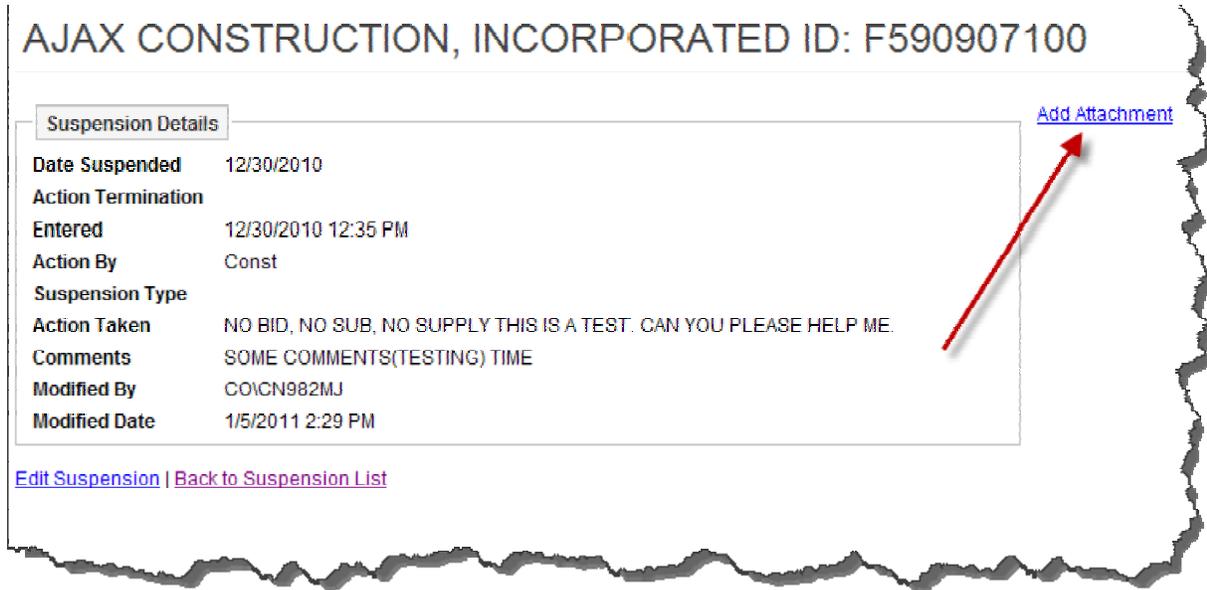


## Chapter Three

### Adding/Deleting an Attachment (Admin Level Access Only)

1. Once you have created a suspension/agreement, you can add attachments to the record. Click on the **Add Attachment** button in the upper right hand corner of the screen.



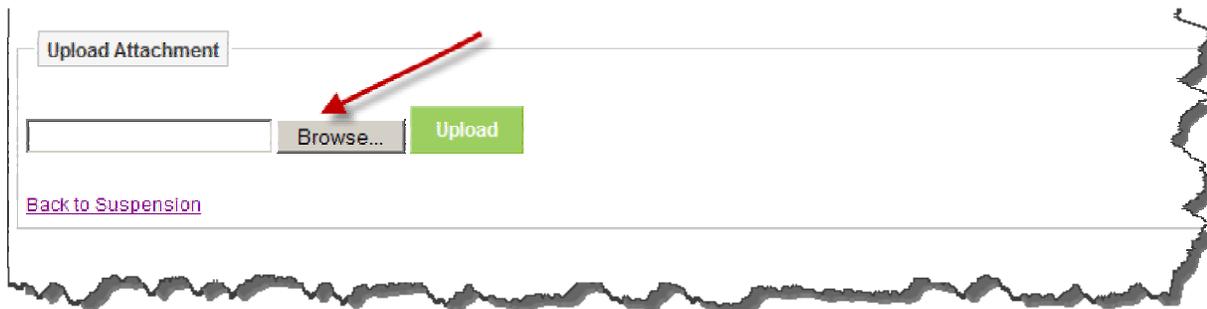
AJAX CONSTRUCTION, INCORPORATED ID: F590907100

Suspension Details	
Date Suspended	12/30/2010
Action Termination	
Entered	12/30/2010 12:35 PM
Action By	Const
Suspension Type	
Action Taken	NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.
Comments	SOME COMMENTS(TESTING) TIME
Modified By	COVCN982MJ
Modified Date	1/5/2011 2:29 PM

[Add Attachment](#)

