

Working With Attachments
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The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Working With Attachments

Working with Attachments Overview

Text, pictures, and other type of files can be attached to records in NIS. Such attachments are called media objects. Different types of media objects can be attached to the same NIS record.

NIS allows you to attach:

- Text
- Files (spreadsheets, Word docs, etc.)
- Web sites

Working With Attachments Lesson

Procedure

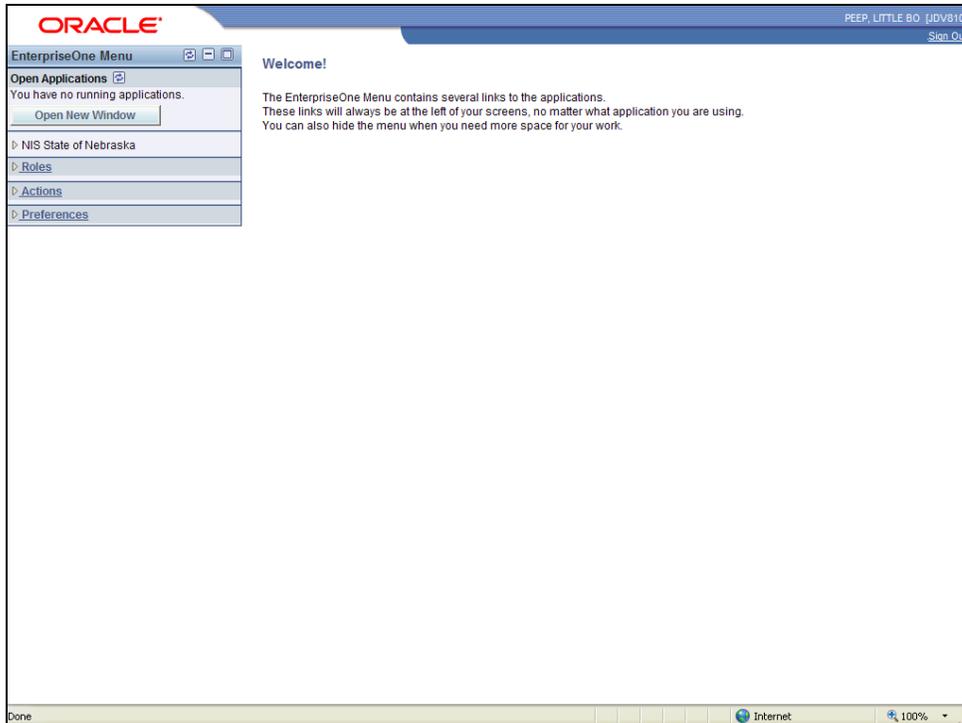
This work instruction shows how:

- ~ To Check for and View an Attachment
- ~ To Attach different Attachments
- ~ To Rename an Attachment
- ~ To Delete an Attachment

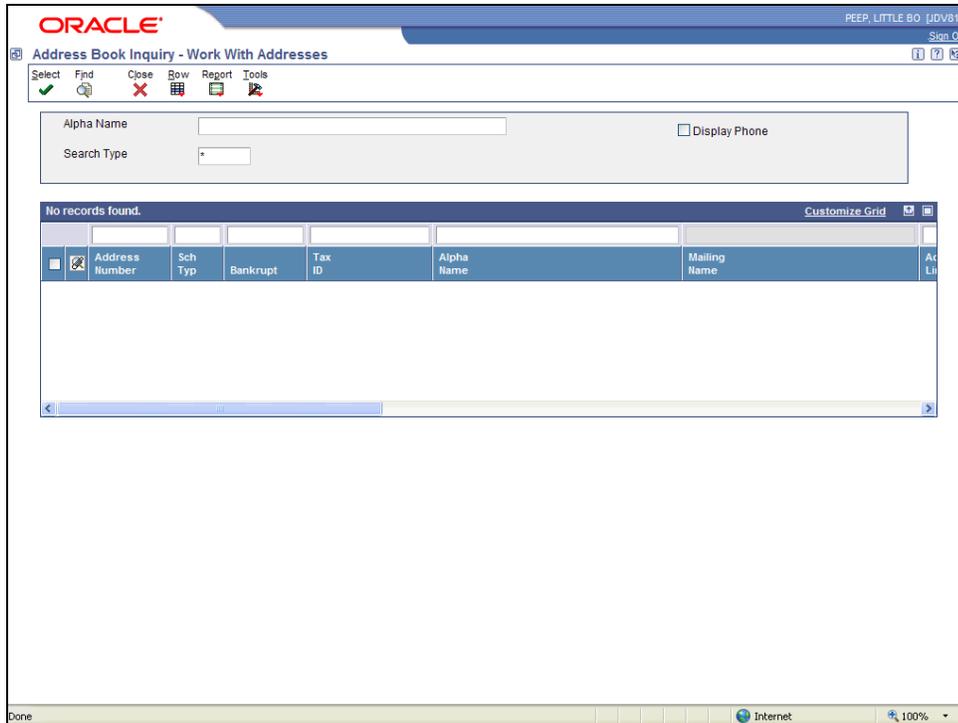
| Step | Action |
|------|---|
| 1. | Attachments can be utilized in any NIS Module - including Address Book, HR, Payroll, Procurement, Inventory, Accounting, A/P, and A/R. In this lesson we will work from the Address Book Inquiry screen. |

