



Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

ELMS > *VARIOUS PROCEDURAL STEPS* > (desired record) >  > Attachments pop-up window

Procedures

Attach a Document to a Record

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

1. Click to select the entry. *The record is highlighted, and  becomes available.*
2. Select  to add any additional files to the record. *The **Attachments** pop-up window appears.*





Attachments

Help

Add Attachments

Attachment Browse

Description

If a description is added above it will be applied to all uploaded files.

3. Select within the Attachment Browse field. *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select . *The **Choose File to Upload** pop-up window closes, and the file name appears in the Attachment Browse panel.*
6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*
7. Select . *The file uploads and appears in the Attached Files panel.*





Attachments

Help

Attached Files



Puffin.png*

Delete Set Primary

Add Attachments

Attachment Browse

Select files... Done

Puffin.png 444.38 KB

Description: a puffin picture

If a description is added above it will be applied to all uploaded files.

Clear List Upload

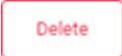
Close

- Repeat Steps 2 - 6 to attach multiple documents.
- Select beneath the main attachment.
- Select . The attachment is marked as the main attachment to the record.





Remove an Attachment

- A. Select  beneath the desired attachment.
 - B. Select . *The attachment is removed permanently from the record.*
11. Select . *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

