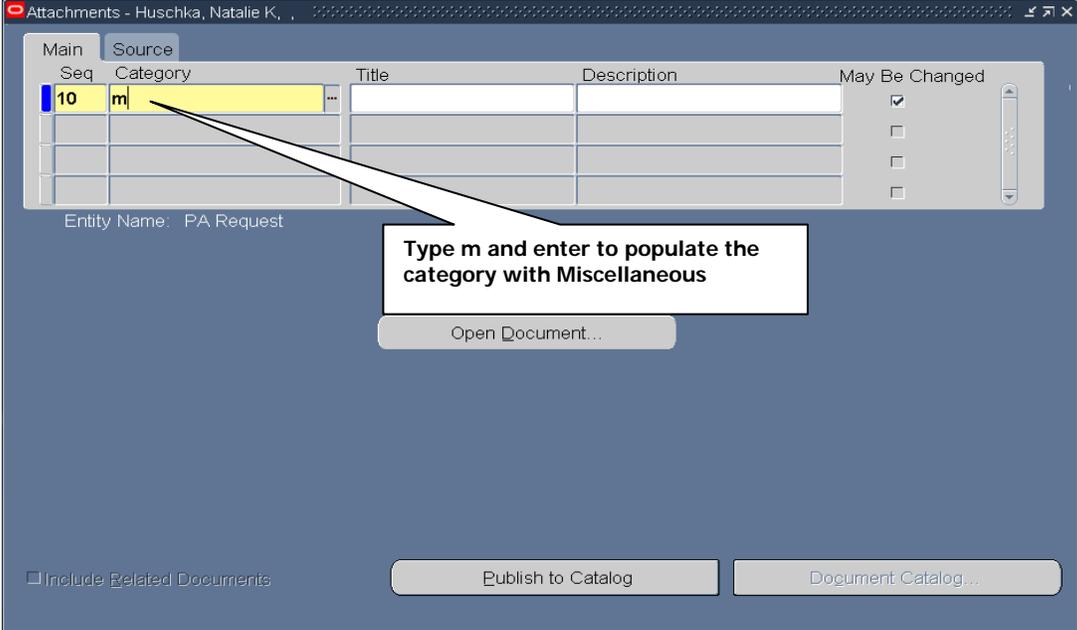
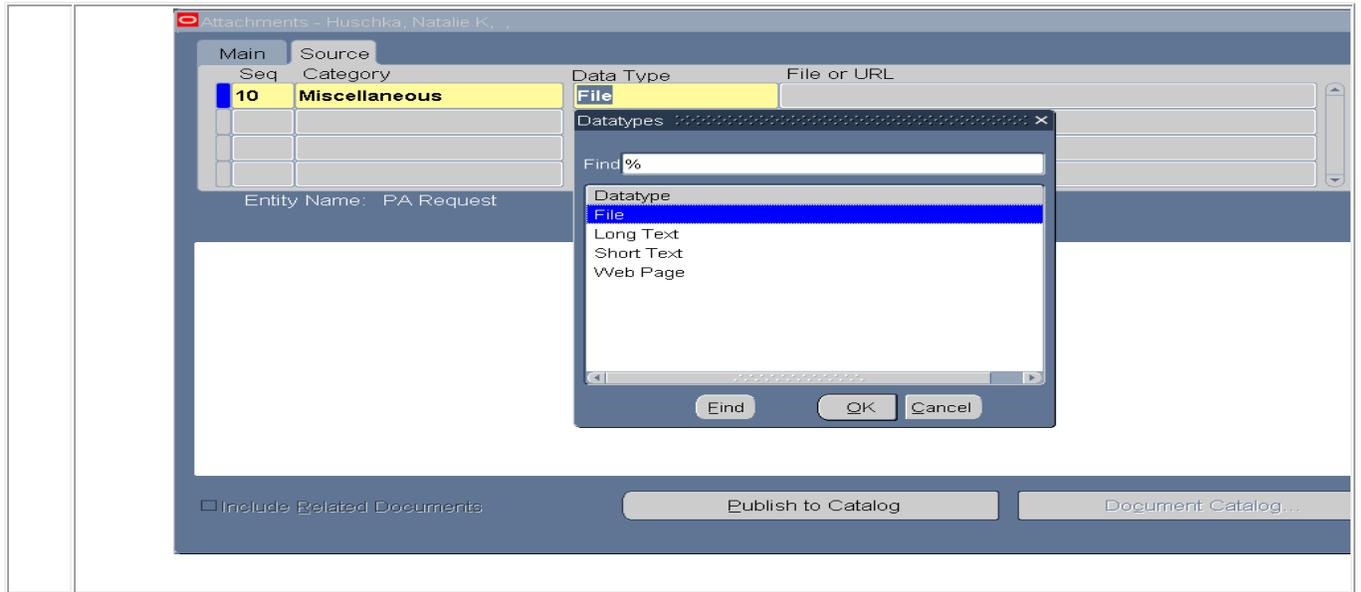