Training Guide

Working With Attachments



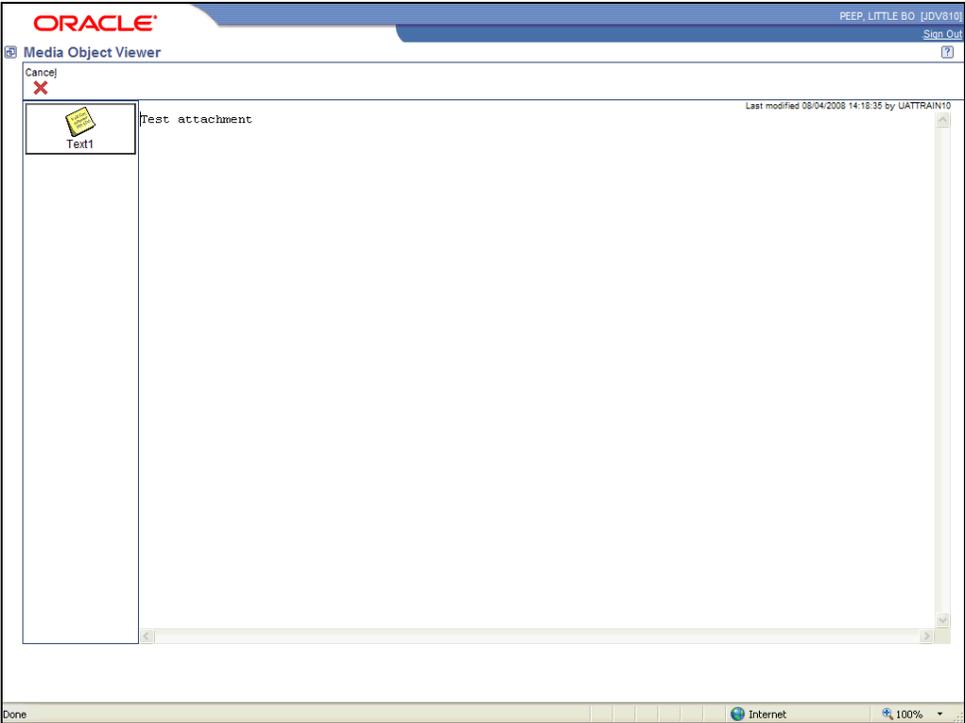
| Step | Action |
|------|---|
| 2. | Click the NIS State of Nebraska link. NIS State of Nebraska |
| 3. | Click the Address Book link. Address Book |
| 4. | Click the Address Book Inquiry link. Address Book Inquirin |



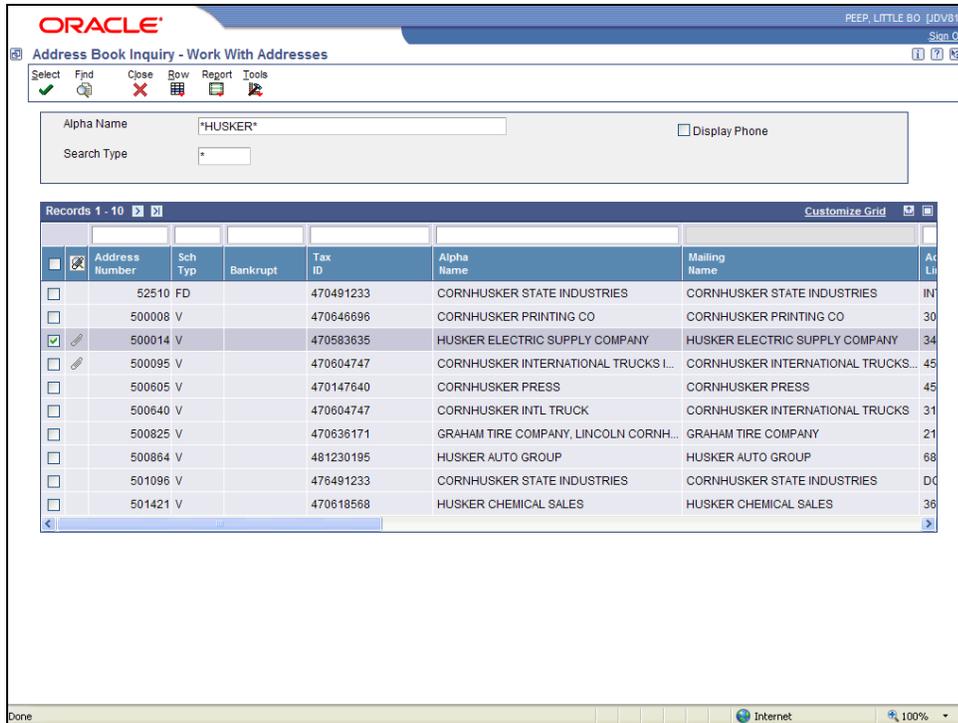
| Step | Action |
|------|--|
| 5. | First we will need to bring up some records. Click in the Alpha Name field. |
| 6. | Enter the desired information into the Alpha Name field. Enter a valid value e.g. "*husker*" . |
| 7. | Click the Find (Ctrl+Alt+I) button.  |
| 8. | A record with a paper clip icon next to it means it has attachments. If it does not have a paper clip icon then the record does not have any attachments. |
| 9. | You can view the attachment by clicking on the paper clip icon. Click the Attachment button.  |
| 10. | Clicking on the paper clip icon opens the Media Object Viewer window. This is where you can view all of the attachments for that record. This is a read only window so no changes can be made to any existing attachments nor can any attachment be added. |

