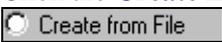
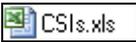
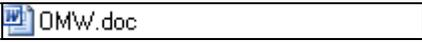


## Creating Document Attachment Lesson

Step	Action
1.	<p>Attachments to a record can be made as information specific to an entire record or as information specific to detail lines within a record.</p> <p>To illustrate the Attachment functionality, a procurement document is used.</p> <p>Attachments to the entire record are made through the <b>Form</b> exit and attachments to a detail line on the record are made through the <b>Row</b> exit.</p>
2.	<p><b>DOCUMENT HEADER ATTACHMENTS</b></p> <p>Click the <b>Form</b> button.</p> 
3.	<p>Click the <b>Attachments</b> menu.</p> 
4.	<p><b>TEXT ATTACHMENT</b></p>
5.	<p>Click the <b>Text</b> button.</p> 
6.	<p>Enter the desired information into the field.</p>
7.	<p>Continue to add as many attachments as needed or click the <b>Save</b> button to continue working with document.</p> 
8.	<p><b>OBJECT, LINKING AND EMBEDDING (OLE) ATTACHMENTS</b></p>
9.	<p>Click the <b>OLE</b> button.</p> 
10.	<p>Click the <b>Please choose a queue</b> list.</p> 
11.	<p>Click the <b>OLEQUE</b> list item.</p> 
12.	<p>Click the <b>Create from File</b> option.</p> 
13.	<p>Click the <b>Browse...</b> button.</p> 
14.	<p>Click on the electronic file to attach.</p> <p><b>NOTE:</b> This can be an MS Word document, an MS Excel Spreadsheet, or a pdf file</p> 

Step	Action
15.	Click the <b>Open</b> button. 
16.	In the Insert Object window, click the <b>OK</b> button. 
17.	Continue to add as many attachments as needed or click the <b>Save</b> button to continue working with document. 
18.	<b>DETAIL LINE ATTACHMENTS</b>  When adding attachments specific to details on a document, attach to detail lines instead of document header. This is done by selecting a Row.
19.	Click the <b>OK</b> button. 
20.	Click the <b>Row:</b> option for the detail line for attachment.. 
21.	Click the <b>Row</b> button. 
22.	Click the <b>Line Attachments</b> menu. 
23.	<b>FILE ATTACHMENT</b>
24.	Click the <b>File</b> button. 
25.	Click the <b>Select Local File</b> radio button. 
26.	Click the <b>Browse...</b> button. 
27.	Click on the electronic file to attach.  <b>NOTE:</b> This can be an MS Word document, an MS Excel Spreadsheet, or a pdf file. 
28.	Click the <b>Open</b> button. 
29.	Click the <b>Add</b> button. 

Step	Action
30.	<p>File Attachment <b>MUST</b> be opened from <b>File Download</b> screen prior to saving. To attach the electronic file, click the <b>Open</b> button.</p> <p>The attachment is visible on the <b>Media Object Viewer</b>; however, the document can only be opened through the application (MS Word, MS Excel, Adobe Acrobat).</p> 
31.	<b>URL ATTACHMENTS</b>
32.	<p>Click the <b>URL</b> button.</p> 
33.	Click in the <b>Enter URL</b> field.
34.	Enter the desired information into the <b>Enter URL</b> field.
35.	<p>Click the <b>Preview</b> button.</p> 
36.	<p>Click the <b>Add</b> button.</p> 
37.	<p>Continue to add as many attachments as needed or click the <b>Save</b> button to continue working with document.</p> 
38.	<b>End of Procedure.</b>