Attachments

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

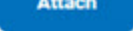
- Repeat Steps 3 - 8 to attach multiple documents.





Remove an Attachment

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

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