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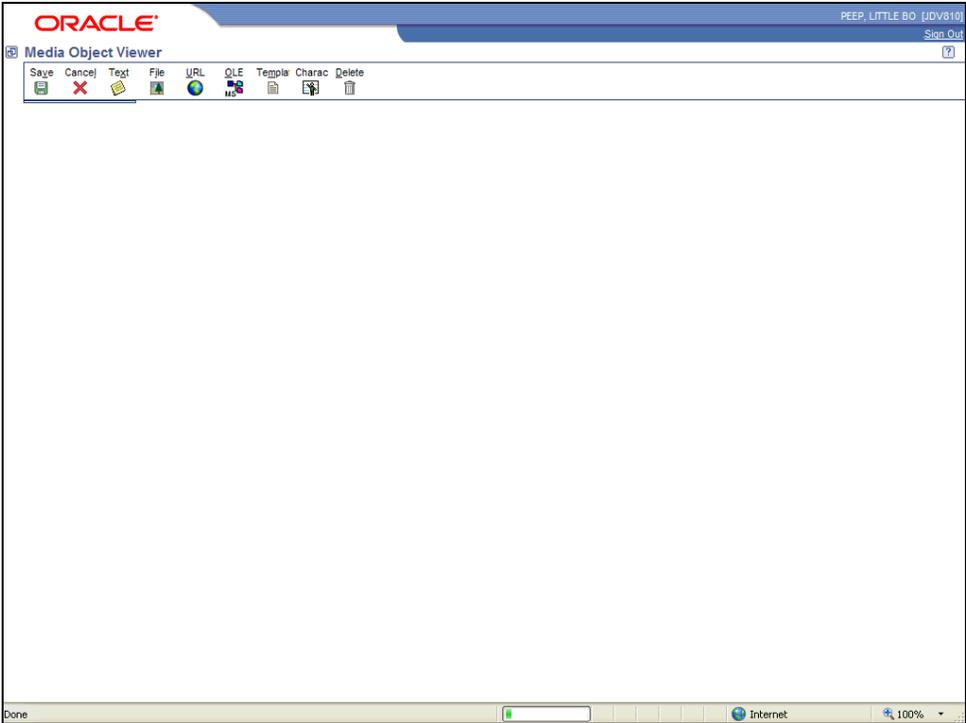
Working With Attachments



