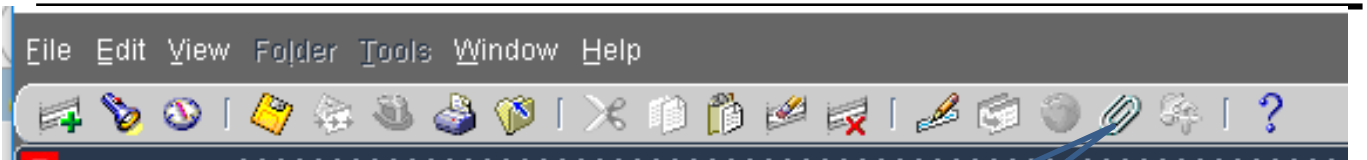
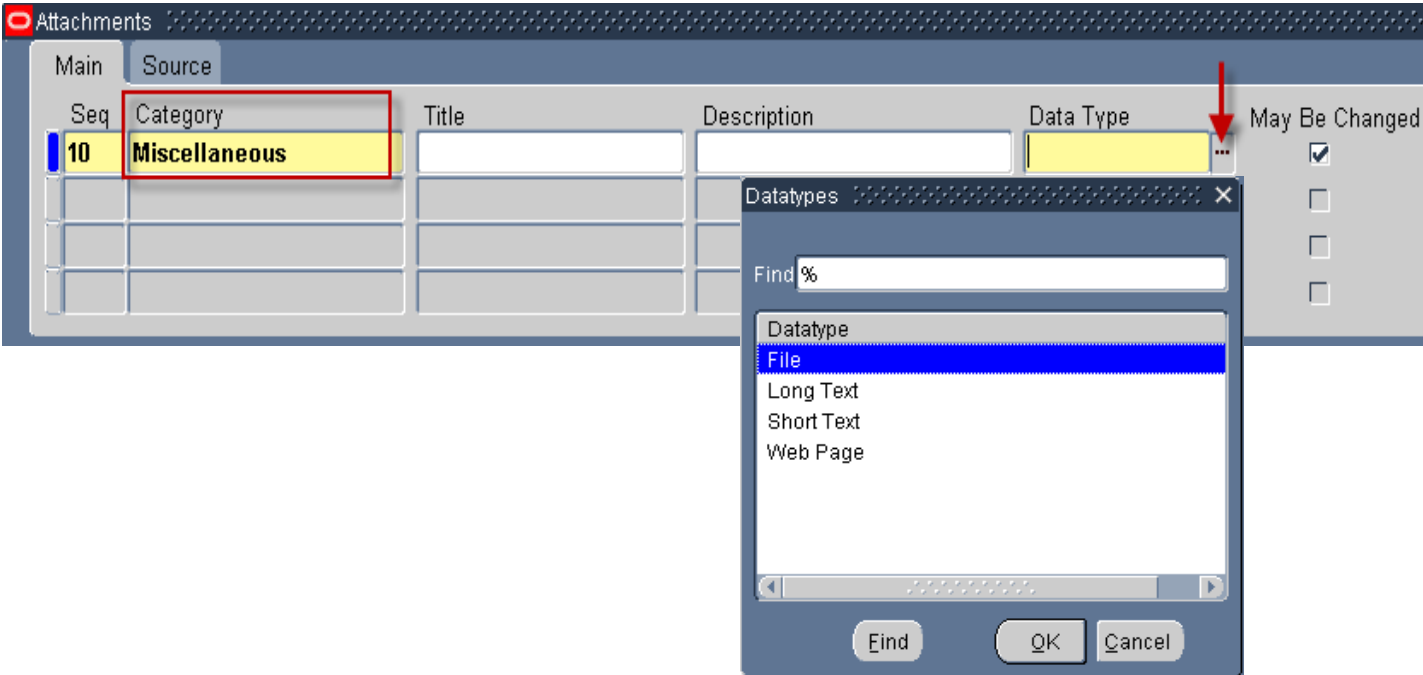