[Edit Suspension](#) | [Back to Suspension List](#)

2. The screen shown below will appear. Click on the **Browse** button to locate the file you wish to attach.

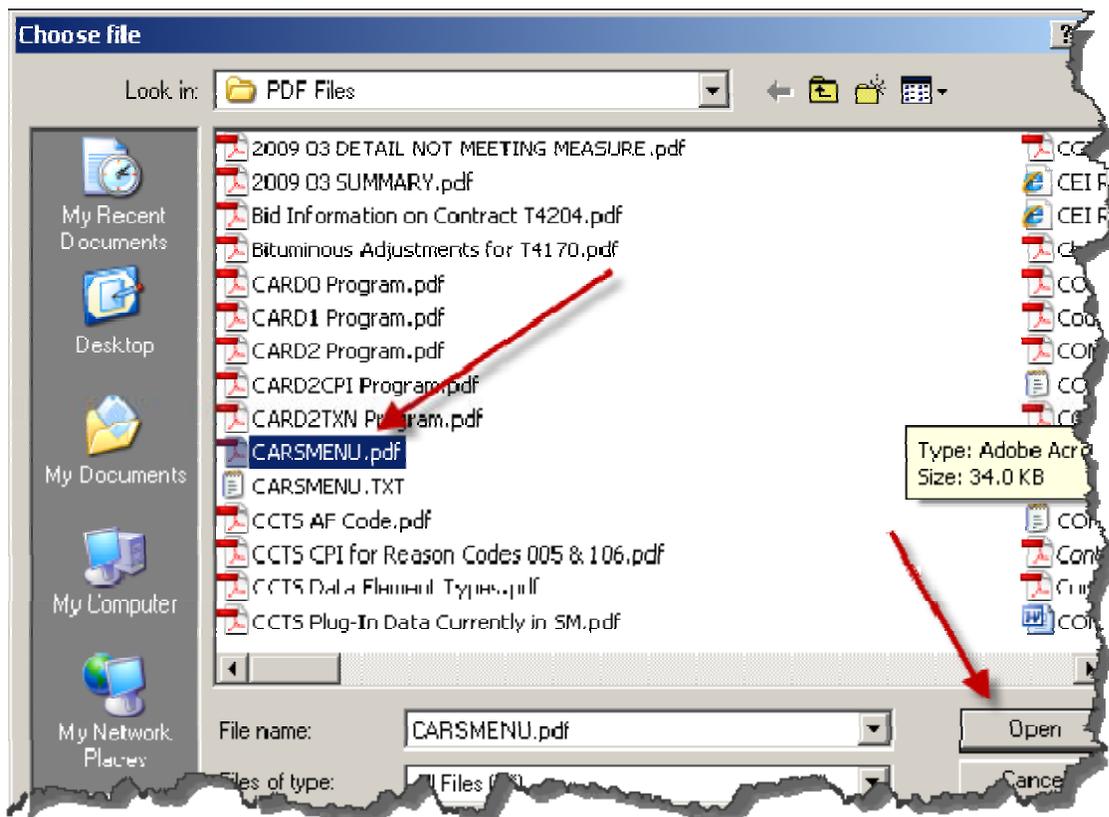


Upload Attachment

**Browse...** **Upload**

[Back to Suspension](#)

3. Highlight the file you wish to attach and press the **Open** button.



4. The file name will be populated in the box next to the **Browse** button. Make sure you press the **Upload** button to attach the document to the record.



5. The attachment will be displayed on the suspension record in the upper right hand corner under the label **Attachments**.

Suspension Details	
Date Suspended	12/30/2010
Action Termination	
Entered	12/30/2010 12:35 PM
Action By	Const
Suspension Type	
Action Taken	NO BID, NO SUB, NO SUPPLY THIS IS A TEST. CAN YOU PLEASE HELP ME.
Comments	SOME COMMENTS(TESTING) TIME
Modified By	COICN932MJ
Modified Date	1/5/2011 2:29 PM

Attachments	
1. CARSMENU.pdf	 <a href="#">Delete</a>

[Add Attachment](#)

[Edit Suspension](#) | [Back to Suspension List](#)

6. To open the documents just click on the magnifying glass shown. You can also delete the attachments on this screen by pressing the **Delete** button. You will be asked to confirm the delete as shown below.

## DeleteAttachment

Are you sure you want to delete this?

[CARSMENU.pdf](#)

[Delete File](#)

[Back to Suspension Details](#)