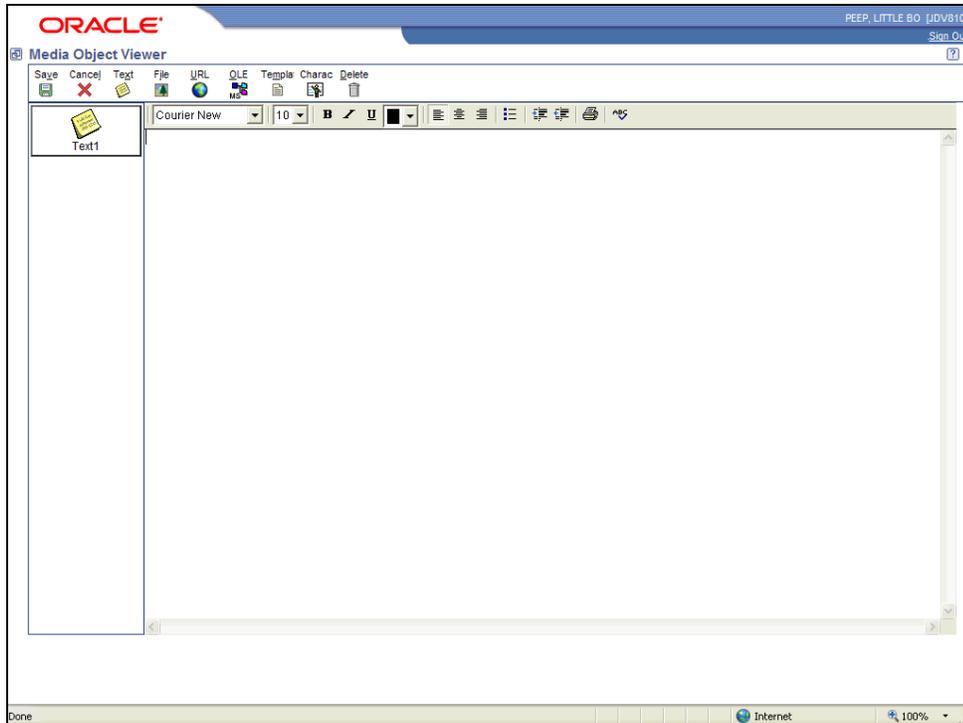
| Step | Action |
|------|---|
| 11. | Click the Cancel (Ctrl+Alt+L) button.  |



| Step | Action |
|------|--|
| 12. | In this next exercise we are going to learn how to add an attachment, but first we need to select a record. Click the 500640 record. <input type="checkbox"/> |
| 13. | Click the Row (Ctrl+Alt+R) button. |
| 14. | Click the Attachments menu. <input type="text" value="Attachments"/> |
| 15. | The top tool bar displays the different type of attachments you can add. Text , File , and OLE attachments are the most common attachments used. |



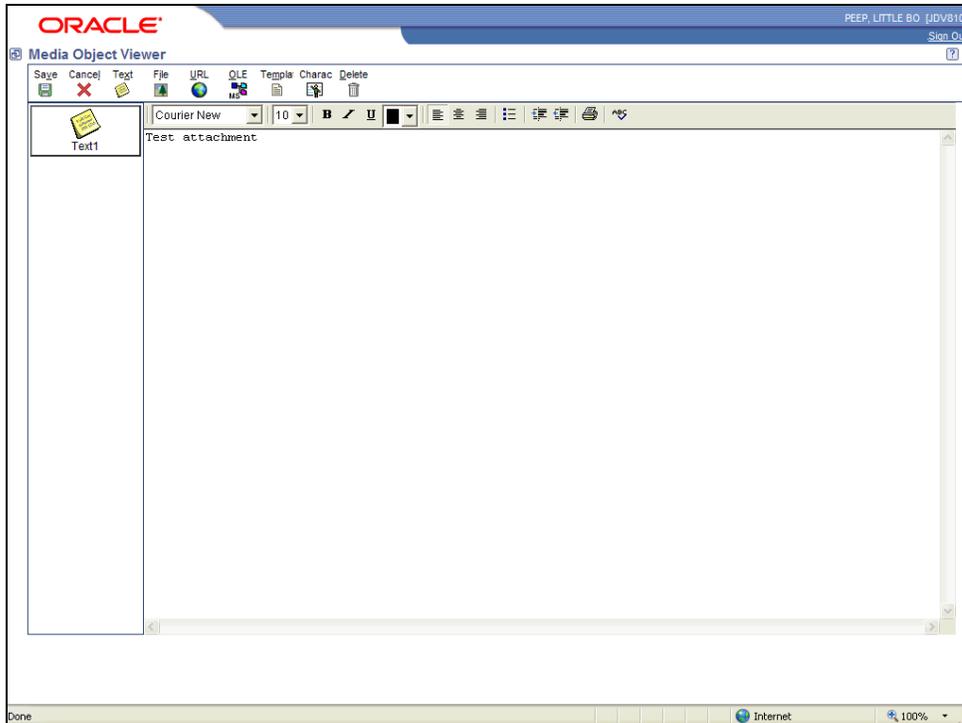
| Step | Action |
|------|---|
| 16. | First we are going to add a Text Attachment. Click the Text (Ctrl+Alt+X) button.  |