ADDING AN ATTACHMENT

Adding An Attachment

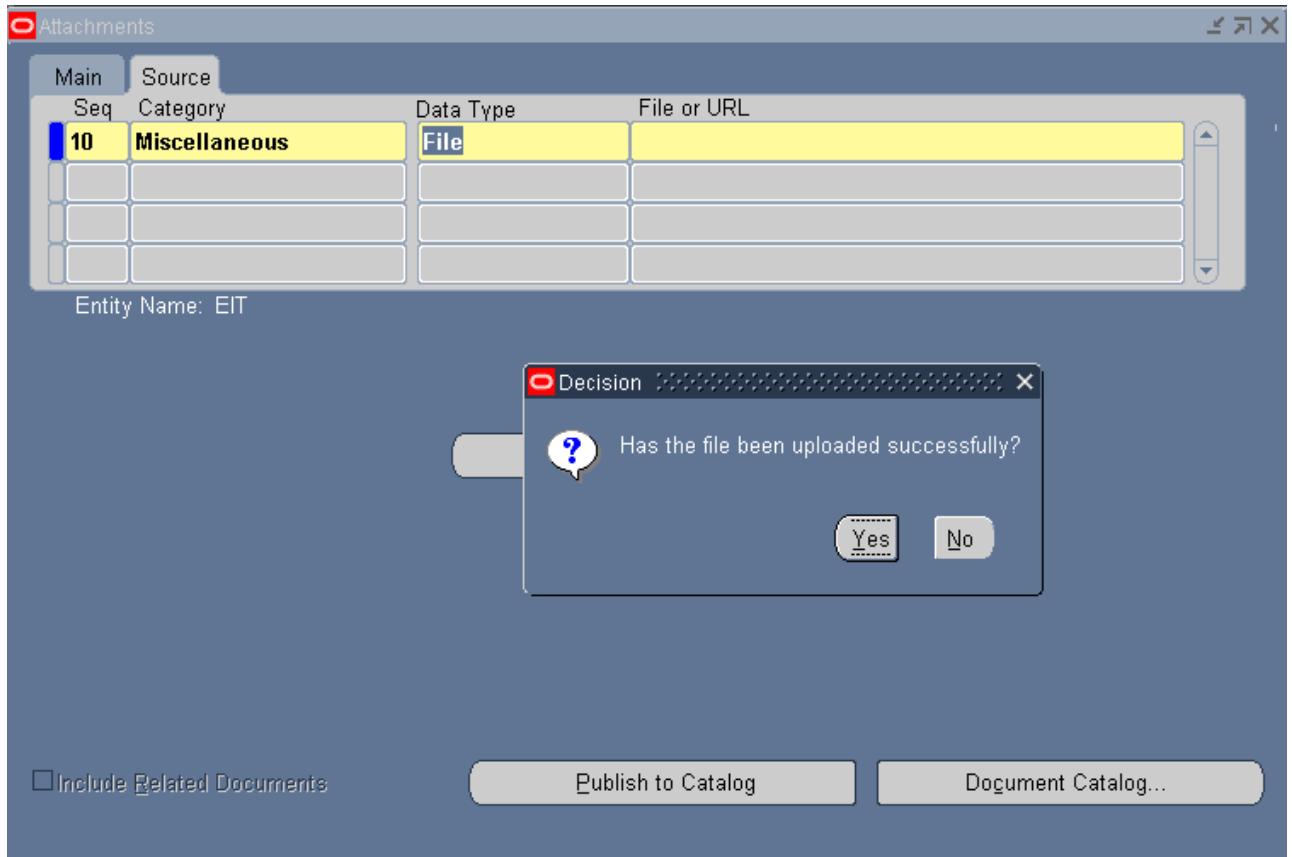


Add Attachment: You must be in the Lines region of the form before the Add Attachment icon is enabled

