



Add an Attachment

Overview

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

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* >

> Attachment Add page

Procedure

Add an Attachment

Selecting 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.

Attachment Add

Upload File

Ticket Reporting GROCEBP_Issue

*File Path **Choose File** No file chosen

*Desc

Primary

Add

Temporary Attachments

Cancel **Attach**

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.



- 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	<div style="border: 1px solid #ccc; padding: 5px;">A puffin picture</div>
*File Path <input type="button" value="Choose File"/> Puffin.png	*Desc
	Primary <input checked="" type="checkbox"/>

Temporary Attachments

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

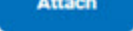
- Repeat Steps 3 - 8 to attach multiple documents.



Help Reference Guide

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.