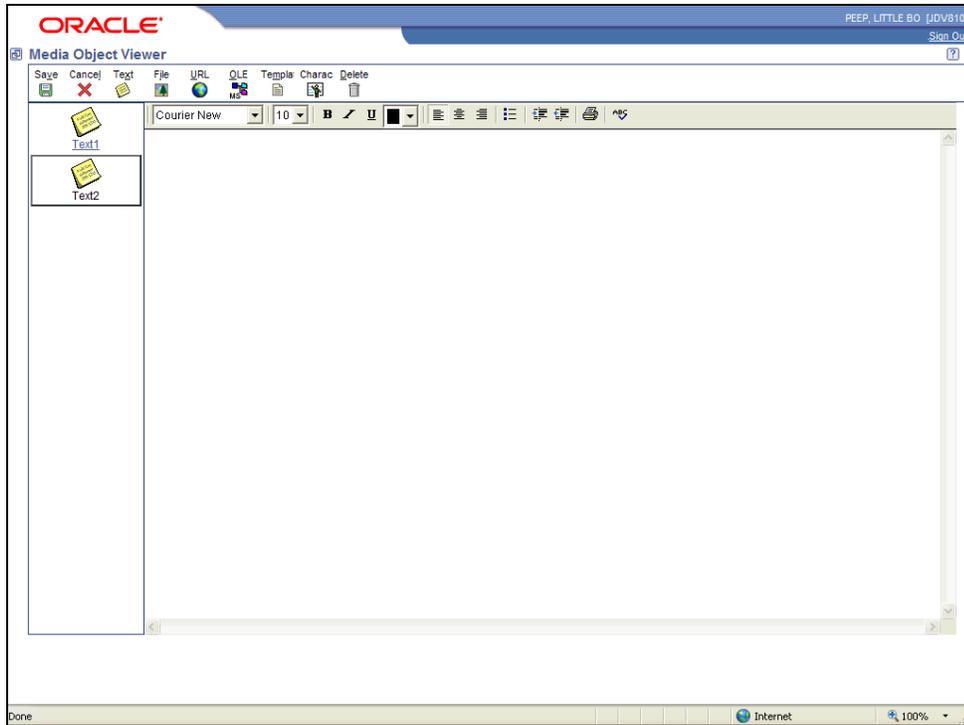
| Step | Action |
|------|---|
| 17. | Enter the desired information into the field. Enter a valid value e.g. " Test attachment ". |
| 18. | The Text Toolbar is similar to the Text Toolbar in Word. Here you can change the type, size, color and style of font. |

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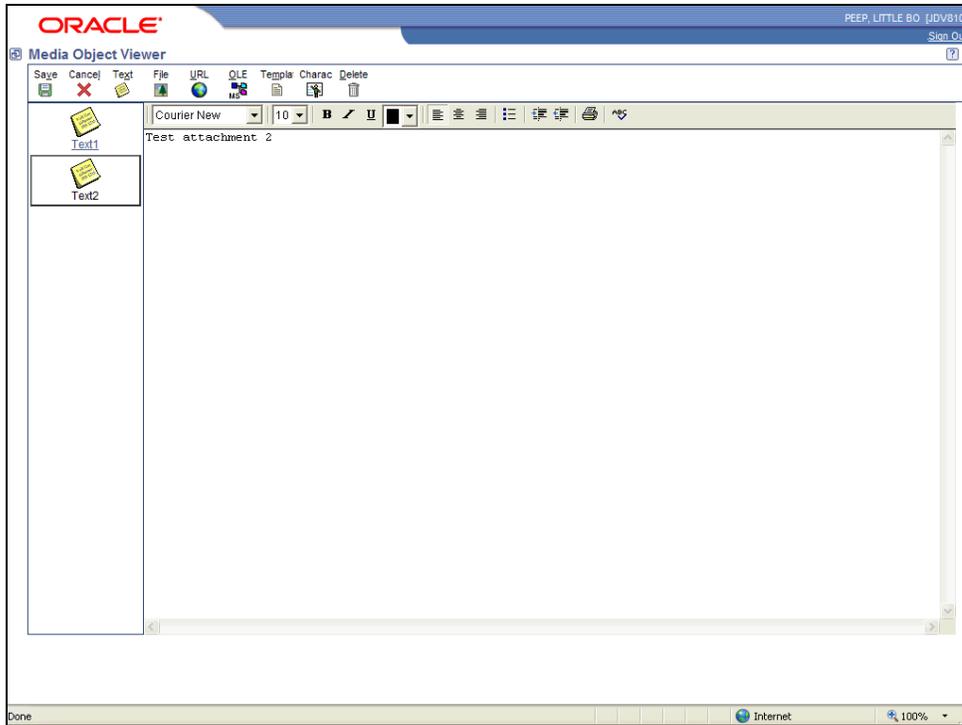
| Step | Action |
|------|---|
| 19. | <p>You can add more than one attachment to a record. We are going to add another Text attachment.</p> <p>Click the Text (Ctrl+Alt+X) button.</p>  |