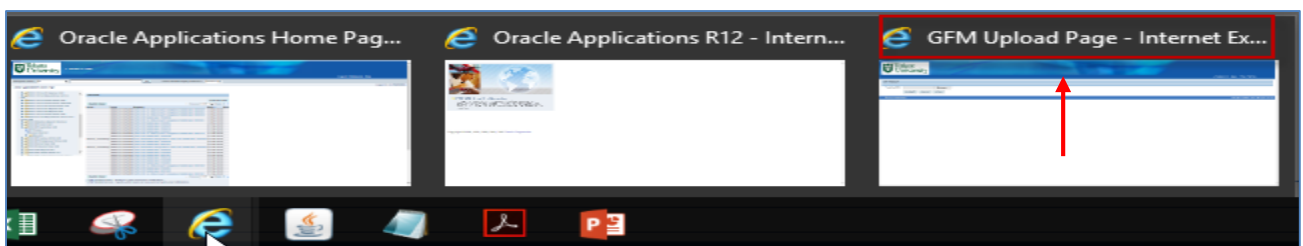


- To add an attachment, click on the Paper Clip symbol on the tool bar.
NOTE: You must be in the Distribution Lines region of the IT form for the Attachments icon (paper clip) to be enabled
- The Attachments window opens up.
- Type an "M" in the Category field and hit the Tab key. The field will then populate with the Category of "Miscellaneous".
- In the Data Type field, type an "F" and tab out of the field to populate the field with "File"; alternately, you can click the List of Values icon and choose "File" from the list

Adding An Attachment

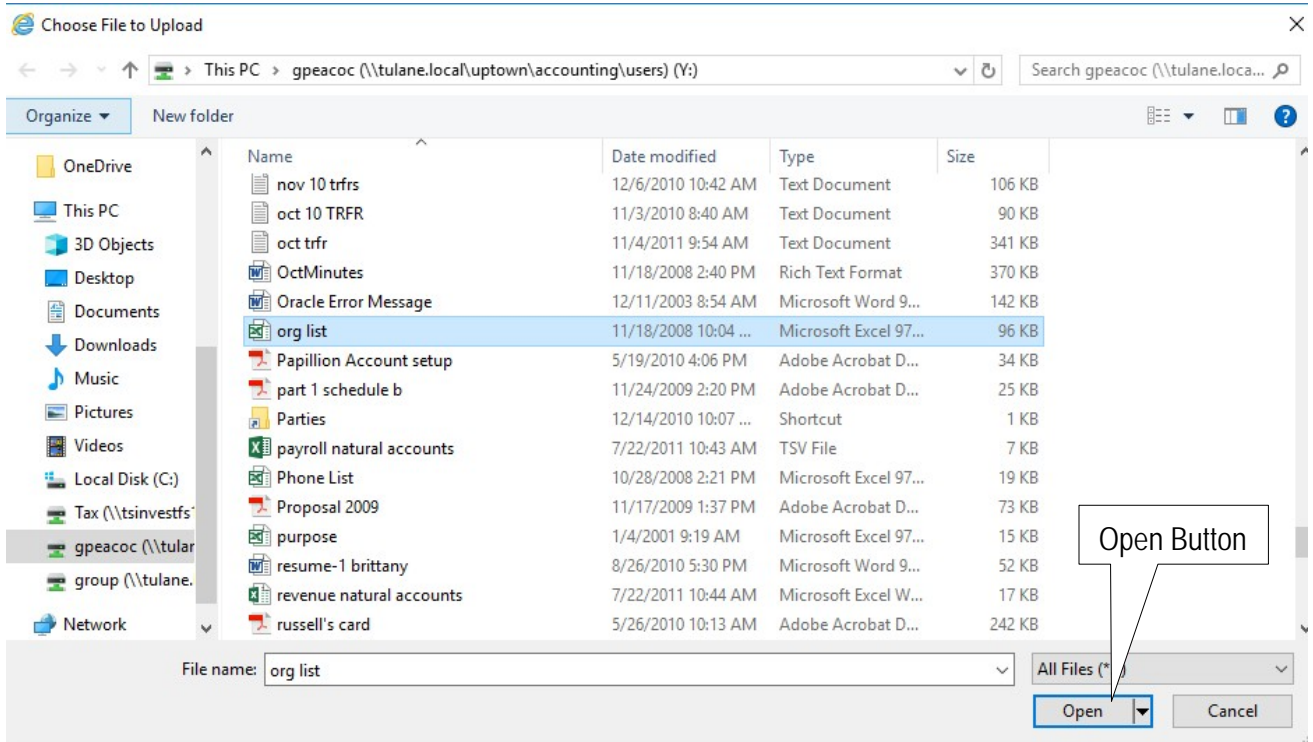
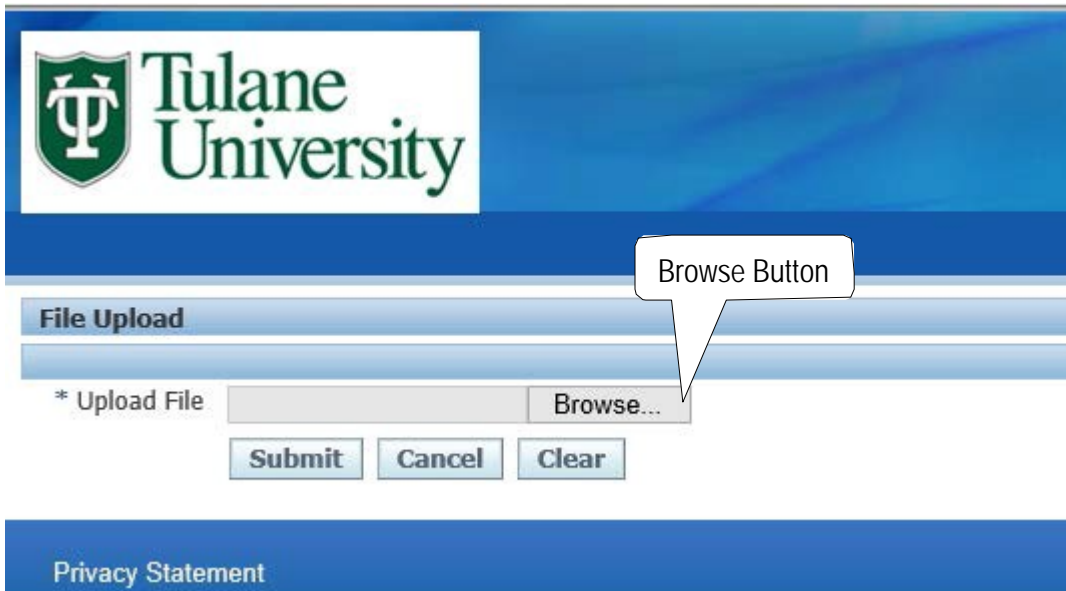