## Attaching a Document or Comment

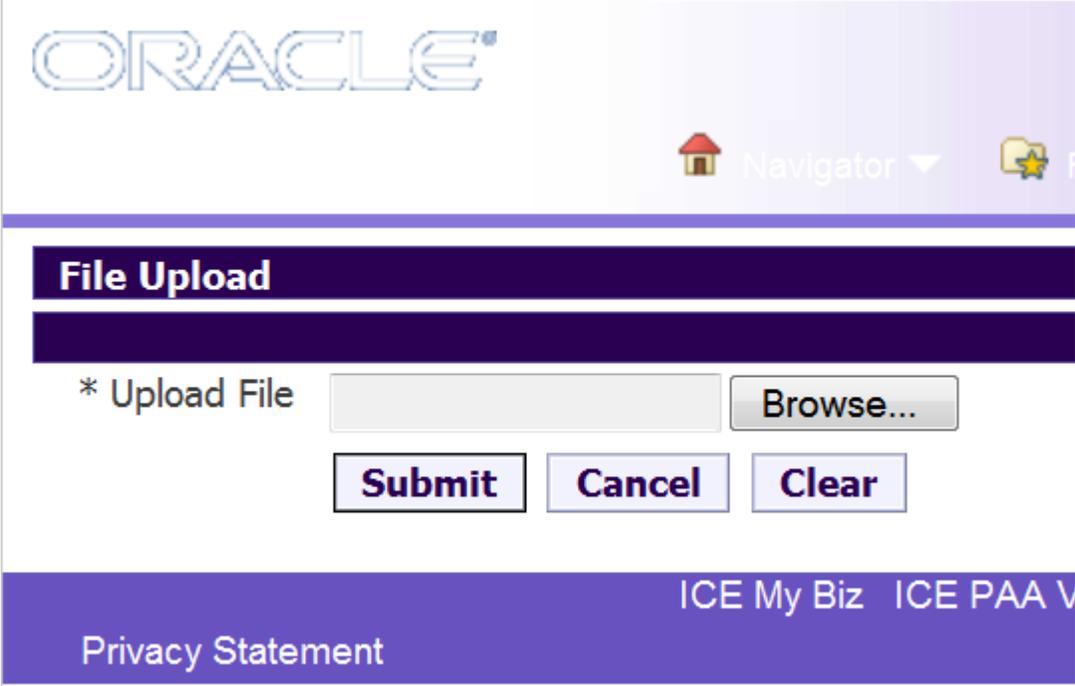
Follow these steps to get started with the attachment process:

Step	Action
1	While the RPA to which you want to attach a document is open on your screen, click the Attachments icon (the paperclip) on your toolbar.
2	<p>The <b>Attachment Window</b> is displayed:</p> 
3	<p>Click in the <b>Category</b> data field. Type in the letter "C" or "M" depending on whether you are going to type in some comments ("C"), or attach a file ("M" -- Miscellaneous). Then press the tab key.</p> <ul style="list-style-type: none"> <li>• <u>Comments</u> allows you to enter text and save it with the RPA. This is similar to using the notepad, but using Comments does not have the 2000-character size limitation of the notepad.</li> <li>• <u>Miscellaneous</u> is used to attach an existing document from another application such as Microsoft Word, PDF, etc.</li> </ul>
4	Type a title of the document to be attached in the <b>Title</b> field by typing something descriptive, short, specific, and understandable to users, e.g., "Job description PD0314," "Orders" etc. Then press the tab key.
5	In the Description field press the tab key.
6	<p>In the <b>Data Type</b> field. Click the LOV button for a listing of data types that can be attached. Click the data type you want and click &lt;OK&gt;. The most commonly used data types are:</p> <ul style="list-style-type: none"> <li>• <u>File</u> – allows you to attach a Word document, PDF, etc., to the RPA. When you select this, an Upload File window will open. Continue to <b>Attaching a File</b>, below.</li> <li>• <u>Long Text</u> – allows you to type free-form comments similar to using the notepad, but without the 2000-character limitation of the notepad. Continue at <b>Adding a Comment</b>, below.</li> <li>• <u>Short Text</u> – allows you to type free-form comments similar to the notepad.</li> </ul> <p>Also like the notepad, Short Text has a 2000-character limitation. Continue at <b>Adding a Comment</b>, below.</p>



## Attaching a File

Follow these instructions to attach a file (Word document, Excel spreadsheet, or other computer file):

Step	Action
1	<p>When you select "File" as the "Data Type" in step 6 above, a <b>File Upload</b> window displays: (Often it will pop-up behind other internet browsers.)</p> 
2	<p>Click the &lt;<b>Browse</b>&gt; button and find the file that you want to attach. You will have access to the same drives and folders that you normally access from your workstation. After you have selected the file, click the &lt;<b>Submit</b>&gt; button on the <b>File Upload</b> window.</p>
3	<p>Once the file has been uploaded, the following message displays:</p>

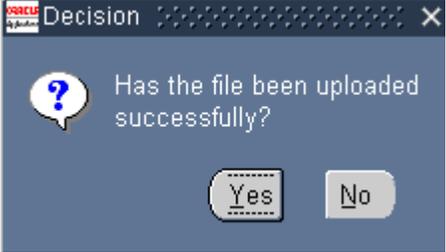
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**Confirmation**

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

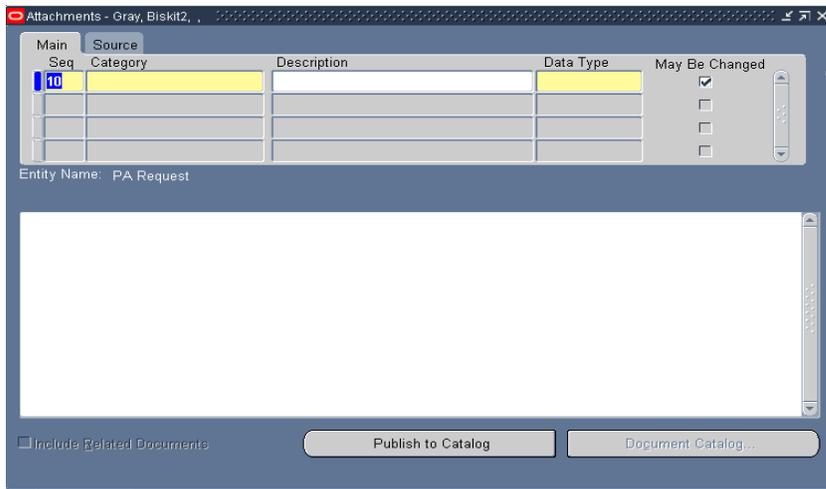
4 Close the window to return to the Attachment window, and click the <Yes> button on the decision window:



5 Click the **Save** button on the toolbar to save the attachment information. You can then close the **Attachment** window to return to the RPA, or add another attachment if desired.

## Adding a Comment (Long or Short Text)

Click in the large white area and type your comments:



Main Seq	Source Category	Description	Data Type	May Be Changed
10				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: PA Request