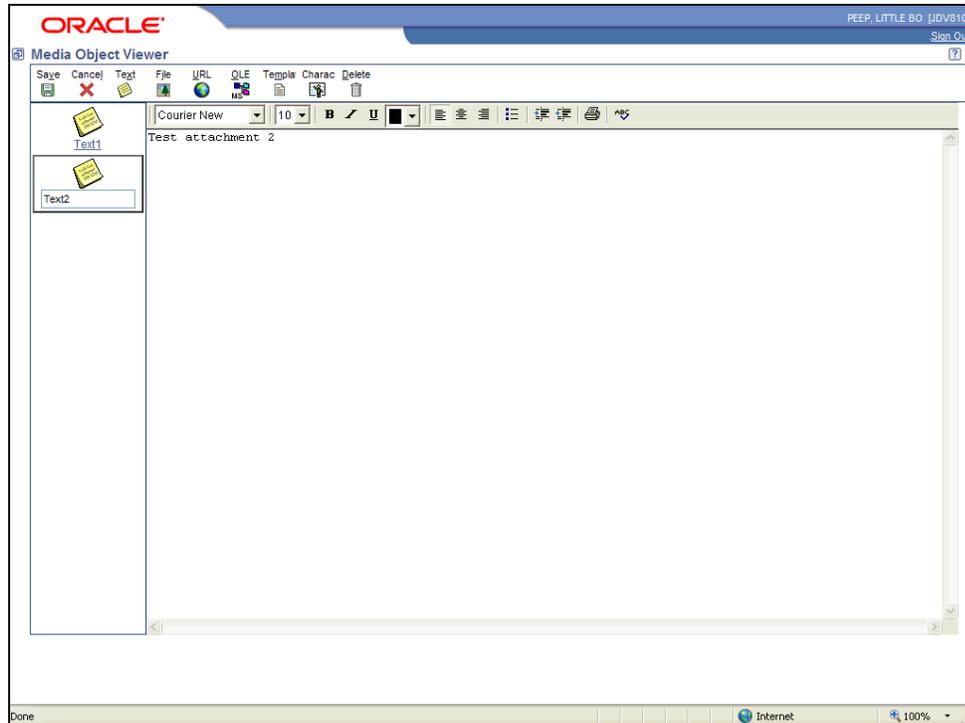
| Step | Action |
|------|---|
| 20. | Enter the desired information into the field. Enter a valid value e.g. "Test attachment 2" . |

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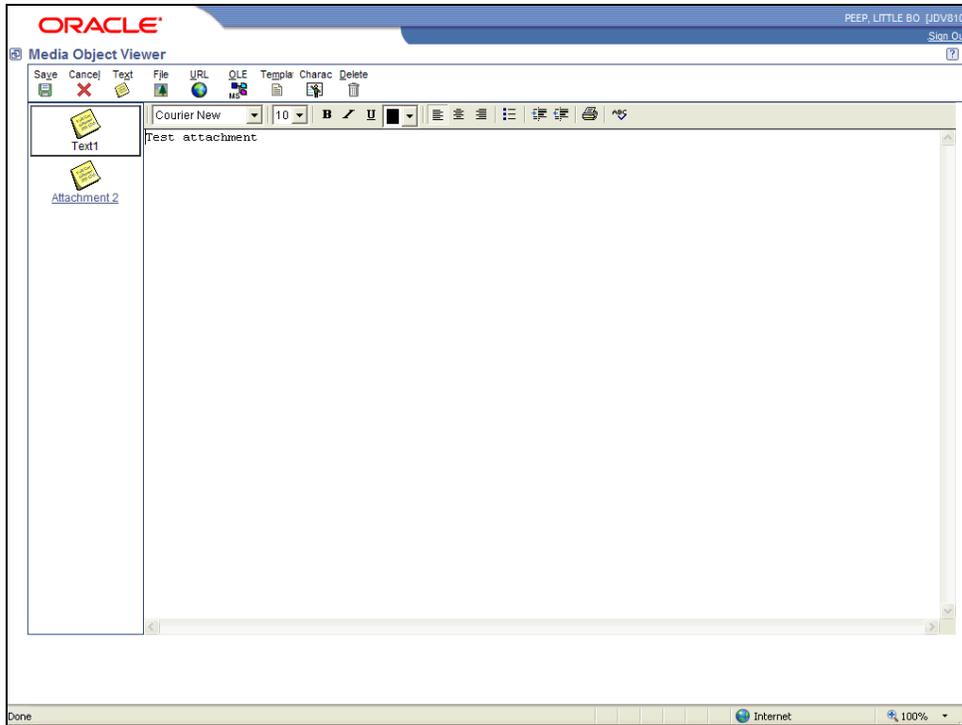
| Step | Action |
|------|---|
| 21. | <p>You can rename an attachment. we are going to rename the two Text Attachments.</p> <p>Click the name of the Text2 attachment.</p> <p><input data-bbox="370 1203 423 1226" type="text" value="Text2"/></p> |