- After filling in the Data Type, a Decision box will open.
- **DO NOT CLICK ON THE YES OR NO BUTTONS!**
 - Leave this Decision box open because you will need to return to it later in the process
- Click or hover on the Browser Icon at the bottom of your computer screen and you will see a GFM Upload page



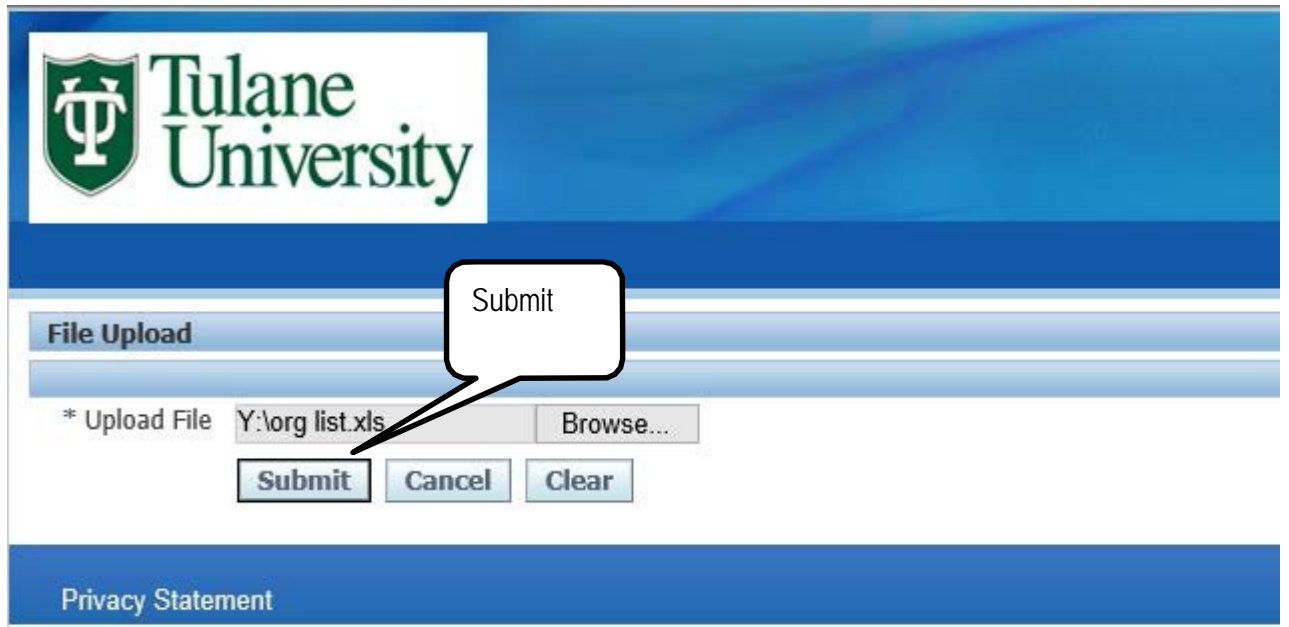
- Click on this page.