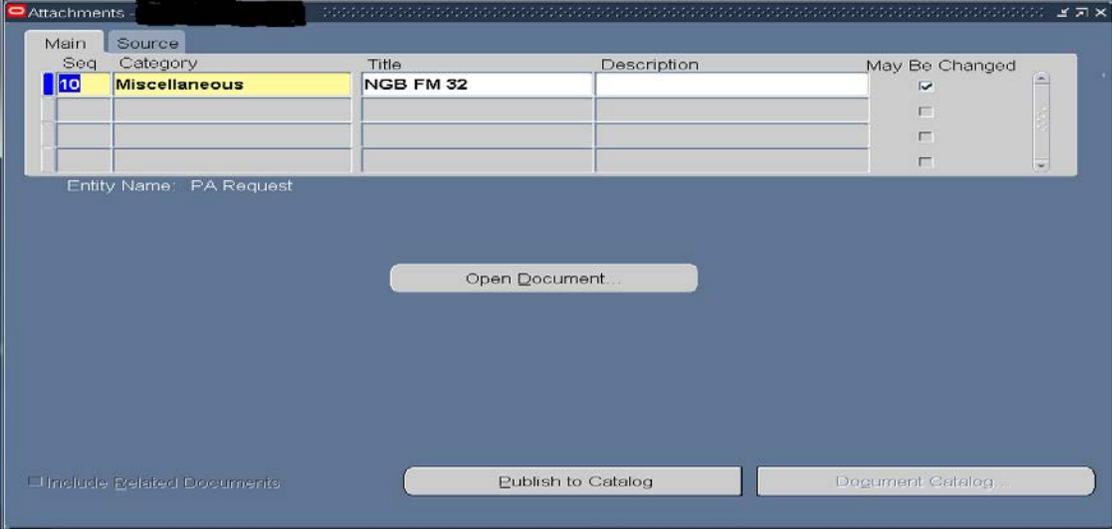
Include Related Documents

Publish to Catalog Document Catalog...

When you are done typing the comments, click the **Save** button on the toolbar to save the attachment information. You can then close the attachment window to return to the RPA, or add another attachment if desired.

## Viewing and Printing an Attachment

Follow the steps below to view or print an attachment to an RPA.

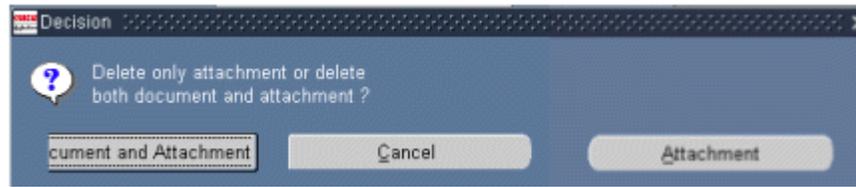
Step	Action
<p>1</p> 	<p>To view the attachment(s) to an RPA, click the Attachment icon on the Toolbar (the RPA must be open on your screen).</p> <p><b>Note:</b> You can tell if there is an attachment to an RPA or any other personnel document by the "paper" in the paper clip Attachment button on the Toolbar.</p>
<p>2</p>	<p>The <b>Attachments</b> Window is displayed. Click on the line containing the attachment you want to view or print (if there is more than one item).</p> <ul style="list-style-type: none"> <li>o For a file, click the &lt;<b>Open Document</b>&gt; button. The file will open in a separate browser window where you can view or print it.</li> <li>o Comments will display automatically when you select a "Comment" item.</li> </ul> 
<p>3</p>	<p>When you are done, close the <b>Attachment</b> window to return to the RPA.</p>

## Deleting an Attachment

To delete an attachment to an RPA, follow these steps:

Step	Action
<p>1</p> 	<p>Click the Attachment button on the Toolbar (the RPA must be open on your screen).</p> <p><b>Note:</b> You can tell if there is an attachment to an RPA or any other personnel document by the "paper" in the paper clip Attachment button on the Toolbar.</p>
<p>2</p>	<p>The <b>Attachments</b> Window is displayed. Use your scroll bar to locate and click on the item you want to delete (if there is more than one item).</p>
<p>3</p> 	<p>Click the <b>Delete Record</b> button on the toolbar.</p>

4 The following message is displayed. Click the appropriate button.



- Attachment means that you are "un-attaching" the document from the RPA, but the document itself will still exist. Note: documents attached to RPAs in DCPDS are saved (stored) on the DCPDS server. When you use the delete "Attachment" option, the document will still be using space on the server.
- Document and Attachment means that you are both un-attaching the document and deleting it. This option will remove the document from the DCPDS server and should normally be used.

5 Click the <Save> icon on the toolbar to save your changes to the **Attachment** Window.

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