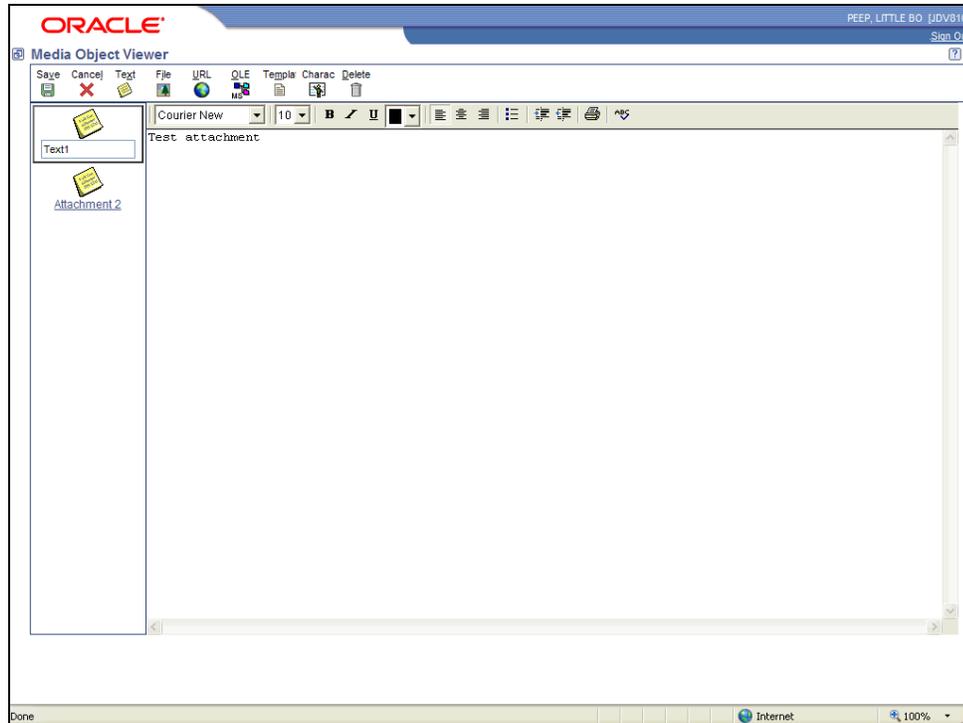
| Step | Action |
|------|---|
| 22. | Enter the desired information into the Item field. Enter a valid value e.g. " Attachment 2 ". |
| 23. | Click the Text1 link.  |

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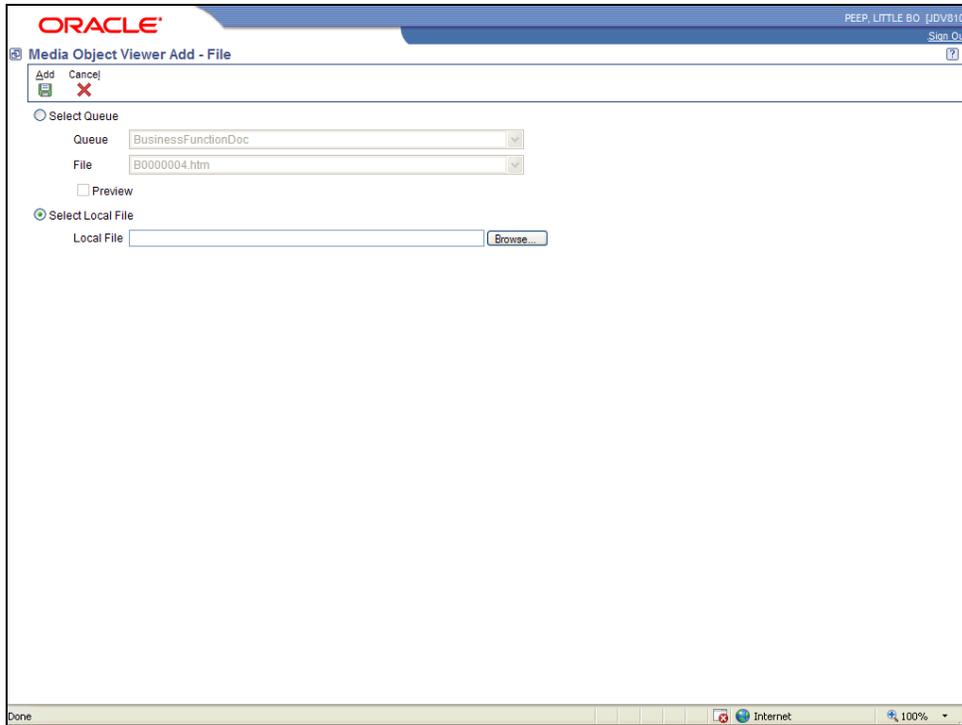
| Step | Action |
|------|--|
| 24. | Click the name of the Text1 attachment. <input data-bbox="365 1100 423 1129" type="text" value="Text1"/> |