Adding An Attachment



- A new window will pop up for you to Browse for your file.
- Click on the Browse Button in order to find your file.
- Choose which file you would like to add.
- Highlight the file and click "Open".

Adding An Attachment



Tulane University

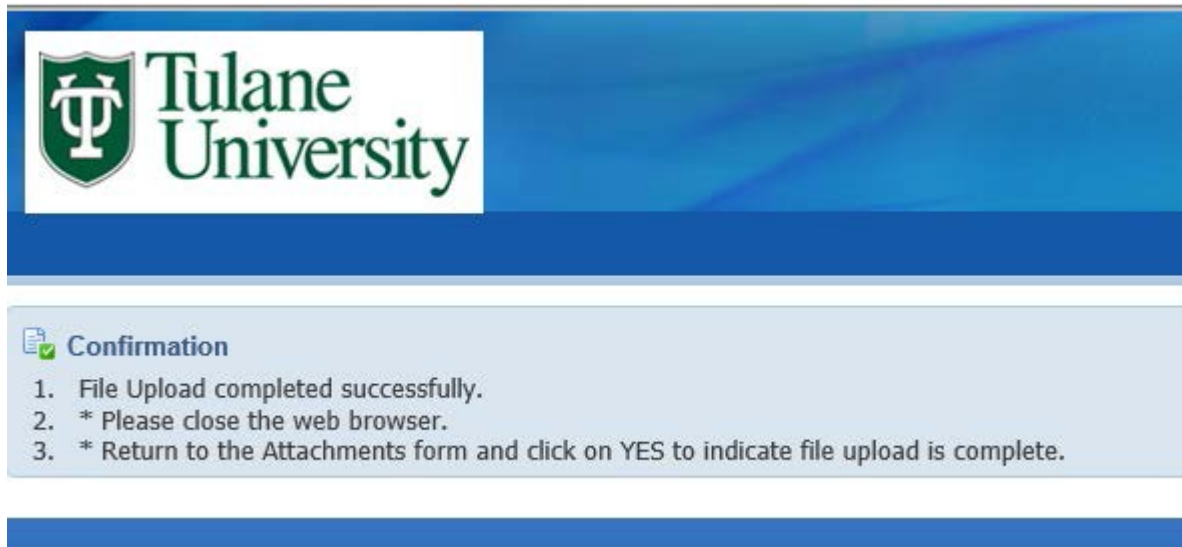
File Upload

* Upload File Y:\org list.xls Browse...