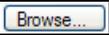


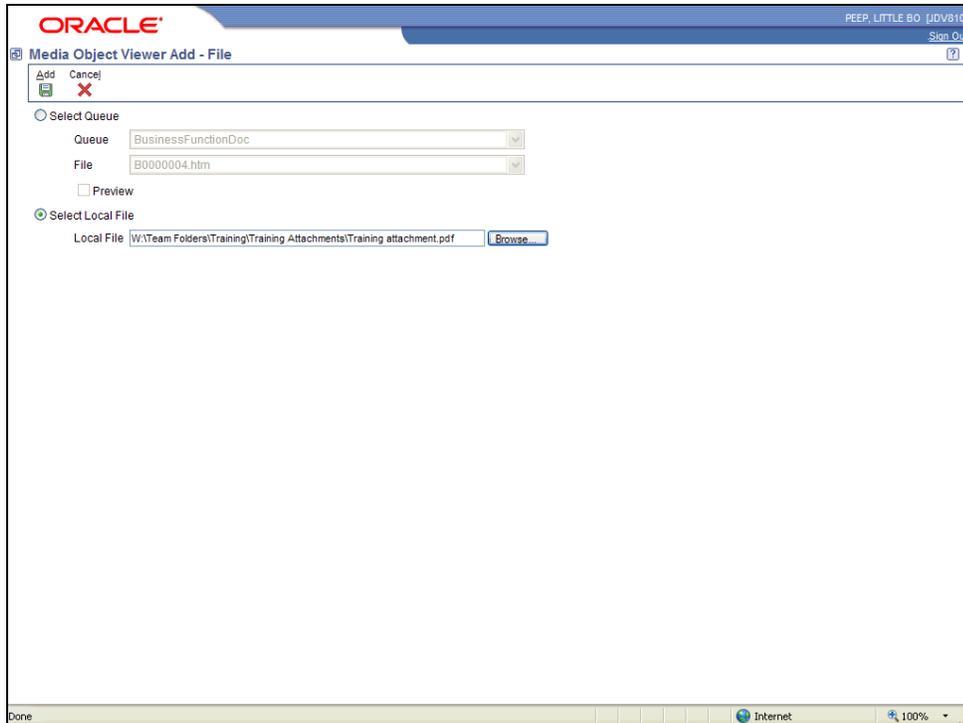
| Step | Action |
|------|---|
| 25. | Enter the desired information into the Item field. Enter a valid value e.g. " Attachment 1 ". |
| 26. | <p>A File Attachment allows you to attach a file such as Word, Excel, PDF, etc. A File Attachment cannot be changed . . . it is a read only document.</p> <p>An OLE Attachment allows you to add the same type of files as a File Attachment, except it allows you to make changes to it.</p> |
| 27. | <p>Click the File (Ctrl+Alt+I) button.</p>  |
| 28. | <p>Click the Select Local File option.</p>  |

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| Step | Action |
|------|--|
| 29. | Click the Browse button.  |
| 30. | Click the Training attachment.pdf list item.  |
| 31. | Click the Open button.  |



| Step | Action |
|------|---|
| 32. | Click the Add (Ctrl+Alt+A) button.  |
| 33. | The attached file appears in the window. In addition a Read Only notice appears at the top of the screen stating that the File Attachment cannot be changed. |
| 34. | Next we are going to attach a web site (or URL) To this record. Click the URL (Ctrl+Alt+U) button.  |
| 35. | Enter the desired information into the Enter URL field. Enter " www.nebraska.gov ". |
| 36. | Click the Preview button.  |
| 37. | By clicking the Preview button you can make sure you have the correct web site before you actually attach it to the record. |
| 38. | Click the Add (Ctrl+Alt+A) button.  |
| 39. | If the web site address of the attachment ever changes you will need to update the attachment, otherwise it will not display properly. |

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| Step | Action |
|------|--|
| 40. | You can delete attachments from a record. Anyone can delete a record so it is vital to be careful when doing so. In this lesson we are going to delete one of the Text Attachments . |
| 41. | Click the Text button.  |
| 42. | Click the Delete (Ctrl+Alt+D) button.  |
| 43. | The Attachment 2 no longer appears. |
| 44. | Click the Save (Ctrl+Alt+V) button.  |
| 45. | Now the record has a paper clip icon indicating it has attachments. |
| 46. | You have successfully completed the Working with Attachments course. End of Procedure. |