Submit Cancel Clear

Privacy Statement

- Click on the "Submit" button

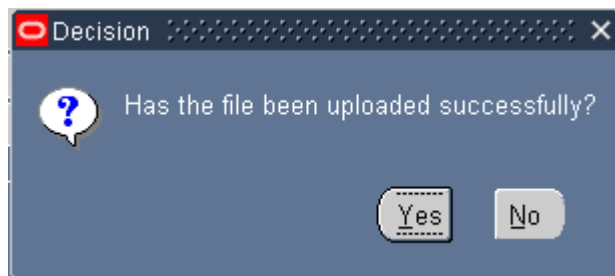


Tulane University

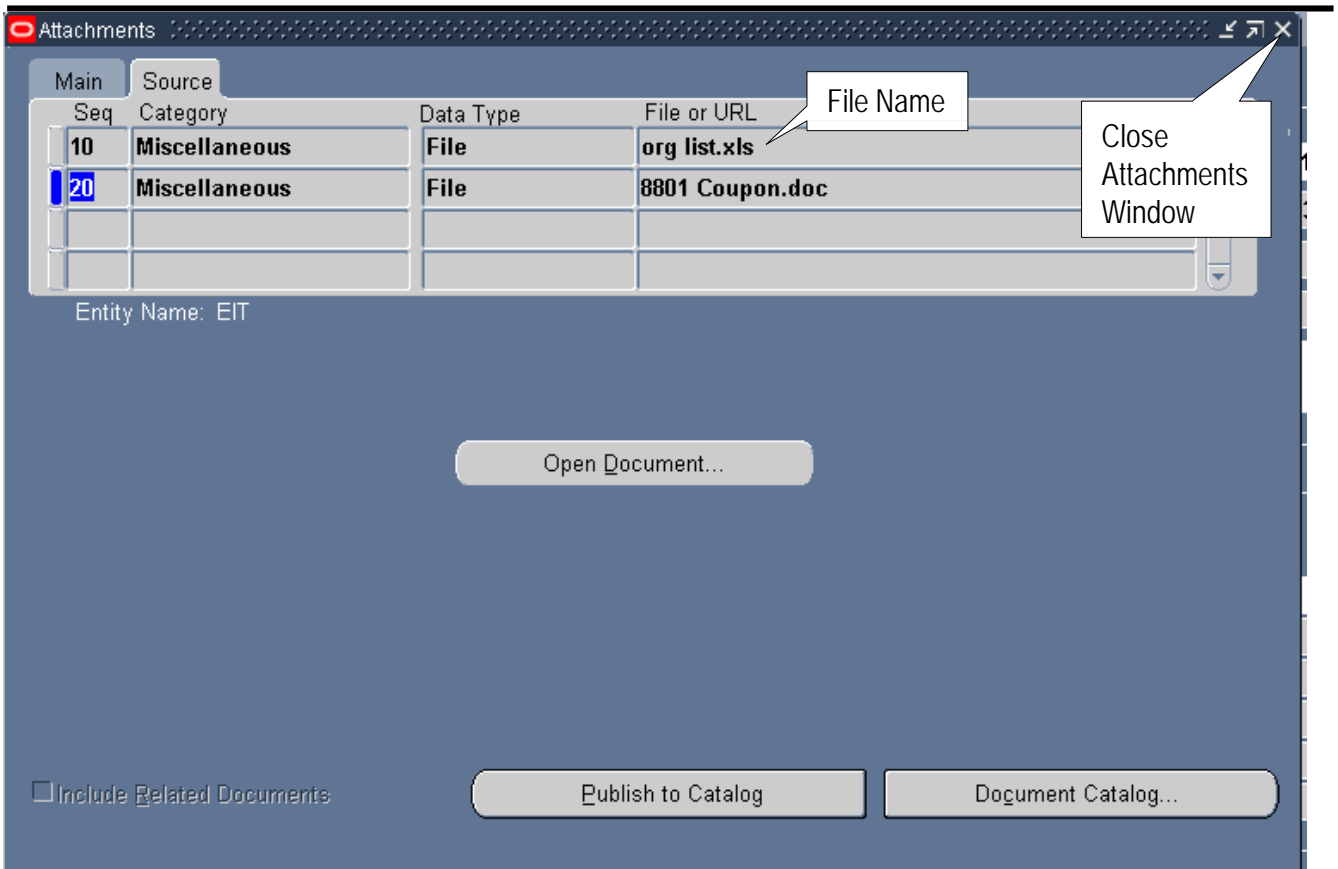
Confirmation

1. File Upload completed successfully.
2. * Please close the web browser.
3. * Return to the Attachments form and click on YES to indicate file upload is complete.

- You will then receive a Confirmation telling you to close the web browser and return to the Attachments Form to click "YES" to complete the upload of your attachment.



Adding An Attachment



- Once you click Yes, you will see the file name in the File or URL field.
- You can add multiple files by adding another line and repeating the process.
- When you are finish adding attachments, close the Attachments Window by clicking on the "X" in the upper right corner.
- You can view any attachment by clicking on the line of the attachment you would like to view and clicking the Open Document button.

NOTE: Attachments can be added by anyone who prepares or receives the IT. If an attachment needs to be removed, you will need to contact the System Administrator.